

# **Uwharrie Charter Academy**

## **Parent/Student Policy Handbook (Section 500)**



**2023-2024**

UCA Established 2013

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**Effective August 14, 2020**

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## **ESSENTIALS: WHO WE ARE**

### **MISSION**

Uwharrie Charter Academy (hereafter “Uwharrie Charter Academy “ or “UCA”) exists to provide a truly rigorous pathway to college and career readiness and to afford students the benefit of a small learning community to promote strong relationships with students and individualized support for learning. UCA imbeds the curriculum with STEAM-focused content through problem-based learning, historical developments in technology, hands-on math, and inquiry science that requires engineering and ingenuity. UCA promotes hands-on, project-based learning in all courses and supports the development of 21st century skills integrating the use of technology. UCA partners with parents so that they understand their role in their child’s education. UCA builds relationships with local institutions to provide real-world connections and opportunities for applied learning.

### **ETHICS STATEMENT**

Uwharrie Charter Academy will make decisions that are morally sound, environmentally responsible, fiscally fit, safe for the community, adaptable and promote the development of its students, always with integrity.

### **VISION STATEMENT**

Uwharrie Charter Academy is the model of innovative learning environments where curiosity, adaptability, and critical thinking are inspired through transformative methods and passionate educators preparing graduates for the rapidly evolving world.

### **CORE BELIEFS**

We believe that, when presented with challenging and engaging real-world instruction, all students can learn and will rise to the challenge. Our youth are equipped with a desire to make a difference in the world and are looking for an opportunity to do so. Learning in a safe, small learning environment provides the nurturing setting that students need to see how academic learning fits into the world outside the classroom. We live in a changing world where students need to be prepared for the future of technology and environmental issues as problem solvers, not rote memorizers, so students should be given the chance to show what they know by collaborating with peers and creating meaningful projects. Parents and community members care deeply about our youth because our youth represent the future of our world; therefore parents and community members will offer the assistance needed to accomplish the task of developing our youth into responsible, innovative citizens.

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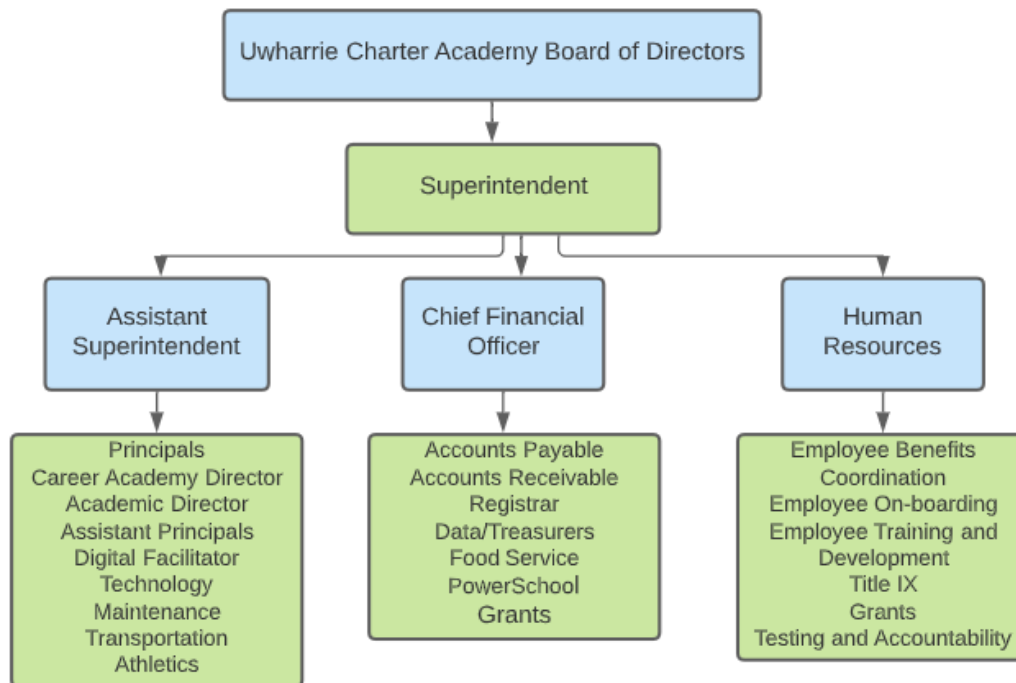
## **CHARTER SCHOOL INFORMATION**

A charter school is an alternative to the traditional public-school setting, and many people appreciate the choice they create for parents and students. They fill the gap between public school and private school because many charter schools offer innovative approaches and programs and increase learning opportunities that traditional public-school systems cannot offer. Charter schools are public schools, so they are funded with public monies, yet they may be supplemented with private donations, and sometimes admission lotteries are utilized when the number of applicants exceed the program's capacity. Any North Carolina student is eligible to attend a charter school without paying tuition.

There are several benefits to attending a charter school, including an often smaller class size, more individualized instruction, high academic and service standards, innovative programs and course offerings, and unique educational philosophies. With high expectations from all stakeholders, students will learn, grow, and exceed expectations.



## ORGANIZATIONAL CHART



### NON-DISCRIMINATION POLICY

Uwharrie Charter Academy provides equal education opportunities including in educational programming and activities, for all students and does not discriminate on the basis of race, creed, color, age, national origin, religion, sex, gender, gender identity, sexual orientation, disability, nationality, or any other status protected by law,. UCA adheres to applicable 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 and its Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

### SECTION 500 ~ PARENT/STUDENT POLICY HANDBOOK

#### ACADEMICS AND CURRICULUM

#### 501 ~ CODE OF CONDUCT

Students of Uwharrie Charter Academy are expected to hold themselves to the highest standards of ethical behavior and strong character both on campus and in the community. The signing of the

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Honor Code demonstrates an understanding and agreement to uphold a commitment to strong character and personal integrity.

As a student of Uwharrie Charter Academy, I understand the importance of the Honor Code as the primary directive for all of my decisions. As such, it will be at the forefront of all of my interactions with others in and out of the classroom and as a way of life. I understand that UCA's directors have full discretion to enforce this code and that violations will result in disciplinary action.

As a student of the Uwharrie Charter Academy community,

- I will uphold the principles of integrity reflected in the Honor Code in an effort to maintain trust with my peers, teachers, parents, administrators, and community.
- I will tell the truth.
- I will hold myself to the highest environmental ethic.
- I will not steal or damage others' personal property.
- I will not take credit for work that is not my own.
- I will take responsibility for my words and deeds.
- I will not assist others in academic assignments unless directed to do so by a teacher.
- I will support others in upholding the Honor Code.

### **Stakeholders' Responsibilities**

In order for Uwharrie Charter Academy to achieve success, all stakeholders must understand and accept their roles and responsibilities and duties. The following delineates the roles and responsibilities of UCA's members:

Students will:

- Support UCA's mission
- Come to Academy prepared to learn with all necessary supplies
- Leave all distractions to learning (phones, toys) turned off and put away except at teachers or administrator's discretion
- Be on time to class
- Actively engage in learning activities
- Consider their impact on the earth
- Be polite and responsible to all and support one another
- Challenge assumptions
- Adhere to Honor Code
- Have a positive attitude
- Develop a strong work ethic

Teachers will:

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- Support UCA's mission
- Respect students and others
- Plan engaging, rigorous lessons
- Challenge students' thinking
- Listen to students
- Communicate regularly with parents
- Be fair and equitable in all dealings with students, including grades and discipline
- Create a safe, enjoyable learning environment
- Develop their own green practices
- Remediate and tutor students for success and enrich
- Stay abreast of all new instructional methods
- Demonstrate a strong work ethic

Parents will:

- Support UCA's mission
- Ensure student's preparedness for learning
- Volunteer at Academy and support extracurricular activities
- Understand their role in their child's success
- Resolve conflicts and voice concerns with the appropriate party
- Promote the child's adoption of UCA's Honor Code by displaying strong, moral values
- Become aware of environmental ethics

Administrators will:

- Support UCA's mission
- Maintain a safe and orderly Academy
- Promote high ethical standards
- Communicate regularly with parents
- Deal with students and staff equitably and fairly
- Listen to students' and parents' concerns, ideas, recommendations
- Adhere to public Academy law
- Challenge teachers and students to do their best
- Get to know each student, teacher, and family
- Offer staff development
- Coordinate students' service in the community
- Investigate ways to "green UCA"
- Educate the public about UCA and its mission
- Communicate regularly with the Board

Board will:

- Make decisions and policies that support UCA's mission
- Meet regularly

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- Support and promote UCA to the public
- Avoid conflicts of interest

**All families are expected to sign Appendix A - Parent and Student Honor Code Agreement Form.**

**502 ~ STUDENT EXPECTATIONS**

Students at Uwharrie Charter will be taught and expected to follow a set of character traits that will prepare them to be successful after graduation. These traits are represented by the word PRIDE:

- P- preparation
- R - respect
- I- integrity
- D- determination
- E – empathy

**503 ~ DRESS CODE**

Students at UCA should dress comfortably and appropriately. Since the focus should be on learning, students are encouraged to dress modestly and follow the standards of decency. For any items not addressed below, UCA administrators will determine if clothing is appropriate.

<b>Unacceptable – Elementary</b>	<b>Unacceptable - Middle</b>	<b>General Guidelines - High</b>
Leggings worn without a top that covers the rear end	See-through shirts, blouses, halter tops, tank tops/tube tops, undershirts and muscle shirts	Leggings, pants, and shorts should not be transparent and must cover undergarments
Pajamas and bedroom slippers	Shorts should be appropriately fitting and have at least a 3-inch inseam with a straight-across hem	Shorts should be long enough to cover undergarments and extend below the pocket area
Tops (shirts and blouses) that don't cover the top of the shoulder. Shoulder strap must be 1.5" or wider. The arm hole should not be excessively large. Must completely cover the stomach, chest, and bare back. No bare midriffs	Students should wear tops, bottoms, and shoes at all times while at school	Pajamas and bedroom slippers should not be worn
Clothing displaying inappropriate content such as alcohol, drugs,	No pajamas and/or bedroom slippers	Tops (shirts and blouses) must not be transparent and must cover the stomach, chest, underwear, and back

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and/or violent acts or gang related	No clothing displaying sex or sexual innuendo, alcohol, drugs, violence, offensive logos or any deemed gang related	No bare midriffs or tube tops
Clothing too short, too tight, or too revealing (exposing cleavage, bra straps, underwear, lower back, navel)	Shirt straps should be 1.5" or wider	No clothing displaying sex or sexual innuendo, alcohol, drugs, hate speech, and/or violent acts
Offensive logos, sayings, advertisements, phrases	Shirts must completely cover the stomach, chest and back	No gang related items (blue or red bandannas)
Sagging pants	No underwear should be visible at any time; including bras, bralettes, under shirts, underwear and any other under-things	No offensive logos, sayings, advertisements, or phases
See-through shirts, blouses, halter tops, tank tops/tube tops, "wife beaters," undershirts, muscle shirts or other tops that expose the midriff	See-through holes in pants must be below mid-thigh	
Short shorts	Hats and hoods are permitted at the discretion of the teacher	
Short skirts		
Holes in pants (must be below fingertips or mid-thigh)		

The following are acceptable at the discretion of the administration:

**Elementary School**

- Shorts with a 5-inch inseam and skirts that extend the fingertips
- Leggings that fit appropriately, are not too tight with a shirt that extends the fingertips
- Sleeveless shirts that do not reveal undergarments
- Appropriately fitting pants that do not reveal undergarments and have no holes above the fingertips
- Hats are permitted at the discretion of the teacher

**Middle/High School**

- Sleeveless shirts that do not reveal undergarments
- Hats are permitted at the discretion of the teacher
- Holes in pants are acceptable if below the pocket area

The following consequences will be followed for dress code violations:



## Elementary School

Front office will be notified

Parents will be contacted to bring the student a change of clothes. If a parent cannot bring clothes for the student, the student will be given appropriate clothing that the school has on hand

If there is no extra clothing available, the student may be sent to choices for the remainder of the day

## Middle/High School

Administration will be notified

Parents will be contacted to bring the student a change of clothes. If a parent cannot bring clothes for the student, the student will be given appropriate clothing that the school has on hand

If there is no extra clothing available, the student may be sent to ISS for the remainder of the day

## 504 ~ GRADING SCALE

A standard 10-point grading scale will be used for students in grades 3-12. This scale will not include “pluses” or “minuses.” Grades from prior years will not be altered retroactively. Under the scale, grades and grade point average calculations will be applied as follows:

A: 90-100 = 4.0

B: 80-89 = 3.0

C: 70-79 = 2.0

D: 60-69 = 1.0

F: < 59 = 0.0

**Quality Points:** In addition to the grade scale change, standards for quality points are applied only to high school students. The quality points standard will provide an additional .5 quality point to Honors courses and a 1.0 additional quality point to Advanced Placement (AP)/International Baccalaureate (IB) courses, community colleges courses, or four-year university or college courses taken in high school. This eliminates discrepancies between AP/IB and community college or college/university courses and quality points and provides the same additional quality point to all college-level coursework.

For example, a student who earns an A in an AP course would receive a weighted 5.0 grade for that particular course. A student who earns an A in an Honors course would receive a weighted 4.5 grade.

Uwharrie Charter Academy High School's calendar is divided into four nine-week periods. Final exams are administered at the end of each semester at the high school and count as 20% of the final grade for the class.

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## 505 ~ ACADEMIC REQUIREMENTS

In an effort to uphold the school's mission for academic rigor, Uwharrie Charter Academy will offer the North Carolina Academic Scholars Program, which allows the school to offer every available honors-level course. Teachers are expected to provide the necessary scaffolding to help students perform at their highest potential, including remediation and tutoring.

Academic Scholars will be designated by the State Board of Education as North Carolina Academic Scholars and:

- will receive a seal of recognition attached to their diplomas.
- may receive special recognition at graduation exercises and other community events.
- may be considered for scholarships from the local and state business/industrial community.
- may use this special recognition in applying to post-secondary institutions. (Candidates are identified by the end of grade 11 and their candidacy can be included in application forms and/or transcripts sent to these institutions.)

Students must:

- Begin planning for the program before entering ninth grade to ensure they obtain the most flexibility in their courses.
- Complete all the requirements of this North Carolina Academic Scholars Program.
- Have an overall four-year un-weighted grade point average of 3.500
- Complete all requirements for a North Carolina high school diploma.

Students must earn the minimum credits in each category listed below in order to graduate.

The following **Future-Ready Core Course** of study must be completed in grades 9-12:

- 4 **English** I, II, III, IV
- 4 **Mathematics** (should include Math I, Math II, Math III and a 4th math aligned with the student's goals)
- 3 **Science** (Physical Science or Chemistry course, Biology, and an Earth/Environmental Science course)
- 4 **Social Studies** (World History, Civic/Economics, American History, or AP US History and an additional social studies course, Financial Literacy)
- 1 **Health and PE**
- 6 **2 elective credits of any combination from either:**
  - Career and Technical Education (CTE)
  - Arts Education
  - World Languages

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**4 elective credits strongly recommended (four course concentrations) from one of the following:**

- Arts Education (e.g. dance, music, theater arts, visual arts)
- Any other subject area (e.g. social studies, science, mathematics, English)

**Total = 28 Credits plus any local requirements**

#### **ATHLETIC ELIGIBILITY**

In accordance with the North Carolina High School Athletic Association, any UCA High School student wishing to participate in school sports must pass a minimum load of three courses the semester prior to the sport in which they are participating.

#### **506~ DAILY SCHEDULE – HIGH SCHOOL**

	<b>Monday – Thursday</b>		<b>Friday</b>
1 <sup>st</sup> Period	9:00-10:25	1 <sup>st</sup> Period	9:00-9:53
2 <sup>nd</sup> Period	10:30-11:55	2 <sup>nd</sup> Period	9:58-10:51
1 <sup>st</sup> Lunch	11:55-12:20	3 <sup>rd</sup> Period	10:56-11:48
2 <sup>nd</sup> Lunch	12:45-1:10	4 <sup>th</sup> Period	11:53-12:45
3 <sup>rd</sup> Lunch	1:20-1:45		
3 <sup>rd</sup> Period	12:00-1:45		
4 <sup>th</sup> Period	1:50-3:15		



**507~ DAILY SCHEDULE – MIDDLE SCHOOL**

# Monday - Thursday Schedule

6th Team One		6th Team Two		7th Team One		7th Team Two		8th "Team" One		8th "Team" Two	
8:15-9:15	Core 1	8:15-9:15	Core 1	8:15-9:15	Elective	8:15-9:15	Elective	8:15-9:15	Core 1	8:15-9:15	Core 1
9:18-10:18	Elective	9:18-10:18	Elective	9:18-10:18	Core 1	9:18-10:18	Core 1	9:18-10:18	Core 2	9:18-10:18	Core 2
10:21-10:46	LUNCH	10:21-11:21	Core 2	10:21-10:50	Core 2 (split)	10:21-11:21	Core 2	10:21-11:21	Core 3	10:21-11:21	Core 3
10:49-11:49	Core 2	11:24-11:49	LUNCH	10:52-11:19	LUNCH	11:24-11:53	Core 3 (split)	11:24-12:24	Core 4	11:24-12:24	Core 4
11:52-12:52	Core 3	11:52-12:52	Core 3	11:21-11:48	Core 2 (split)	11:55-12:20	LUNCH	12:27-12:52	LUNCH	12:26-12:55	Elective (split)
12:55-1:55	Core 4	12:55-1:55	Core 4	11:51-12:49	Core 3	12:22-12:49	Core 3 (split)	12:55-1:55	Elective	12:58-1:23	LUNCH
1:58-2:45	STEAM	1:58-2:45	STEAM	12:52-1:55	Core 4	12:52-1:55	Core 4	1:58-2:45	STEAM	1:26-1:55	Elective (split)
				1:58-2:45	STEAM	1:58-2:45	STEAM			1:58-2:45	STEAM

# Friday Schedule

	6th	7th	8th
8:15-9:03	Core 1	Elective	Core 1
9:06-9:51	Elective	Core 1	Core 2
9:54-10:39	Core 2	Core 2	Core 3
10:42-11:27	Core 3	Core 3	Core 4
11:30-12:15	Core 4	Core 4	Elective

**508~ STATE TESTING**

All Uwharrie Charter Academy students in grades 3-12<sup>th</sup> will take the North Carolina required state tests. These tests include the following:

**3<sup>rd</sup> Grade**

- Reading BOG (takes place between the 11-15<sup>th</sup> day of school)
- Reading EOG
- Math EOG

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#### **4<sup>th</sup> Grade**

- Reading EOG
- Math EOG

#### **5<sup>th</sup> Grade**

- Reading EOG
- Math EOG
- Science EOG

#### **6<sup>th</sup> & 7<sup>th</sup> Grade**

- Reading EOG
- Math EOG

#### **8<sup>th</sup> Grade**

- Reading EOG
- Math EOG or Math I EOC if taking Math I in 8<sup>th</sup> Grade
- Science EOG

#### **9<sup>th</sup> - 12<sup>th</sup> Grades**

The EOC State Converted score will count as the student's final exam score and is weighted as 20% of the course final grade.

- Math I EOC
- Biology EOC
- English II EOC
- Math III
- Pre-ACT
- ACT
- EXTEND1

#### **ESL Students Only (Grades K-12)**

- ACCESS

#### **509~ PROMOTION AND RETENTION**

All students will be expected to master the grade level material each year. The teachers at Uwharrie Charter Academy will be responsible for assessing each student throughout the school year in order to track their progress towards mastery. If a teacher has a concern about a student's academic progress or behavior, they will bring the concern directly to the MTSS Team, which stands for Multi-Tiered System Support. Each school has their own MTSS Team for student referral. The district also has an MTSS Team that is comprised of the Superintendent, the School Counselor, the MTSS Director, the Exceptional Children's Director and the grade level principal. The MTSS Team will discuss the teachers concern and will then create an intervention plan. At the school level, the teacher will communicate the details of the plan with the parents. If a teacher

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has a concern about the promotion of a student, the teacher will communicate their concern to the MTSS Director. If necessary, the teacher, parent, student and MTSS Director will meet to discuss the details of the student’s academic progress and an additional intervention plan will be put in place. Any student being considered for retention must have already been referred to the MTSS School Team and to the District Team as well. At the end of the school year the District MTSS Team will review all of the data in the student files and a final decision will be made about the promotion or retention of the student.

Pursuant to state law, third graders who fail to achieve reading proficiency may not be promoted unless a statutory exception applies. Parents of impacted students will be informed of the law’s application. Any parent who wishes to learn more about this law and its application should be the Elementary School principal.

### **School Promotion Requirements**

#### Elementary School

In order for a student to be considered for retention, the teacher must provide compelling, verifiable evidence that student performance on appropriate grade level assessments represents a lack of conceptual understanding of content or skills. Teacher judgment factors may include, but are not limited to the following:

- previous retentions;
- level of text at which student is independently successful;
- observations;
- checklists;
- student portfolios;
- classroom assessments;
- current grades;
- attendance

<b>Grade Level</b>	<b>Student Progression Level</b>	<b>Measurement Criteria</b>	<b>Decision</b>
Kindergarten	Below GL--requires short term intervention	mClass Composite Score: 420 or below	Promote with progress monitoring
	Below GL--requires intensive interventions	405 or below	Consider retention
1st	Below GL--requires short term intervention	iReady reading score: 433 or below	Promote with progress monitoring

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	Below GL--requires intensive interventions	346 or below	Consider retention
2nd	Below GL--requires short term intervention	iReady reading score: 488 or below	Promote with progress monitoring
	Below GL--requires intensive interventions	418 or below	Consider retention
3rd	Below GL--requires short term intervention	iReady reading score: 510 or below	Promote with progress monitoring
	Below GL--requires intensive interventions	473 or below	Consider retention
4th	Below GL--requires short term intervention	iReady reading score: 556 or below	Promote with progress monitoring
	Below GL--requires intensive interventions	495 or below	Consider retention
5th	Below GL--requires short term intervention	iReady reading score: 580 or below	Promote with progress monitoring
	Below GL--requires intensive interventions	541 or below	Consider retention

### Middle School

For a student to be promoted in middle school a student must pass 2 out of 4 Core classes while also meeting the attendance requirements set forth by the NCDPI.

### High School

9 <sup>th</sup> to 10 <sup>th</sup> grade	6 credits
10 <sup>th</sup> to 11 <sup>th</sup> grade	13 credits
11 <sup>th</sup> to 12 <sup>th</sup> grade	20 credits
Graduation	28 credits

### 510~ EXCEPTIONAL CHILDREN

The mission of Uwharrie Charter Academy is to ensure that children and youth with disabilities develop educationally, socially, emotionally, and vocationally through the provision of a free,

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appropriate education and related services in the least restrictive environment. We will continue to educate, support and advocate for students with disabilities and assist them in achieving their true potential. Based on the needs of students as indicated on their Individualized Education Plans, inclusion, resource and functional skills are also offered K-12.

Through the Individual Education Program process, Uwharrie Charter Academy offers a free appropriate public education to each of its students with special needs. This includes the Occupational Course of Study courses to our high school students if determined to be appropriate by the student's IEP Team. Further information about occupational course of study courses can be found at the OCS website maintained by the North Carolina Department of Public Instruction: <https://ec.ncpublicschools.gov/disability-resources/intellectual-disabilities/occupational-course-of-study>.

### **511~ 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 students 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 students 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 UCA 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

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3. Instructional material used as part of the educational curriculum

UCA has developed and adopted policies regarding these rights, as well as arrangements to protect students' privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. UCA will directly notify parents of these policies at the beginning of each School year and after any substantive changes. UCA 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

**512~ RIGHT TO KNOW UNDER EVERY STUDENT SUCCEEDS ACT**

Parents of students have the right to know the professional qualifications of UCA's classroom teachers. Parents can ask for certain information about their child's classroom teachers, and UCA 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 UCA:

- 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



### **513~ CHILD FIND**

UCA participates in Project Child Find, an effort coordinated with the Exceptional Children Division of the State Department of Public Instruction, to locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services. UCA informs parents and/or guardians of the services available from UCA as well other state and community agencies. The children who qualify for these services have been diagnosed or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance. UCA identifies these students through our Multi-Tiered System of Support (MTSS) as well as from parent and teacher referrals and provides the following help:

- A complete evaluation, and if appropriate and within the guidelines of eligibility in NC, eligibility in one of the 14 disabling conditions
- An Individualized Education Program for children with a disability
- A referral to other agencies when needed.

### **514~ STUDENT FILES**

Uwharrie Charter Academy will adhere to all federal laws relating to maintaining student files. The following information regarding The Family Educational Rights and Privacy Act (FERPA) comes from the US Department of Education website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents 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 UCA decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if UCA 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.

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Generally, UCA 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 UCA to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

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

### **515~ STUDENT LETTERS OF RECOMMENDATION**

Students requesting a letter of recommendation must request them a minimum of two weeks prior to the date needed. Staff are not required to write the letter of recommendation but if they agree to do so, they will be expected to furnish the letter to the appropriate party within two weeks. A copy of the letter will be kept on file in the School Counselor's office.

### **516~ STUDENT TRANSCRIPTS**

Official transcripts may be requested in person at the main office and require 72 hours advance notice. Electronic transcripts will be provided free of charge and hard copies furnished by the school will be provided for a fee. Official transcripts for scholarship applications and final verification to colleges are free and will not count towards the first three transcript requests.

### **DAY TO DAY OPERATIONS AND PROCEDURES**

#### **517~ ADMISSIONS AND ENROLLMENT POLICY**

UCA is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, UCA will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. UCA will open enrollment on November 1. The open enrollment period will end on February 10. If needed, the lottery will occur in February. The lottery date, time and location will be published on the school's website by January 15th of each year.

No criteria for admission will be used except the completed application. The application may be completed online through our website <https://www.uwharriecharter.org/> unless a family is unable to

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access the site. In that case, we will provide a paper application to parents when requested. The application will include the student's name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, county of residence, current grade level, their grade level for the coming year, student's date of birth, the name of any siblings already enrolled at the school, declaration of the student's residence in the state of North Carolina, confirmation of access to email, parent email address and an indication as to how the family would like their children entered into the lottery.

### **Grade Level for the Lottery Application**

Parents will be asked to confirm both their student's current grade as well as the grade for the coming year. Parents may not choose which grade they would like their child enrolled in for the coming year, they must enter the actual current grade and the next year's grade as confirmation. Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level and then if admitted the student will be evaluated by the Superintendent and child's teacher before a retention decision is made. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with UCA. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were pulled from during the lottery.

According to state law, children must turn five years old on or before August 31, 2020, to apply to kindergarten. Lottery applicants must meet the same criteria.

### **Single or Family Application**

Each family will be offered the choice to either enter all of their children into the lottery with one surname or enter each child separately in the lottery. When a family application (all siblings on one application) is pulled during the lottery, all of the students listed on the application will be pulled at the same time. If there are spots available in the appropriate grade levels, the children will be admitted. If there are no spots available, they will be placed on the waitlist for those grades at that time.

### **Enrollment Priority**

UCA will follow all rules and regulations regarding enrollment priority as specified required by applicable North Carolina law.

The following groups will have enrollment priority at the time of the lottery for subsequent school years in the order that follows as space permits in each grade:

1. Children of full-time employees and board members (may not exceed 15% of total school population)

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2. Siblings of current students (as determined by Charter School law G.S. 115C-238.29F(g)(5a))
3. Students that were enrolled at UCA within the past two years but left for academic study abroad, an academic program at another school, competitive admission residential program or due to vocational opportunities of the parents.

### **Multiple Birth Siblings**

If multiple birth siblings apply to the school, their surname will be entered once to represent all of the multiple birth siblings. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the wait list in the order they are listed on their application.

### **Other Siblings**

If siblings apply for admission through the lottery, the School will enter one surname into the lottery to represent all of the siblings applying at the same time. If that surname of the siblings is selected, then all of the siblings shall be admitted to the extent that space is available and does not exceed the grade level capacity. It is our intent to provide Lottery Procedures that benefit families but are fair and consistent for all of our applicants.

### **Lottery Procedures**

Prior to the general enrollment lottery, the school will conduct a sibling lottery of the students admitted in the prior year if more siblings have applied than there are available spots. If there are more siblings that have applied than there are spots available, a grade level wait list will be started and students not receiving spots will be added to the wait list in the order in which they are pulled.

Once the sibling lottery has been completed (if needed) the general lottery will begin. UCA will place all applications received during the open enrollment period into one school wide lottery. Applications will be pulled one by one and the application number will be announced out loud as it is pulled. If the application has more than one child listed on it, all children will be placed in their respective grades. If there are still spots remaining in the grade, they will be admitted. If there are no spots remaining in their respective grade, they will be placed on their grade level waitlist at that time. The school will add remaining applicants to the wait list in the order they are pulled from the lottery. This wait list will be used in the event that a spot opens and the school chooses to fill the vacant position.

### **Lottery Results**

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The school will post the results of the lottery on the website within 5 business days of the lottery. If a student has been admitted to the school, the parent/guardian of the student will be contacted via email unless they indicated on their application that they did not have access to email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.

The results and the wait list will be updated monthly to allow parents to determine their current place on the waitlist. Parents of students placed on the waitlist will not receive communication via email or mail as to their student's place on the waitlist. They will be asked to look at the waitlist information placed online to determine their spot on the waitlist.

### **Students Applying after the Open Enrollment Period**

Any students applying after the open enrollment period will be placed in their respective grade if there is still space available. Otherwise, they will be placed directly after any wait-listed students from the lottery in the order the application was received.

### **Enrollment**

Students admitted on or before April 30th will have 30 calendar days from the date their acceptance email was sent to accept or decline enrollment and 45 days from the time of the acceptance email to turn in enrollment paperwork. If a student is admitted after April 30th, they will have 10 days to accept or decline enrollment at the school and 14 days to return the enrollment paperwork. If a student is admitted after June 15th, they will have 5 days to accept or decline enrollment at the school and 7 days to return the enrollment paperwork. If a student is admitted after July 15th, they will have 48 hours to accept or decline enrollment at the school and 5 days to return the enrollment paperwork. If the school does not receive enrollment confirmation and the paperwork back in the specified time period, the Superintendent may decline enrollment to the student and offer the spot to the next student on the waitlist. If enrollment is declined and then a parent later decides they would like to send their student after all, they will be asked to submit a new application and they will be placed on the waitlist in the next available spot.

As spots at the school become available, the parent/guardian of the student will be contacted via email. If the parent does not have access to email they can receive their confirmation via text message.

### **UCA's Right to Refuse Enrollment**

UCA reserves the right to refuse to enroll any student currently under a term of expulsion, suspension or conviction by his or her school until that term is over.

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UCA reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application.

## **Enrollment Meetings and Enrollment Forms**

At least one parent or guardian will be encouraged to attend an Enrollment Meeting to learn more about the school and to turn in enrollment paperwork. At the Enrollment Meeting, the parent/guardian will sign enrollment documentation and turn in remaining enrollment paperwork. Each family will be expected to complete all information as required by the NC DPI for enrollment including proof of residence in NC. If a child is admitted to the school after the initial Enrollment Meetings, the parent will be encouraged to return their completed packet to the front office. If the parent is unable to attend one of the Enrollment Meetings but notifies the school of their inability to do so, they will be given the available times to drop off enrollment paperwork through the front office.

## **Handling of Errors**

### ***UCA Errors***

If any mistake is made by UCA in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of UCA that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the waitlist behind the applicants who were left off by



mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

### ***Parent Errors***

If a student name is duplicated in the lottery and UCA administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery. If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

### **517.1 ~ Proof of Residency**

Any of the following proof of permanent residency will be required upon registering for school at UCA:

- Copy of deed or record of most recent mortgage payment
- Copy of lease agreement
- A utility bill dated within the past 30 days
- A valid NC driver's license or NC photo ID card
- A vehicle or property tax bill dated within the past one year

### **518~ WITHDRAW**

If a parent would like to withdraw their child from UCA, they should fill out the online Student Withdrawal Form or the Paper Student Withdrawal Form. Parents are required to list their student's next school on the form at the time of withdrawal. If the student will be homeschooled, the state issued homeschool identification number must be provided for the student to be withdrawn. A records request for one of our current students from a new school can be considered a request for withdrawal and if a records request is received the records will be sent and that student will be withdrawn from UCA.

### **519~ ATTENDANCE/ABSENCES**

All students are expected to attend school on all days of the established school calendar as approved annually by the Uwharrie Charter Academy Board of Directors and in compliance with the North Carolina school attendance laws. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. It is particularly true in a project-based environment that regular attendance is vital to achieving high academic outcomes

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given the rich educational discussions, fieldwork, and visiting experts that are a part of the day-to-day experience. Since many classroom activities are collaborative experiences, when one student is absent, the whole group is affected. Students who are frequently absent find it difficult to keep up. Missing a day of school means missing a crew activity that cannot be replicated at home.

**EXCUSED ABSENCES**

The following are considered reasons for lawful absence:

1. Illness or Injury
2. Quarantine
3. Death of an immediate family member
4. Medical or dental appointments (a note from the doctor/dentist is required to verify appointment)
5. Court Proceedings
6. Religious observance
7. Inclement weather
8. Approved educational opportunities

If a student is absent from school, parents should email the school or send a note stating the reason for the absence. All excuse notes must be received by the school within 3 days of the absence. All absences from school are considered unexcused until a written excuse is received from the parent/guardian. After 10 days of excused absences (unless communicated with administration) all absences will be considered unexcused and will be referred to the truancy panel for discussion and possible exclusion.

Additionally, at the High School, after the 7th-9th absence (excused or unexcused) students will make up time (45 mins for each class period missed). After the 10th absence will result in a Force Fail unless parents have doctor’s notes for absences and is communicated with administration.

Absence notes/emails should be sent to:

Elementary School - yanett\_gomez@uwharriecharter.org

Middle School - marsha\_wallis@uwharriecharter.org

High School - jennifer\_hogue@uwharriecharter.org

**UNEXCUSED ABSENCES**

Absences due to any reason other than those listed above are “unexcused” with no exceptions. In accordance with North Carolina’s compulsory attendance law, G.S. 115C-378 parents will be notified after a student has accumulated 6 unexcused absences. Parents will be notified in writing when a student has accumulated 10 or more unexcused absences.

Number of Days Absent	Actions Taken by School
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3 Unexcused Absences	Written or emailed notice to parent
6 + Unexcused Absences	Written notice to parent by mail along with copy NC GS, 115C-378 (Compulsory Attendance Law). Possible referral to Child Protective Service, law enforcement or court.
10+ Unexcused Absences	Parent notification and referral to Child Protective Service, law enforcement or court. The School will consider requiring make up time, as well as student retention/no credit status for failure to meet Compulsory Attendance Law. Upon a student's 10th consecutive absence, the student may be withdrawn from school membership in accordance with The State Board of Education's 10 Day Rule.

Students who miss more than the allowable days run the risk of being considered truant or may be considered for retention. College visits for high school students or educational opportunities must have prior approval from administration. College visits for high school students or educational opportunities are not counted against your absences.

### 520~ ATTENDANCE/TARDIES

It is very important for students to be on time to school and class. High school students who are tardy will report to the attendance office to get a note. Students who are late to school or class bring about whole class disruptions and they lose valuable instructional time. Additionally, students who are late to school jeopardize their driving privileges. The following consequences will be implemented for high school students who are tardy to school or class:

Elementary	Middle	High
3 tardies – Teacher will contact parent and documents conversation	3 tardies – Teacher will contact parent	3 tardies – Teacher will contact parent & document date and who they contacted
4-6 tardies – Teacher contacts parents, documents conversation, and notifies data manager	4-6 tardies – Parents contacted by administration	4-6 tardies – Students assigned afternoon or lunch detention. Failure to report to detention will result in a day of ISS
10+ tardies – Discretion of the administration team	7-9+ tardies – Parents contacted for conference and will attend ISS	7+ tardies – Lunch detention and/or after school detention on Friday, 1:00-4:00 pm. Administration will contact parents.
	7+ tardies – Student will attend ISS and/or will lose STEAM privileges to make up time lost in Core classes	
	Students who arrive late to school with breakfast from a fast food	

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restaurant will be asked to remain in the office to consume it. Being late will result in an unexcused tardy to class. Food will not be permitted in the classrooms. However, students may have water bottles with water only. There will be no food or drinks allowed in the gym at any time.

### **520.1 ~ TRUANCY PANEL**

At UCA, attendance is an important part of student learning and school expectations. If attendance becomes a concern, the school will hold families accountable for their role in this partnership. Thus, in order to be true to our Charter and our waitlist, due to attendance, UCA holds the right to dismiss a student and return a student back to their school of record due to Truancy. With that said, we do understand there may be times where there are circumstances out of the control of the family. Beginning in the 2023-2024, UCA will hold a Truancy Panel for those students who have excessive absences after the school has provided multiple documentation of attempting to bring the child back to school.

This panel will consist of the following:

1. School Assistant Superintendent
2. School Principal
3. School Guidance Counselor/Student Support Advocate
4. School Resource Officer
5. School Board of Director Representative

The panel will meet quarterly to review all students a school brings forth. Each school will need to present the following to the board to ensure all measures have been attempted to provide the family assistance in bringing the child back to school.

Truancy Paperwork will consist of the following:

1. Parent log of contact
2. Copy of Grades
3. Copy of Absences
4. Copy of 3-6-10 letters
5. Copy of administration or guidance counselor correspondence (email, calls)

After the team meets with administration and the family the panel will meet and make a decision and send it to the family within 10 calendar days. The panel has the authority to recommend

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disciplinary action consistent with UCA's Code of Conduct, including but not limited to permanent exclusion from UCA. Please see UCA Code of Conduct and disciplinary process set forth in Sections 560-569.

## **221~ CHECK OUTS**

Early dismissals are only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. Early dismissals for athletics are considered excused. Please remember, teachers are still instructing in the classrooms until the end of the School and early dismissals interrupt instruction.

Early dismissals are classified in PowerSchool as tardies in the same way that a late arrival to school appears. Early dismissals are only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances, for the early dismissal to be excused, proper documentation from the doctor/dentist's office is required within 48 hours. Early dismissals due to illness will only be excused with parent communication – in writing via email to the front office personnel at the student's school.

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 advance. Parents must sign students out in the main office. Students will only be released from school to authorized drivers for the student. 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. Students cannot be checked-out early from school over the phone. **Proof of identity is required in order to pick up a student.**

High School students who drive themselves to school must bring a note signed by the parent, including a contact number for the parent, to the office before school begins to be released for appointments during the school day. A dismissal slip will be issued to the student after the parent has been contacted and the early dismissal has been verified.

At the Elementary School, the latest time a child may be picked up for early dismissal in grades K-5 is 1:45 pm due to the congestion at the elementary school location. Students K-12 must be picked up no later than 5:30 pm.

At the Middle School, Students may not be checked out of school past 2:15 Monday - Thursday or past 11:45 on Fridays.

## **522~ AFTER-SCHOOL CARE**

After-school care will be provided based on an application process and waitlist if necessary. If interested in applying, please email the school secretary. After-school care hours are until 5:30 pm

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Monday through Friday. Should the school have early dismissal due to inclement weather, there will be no after-school care and the students will need to be picked up.

### **523~ VISITORS**

Due to the unique nature of Uwharrie Charter Academy, we expect that members of the community will want to learn more about our program. Parents and guests are welcome and are encouraged to participate in school events. To plan for such visits, kindly schedule a visit or tour in advance with our secretary based on administrative approval. Visitors are required to sign-in with the secretary at the front office. Anyone, parent/guardian or otherwise, wishing to see the principal or assistant principal should schedule an appointment at least 24 hours in advance. Any meeting with a teacher also requires a scheduled appointment time. The front office staff will not interrupt class time to ask a teacher to meet with a parent or ask the teacher to take a phone call from a parent.

UCA may suspend this policy for health and safety reasons at any time with or without notice.

### **524~ VOLUNTEERS**

The staff at Uwharrie Charter Academy welcomes volunteers! Parent volunteers are a huge piece to the success of our school. All volunteers must adhere to the volunteer requirements outlined below as per our Volunteer Policy. Volunteers must sign in at the front office and a volunteer visitor badge must be worn at all times if volunteering during school hours. All volunteers are expected to abide by all of the school policies set forth in this handbook.

A volunteer is anyone who provides services, without compensation or benefits of any kind of amount, on an occasional or regular basis at UCA or Academy activities. Uwharrie Charter Academy strongly encourages parent, grandparent, guardian, and community involvement in our Academy. The following policy assists our volunteers in being effective, satisfied, and successful Academy volunteers while maintaining the integrity of UCA and the health and safety of our students and teachers. Volunteers in large group functions may not be subject to all the same requirements to serve.

Volunteers are broken into two categories. Level 1 Volunteers will work alongside a UCA Staff Member and will not have unsupervised access to any students at any time.

Level 2 Volunteers can have unsupervised access to students, and thus must complete a Criminal History Background Check before they can serve at this level.

1. All volunteers at Uwharrie Charter Academy are required to:
  - a. Have a background check including a Sex Offender Registry Check performed through UCA's third-party vendor on file dated within the last two calendar years.

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- b. Complete, sign, and date the Volunteer Policy and Confidentiality Agreement Acknowledgement.
  - c. Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy.
2. The Superintendent or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at UCA. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at UCA.
  3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
  4. The Superintendent 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 UCA. The Superintendent will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Superintendent 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 Superintendent shall document the decision.
  5. All volunteers must report directly to UCA office when they arrive and should sign in as visitors. The UCA office and/or the background check company will provide an official badge identifying the volunteer that must be worn always.
  6. 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.
  7. Volunteers work in partnership with, under the supervision of, and at the request of Academy administration and staff. Volunteers are expected to abide by all Board policies, procedures, and Academy rules when performing their assigned responsibilities.
  8. 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, it must immediately be communicated to someone in authority at UCA.
  9. Volunteers shall not use information learned or acquired during volunteering for any reason other than in furtherance of their volunteer efforts at UCA. 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 serving as class parent.
  10. Volunteers are to serve as positive role models. UCA volunteers must always:
    - Use appropriate language
    - Dress appropriately
    - Discuss age-appropriate topics
    - Refrain from inappropriately touching students



11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
12. Volunteers are prohibited from administering medications of any kind to students.
13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of Academy 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 must leave children not enrolled at Uwharrie Charter Academy at home when volunteering.

Uwharrie Charter Academy does not tolerate any kind of racial, ethnic, disability, gender discrimination or sexual harassment by volunteers of UCA and it is expected that all volunteers will comply with UCA's policies related to such matters.

### **Procedures**

The person applying to volunteer at any UCA campus will complete the initial volunteer form and indicate whether they are applying for Level I, II or III privileges. Level I and II volunteer applicants will be submitted to the National Sex Offender registry database for review every school year. Level III volunteers will be submitted to the contracted Background Investigative Bureau, LLC (BIB) that aligns with the comprehensive background check requirements of Uwharrie Charter Academy that stays current.

- Level I: Guest speakers, Class speakers, Contractors (supervised at all times)
- Level II: Eating lunch with student, helping in classroom/school/special event, day-time field trips (supervised interactions only)
- Level III: All unsupervised contact with students (small group tutoring, overnight field trips, therapy service providers)

### **525~ INCLEMENT WEATHER/SCHOOL CLOSINGS**

If Uwharrie Charter Academy were to close due to inclement weather, parents would be notified by email, Facebook, and on Fox 8 news. If surrounding county and city schools are closed, it does not necessarily mean that UCA will be closed because we are a separate entity. Please check the publications listed above in the event of inclement weather for information concerning delays, closings, and/or anticipated early release.

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## 526~ TRANSPORTATION

Driving to and from UCA is a privilege. We strongly encourage carpooling to lessen the effect on the environment, in accordance with the school's mission. If you are willing to provide a carpool or are in need of a carpool, please contact the receptionist at each of our schools for availability. Personal transportation forms are available in the office and must be on file before students are allowed to drive to and from school or to transport other students. Any incident of reckless driving will result in loss of privilege. Parking passes are required and must be displayed from the rearview mirror. The passes and parking spaces will be numbered. Passes cost \$30.00 per semester, and \$55.00 per year.

## 527~ TRANSPORTATION (Bus)

Uwharrie Charter Academy offers limited bus transportation. Parents must complete all bus transportation forms prior to student boarding the bus. Students will only be allowed to be transported by the bus they are assigned to. Non-assigned students will not be allowed to ride with assigned riders at any time. Students who wish to go home with another student must arrange their own transportation. After 3 no-shows from a rider the student will be removed unless communicated by the parent for medical reasons. If the bus route has reached full capacity, a waiting list will be generated. Parents are not allowed on any UCA bus unless there is a medical emergency. The following rules should be followed to maintain the safety of the students:

- Students will have assigned seats. (elementary/middle/high school students will be separated)
- No food or drink allowed on the bus at any time.
- After boarding the bus students shall be seated immediately and remain properly seated for the duration of the bus ride.
- Students are expected to behave accordingly on the bus and know the rules for riding the bus.
- The aisle of a school bus must be kept free of objects that could obstruct an emergency evacuation of the bus.
- Students are prohibited from bringing any potentially hazardous items, chemicals, animals, or breakable items on board the bus.
- It is very important to remember that the Bus Driver is in charge.
- No tobacco product used/vaping on the bus at any time. (This offense will result in immediate dismissal for 3 days-1<sup>st</sup> offense, 1 week-2<sup>nd</sup> offense and total removal-3<sup>rd</sup> offense.)

Consequences for breaking the rules:

**Elementary**

**Middle/High**

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1<sup>st</sup> Offense – verbal warning to student by driver; parents/guardian made aware of

2<sup>nd</sup> Offense – written warning to student/parent or guardian by driver and a copy submitted to administration

3<sup>rd</sup> Offense – administration will be notified and offense will result in suspension from riding the bus for a time period up to the remainder of the school year

Any damages to the bus property by a student will be the responsibility of the parents

1<sup>st</sup> Offense – verbal warning to student by driver

2<sup>nd</sup> Offense – written warning to student/parent or guardian by Principal

3<sup>rd</sup> Offense – will result in suspension from riding the bus for a time period up to the remainder of the school year

Any damages to the bus property by a student will be the responsibility of the parents

Bus concerns/questions: UCA Central Office (336) 610-0818  
keith\_jessup@uwharriecharter.org

### **528~ PARKING LOT LIABILITY**

Parking lot related incidences are not covered under any insurance policy. The school assumes no liability for damage to cars parked in the parking lot during school hours and/or parked in the parking lot after school hours.

The only exception to this policy will be when an adult observes a student accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball).

Otherwise, liability is as follows:

- a. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
- b. If a parent or other visitor causes damage, that individual is responsible.
- c. If an employee causes damage, the employee is responsible.
- d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

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### **529~ CLASS INTERRUPTIONS**

Every minute of instructional time is valuable at Uwharrie Charter Academy so we do not allow class time to be interrupted for any reason. If you need to speak to your child's teacher you must make an appointment ahead of time. No visitors will be given access to any classroom unless the visitor has made prior arrangements for their visit.

### **530~ MAKE-UP WORK FOR ABSENCES**

Students are responsible for, and they are permitted to, make up all work missed during absences. All work must be made up according to the course syllabus unless the teacher or an administrator determines that extenuating circumstances might support an extension of time. In grades 5-12 **the student is responsible for finding out which assignments, quizzes and exams were missed and completing them within the specified time period.** The teachers will work with the student in this process and to provide the student with make-up assignments or exams as needed. Detailed information about make up work can be found in each course syllabus and should be referenced in the event of an absence. Students who are absent due to a suspension from school will be provided an opportunity to complete work and take any examinations missed. Middle School and Upper School students are given 3 days to make up work from when they were absent.

### **531~ PARTIAL ATTENDANCE FOR EXTRACURRICULAR, ATHLETIC AND SPECIAL EVENT PARTICIPATION**

Students must be counted as present for the day in order to participate in any school sponsored activity/event including extracurricular, music performance, athletic or special event activities.

Grades K-8 – Arrive before 12pm or leave for early dismissal after 12pm

Grades 9-12 – Arrive before 11:30am or leave after 11:30am

### **532~ ARRIVAL AND DISMISSAL PROCEDURES**

#### **Elementary School**

##### Arrival

- Arrival Time is between 7:30-8:15am
- If you arrive after 8:15am please walk your child down to the front door and wait for someone to open the door. Parents will not be allowed in the building and someone will sign your student in if they are tardy.

##### Dismissal

- Our dismissal process will begin at 2:15pm and end at 3:15pm.

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- If you need to pick up a student early for a medical appointment please arrive by 1:45pm. A staff member will call your student from class and walk them to the car. Please have your ID ready.
- We will not allow early check out between 2:15pm and 2:30pm. Our daycare vans and buses need to enter the lot and wait for student dismissal and we are unable to walk your child to the car during these times.
- Our dismissal procedures keep the safety of children in the forefront. If an issue arises please see one of our principals.
- At 3:15 any student still in the building will sit in the cafeteria. You will need to park and walk to the front door and wait for a staff member.

### **Middle School**

At the middle school, students can be dropped off no earlier than 7:30 am. All students are dropped off in the front of the school building. Cars should enter using the 220 entrance. Students will be dismissed at 2:45pm. For dismissal, 6th graders are picked up in the front of the school and 7th and 8th graders are picked up in the back of the school. Siblings will be picked up on the side of the younger sibling.

### **High School**

#### **Arrival**

Students who are car riders can be dropped off at the front of the gym beginning at 7:30 AM. The high school has a staff member on duty at that time. All students will be held in the gymnasium from 7:30 - 8:45.

#### **Dismissal**

All students are dismissed at 3:15. Bus riders will be dismissed to the bus lot through the front. Car riders will be dismissed to the rear parking lot and exit campus onto Pisgah Covered Bridge Road.

### **533~ THIRD PARTY TRANSPORTATION PROVIDERS**

Consistent with UCA's carpool procedures, any person picking up a student in the carpool line must provide Uwharrie Charter Academy with the physical carpool tag listing the student's carpool number. If the carpool tag is not physically with the driver, they must park and walk into the office to request a pick-up of the child and provide the office with their State or Federally issued ID. If the adult picking up is not listed as a parent or guardian on the child's records nor as an emergency contact, the child will not be released until the front office staff has been able to reach the parent by phone to confirm the pick-up.





Uwharrie Charter Academy does not condone students leaving campus in third-party car services (outside of child after care providers) and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them such as Uber and Lyft. Uwharrie Charter Academy will not allow any student to be picked up from school in a third-party car service, such as Uber or Lyft, and will turn away such ride sharing services from the school.

### **534~ SCHOOL COMMUNICATION**

Uwharrie Charter Academy is committed to communicating with its school community on a regular basis. Parents can expect the following communication plan to be followed throughout the school year.

- All parent communication will come through the All Call System, Emails, PowerSchool (student schedules, grades and attendance), Grade Level Newsletters, and through our website.
- All emails sent to staff that require a response will be returned within 72 business hours. Phone calls will be returned within 72 business hours. If a parent has an urgent or time sensitive matter to discuss with a teacher or administrator, it is recommended that they call the front office and leave a message. Our teachers and administrators are not consistently on their email during the instructional day as teachers are expected to be teaching, not on their email while students are in class.
- The school does not communicate through Facebook, or any other social media sites, regarding personal matters, questions or concerns. All school related questions must be asked in person, over the phone or in an email.
- The Uwharrie Charter Academy website/app is the school's main source of information. Please refer to the website first with any questions regarding policies, procedures or dates of school functions.
- Schoolwide email newsletters will go to ALL UCA parents approximately once a month.
- Student communication will come through Canvas for grades 5-12. UCA encourages students to handle any questions or issues directly with their teacher either in person or via messaging in Canvas. Starting in 7<sup>th</sup> grade all students will be required to communicate directly with their teachers about any classroom assignments, tests or grades. Parents are expected to encourage their student to take personal responsibility for their learning.
- Parents should ONLY communicate with members of the UCA staff through their school email address, via the app, over the phone or in person. UCA staff members are not permitted to communicate directly with parents through direct text messaging. We ask that all parents please respect the staff by not communicating late in the evenings or on the weekends. A healthy work/life balance is as important for the UCA staff as it is for our UCA families.





### **535~ SCHOOL DIRECTORY**

UCA 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 UCA not release directory information about his/her student, s/he must inform the Superintendent in writing.

### **536~ STUDENT EVENT AND FIELD TRIP FEES**

Throughout the year, the school may hold several sponsored events as well as field trips. Parents will be required to RSVP by the designated date for their child to be able to attend. In addition, payment for the field trip must be made by the deadline. If a parent RSVP's that their child will be attending the trip, they will be liable for the full cost of the trip. There are no refunds and full payment will be expected by the payment deadline as the school is expected to pay for tickets well in advance of field trips and is unable to get a refund. Field trip/Overnight Trip fees must be paid by the deadline and the permission slip must be signed for the student to be able to attend the trip. There will be no exceptions to this. All payments and permission slips will be done through the K-12 System or payment method designated by the school principal. Cash payments can be made in the front office prior to the deadline if needed.

### **Financial Assistance**

If there is a financial hardship in the family, the parent/guardian should contact the finance office to request a financial assistance application. The Finance Director will communicate directly with the parent/guardian regarding financial assistance that can be provided for each event, fee or trip. Requests for financial assistance must be received at least two weeks prior to the payment deadline to allow for adequate planning. Any partial payment that is required for those with financial assistance will still be due by the payment deadline.

### **School Event Eligibility**

Students may not attend a school sponsored event (clubs, field trips, overnight trips, dances, athletic games etc.) if they have any outstanding fees due – including but not limited to technology, device repairs, club dues, athletic fees, etc. The High School Principal will not sign any prom date forms for other schools for students with outstanding fees. Seniors will not be eligible to walk at graduation unless all fees have been paid.



## **537~ FIELD TRIPS AND OVERNIGHT TRIPS**

Field trips are an important part of enhancing a student's learning experience. Uwharrie Charter Academy provides field trip opportunities that provide academic value or community building time for our students. Field trips and overnight trips are a privilege at UCA. Please review eligibility requirements below prior to paying for a field trip or signing a permission slip.

No Uwharrie Charter Academy 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 Uwharrie Charter Academy 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. Upper School Students not in good academic standing may not be allowed to participate in field trips, which involve missing instruction time.

Personal devices including cell phones, laptops, kindles, ereaders, tablets and pads are not permitted on overnight trips unless otherwise directed by the Principal. This rule is in place as a protection for all of our students. Personal devices brought on trips will be confiscated by staff chaperones and will be returned 10 days after the trip is complete.

### **Eligibility for Overnight Trips**

1. Students must be in good academic standing (grades 5-12).
  - a. Students may not be failing any classes (F1 grade – cumulative grade for the year) - grades will be checked two weeks prior to field trips/overnight trips. If a student is failing any classes at that time, they may not be able to attend the trip or school event.
2. Students must meet the following behavior requirements:
  - a. Student may not have accrued more than 10 After School Detentions during the school year for any reason
  - b. Student may not have more than 6 Full Day In-School Suspensions
  - c. Student may not have 3 or more out of school suspensions
  - d. Students may not have a 10-day suspension
3. Student must meet the following attendance requirements:
  - a. Students may not have more than 15 absences (excused and unexcused)
  - b. Students may not have more than 20 unexcused tardies or early dismissals
4. Permission slip must be received by the due date

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5. Payment must be paid on time per due dates scheduled in field trip and overnight trip information
6. Students may not have any outstanding fees due – including but not limited to technology, repairs, club dues, athletic fees, etc.

**No refunds will be given for students that become ineligible to attend the trip due to one of the reasons above. All final decisions regarding student participation on overnight trips are at the discretion of the administrative team.**

Overnight trips are optional for all students. Students not in good academic and behavior standing will not be able to attend trips as they are offered. Deposits and payments made towards trips are nonrefundable as vendors are paid well in advance of trips and will not refund the money to the school. Student 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.

#### **538~ SNACK AND LUNCH GUIDELINES**

Parents can load funds for lunches for their students through our on-line portal <https://www.k12paymentcenter.com/>. Students may also choose to bring their own lunch. Students and parents are discouraged from using food delivery services (DoorDash, GrubHub, etc.) which interrupt school functioning. See your school administration for the latest update on food delivery.

#### **539~ PERSONAL ITEMS**

UCA 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 the Academy, 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. All items, including backpacks or purses, brought onto Academy property or to an Academy event or on any Academy sponsored trip of any kind may be subject to search at any time in accordance with the law. UCA shall not be responsible for any items lost or damaged while in its possession.

#### **540~ DESTRUCTIONS OF PROPERTY**

A student shall not intentionally cause or attempt to cause substantial damage, as determined by school officials, to school property or steal or attempt to steal school property either on school grounds or during a school activity, function or event off of school grounds. Damage or theft involving school property will result in disciplinary action up to and including exclusion from school.

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The parents or guardians will be asked to pay for the property that the student has damaged or destroyed. Students who have outstanding fines may be prohibited from all non-required activities (i.e. athletics, dances, parking, field trips, etc.)

### 541~ STUDENT DELIVERIES

To protect the integrity of the classroom environment, we do not accept the delivery of flowers, food or gifts for students in the main office. Parents who deliver items for students (lunches, athletic equipment, etc.) should be aware that we do not deliver items to students (with the exception of Lower School students), they may pick up items in the office at lunch and after school. Every effort should be made to refrain from dropping off forgotten items. Only lunches, athletic uniforms on game days and eyeglasses will be accepted in the front office or middle school office. Homework, musical instruments and additional coats, or umbrellas 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.

### 542~ EMERGENCY DATA

Every family must provide Emergency Contact Information to the school. Please communicate any changes to the information throughout the year by emailing:

Elementary:	Ms. Charity Shore	<a href="mailto:charity_shore@uwharriecharter.org">charity_shore@uwharriecharter.org</a>
Middle:	Ms. Marsha Wallis	<a href="mailto:marsha_wallis@uwharriecharter.org">marsha_wallis@uwharriecharter.org</a>
High:	Ms. Jennifer Pate	<a href="mailto:jennifer_pate@uwharriecharter.org">jennifer_pate@uwharriecharter.org</a>

### 543 ~ PARENT CONCERNS

Uwharrie Charter Academy encourages the involvement of parents in their child's education. If you have a concern regarding your child, please contact your child's teacher first. As a parent, you may request a conference with the teacher at any time. Please make these arrangements directly with your child's teacher. If you feel that your concern has not been handled by the appropriate teacher, then you can contact your child's Principal. If you feel that your concern has not been handled by the appropriate teacher or Principal then you can contact the Superintendent.

Elementary School	
Mrs. Lauren O'Brien, Principal	<a href="mailto:lauren_o'brien@uwharriecharter.org">lauren_o'brien@uwharriecharter.org</a>
Address:	5326 Hwy 220 Business South Asheboro, NC 27205
Phone:	(336) 610-0820
Fax:	(336) 610-0822

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sexual harassment, discrimination or bullying, which shall be handled pursuant to those policy provision and consistent with state or federal laws, including Title IX. A grievance also does not include any actions of individual teachers or administrators that pertain to the day to day operations of UCA that do not violate an express UCA policy or law. In addition, a grievance does not include any discipline that is governed by UCA's discipline policy or procedure or falls within North Carolina's law governing student discipline.

### **Time Limits**

A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Superintendent. The fifteen-day deadline may be extended at the discretion of the Superintendent.

### **The Grievance Process**

- Step 1: If the parties are not satisfied with the decision of the Superintendent, and the grievance meets the definition set forth above, the parent/student must submit a letter in writing stating the UCA policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The parent/student should make all efforts to include any details about the event that may be helpful in the decision-making process. The written letter should be submitted to the Superintendent and to the Chair of the Board of Directors. If the Superintendent is implicated in the grievance, the grievance should only be submitted to the Chair of the Board of Directors.
- Step 2: The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the Board considers the matter should be heard, the parties will be called to meet with the Board. After the hearing, any decision of the Board will be communicated to the Superintendent and the parent/student who filed the grievance within five school days, The Board's decision concerning the grievance is final.

### **TECHNOLOGY USE**

While at UCA, students will have access to a variety of technology. It is the expectation of the school that all school owned tablets and laptops remain at the school, except student assigned chromebooks. While we do not ask our families to provide or pay for their devices, we do ask that all students and parents sign and adhere to the Technology Acceptable Use Policy.

### **546 ~ ELECTRONIC DEVICES**

UCA will not be responsible for lost, stolen, or broken items. The possession of such electronic devices at UCA or during school events constitutes consent to the search (either in the presence of the students possessing the device(s) or outside that students' presence) and confiscation of the device(s) by school personnel. Confiscated devices may be returned to the parent/guardian at

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the end of the school day. Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the Superintendent. The Superintendent's determination is final.

**547 ~ TELEPHONE AND CELL PHONE USAGE**

Students are not permitted to make phone calls except in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher. It is requested that all travel and after-school plans be made ahead of time in order to keep the school telephones available. Students bringing cell phones to UCA must keep them in their backpack turned off throughout the school day unless directed by a Staff member. Please do not call or text your child's cell phone as it is against UCA policy for students to use them during school hours. If during state testing a student is found to be in possession of ANY electronic device, it will be reported to the Regional Accountability Office and the device will be held until their investigation is completed. Cell phones are not the responsibility of the faculty and staff at UCA.

**CELL PHONE PROCEDURE:**

<b>Elementary</b>	<b>Middle</b>	<b>High</b>
Cell phones are prohibited.	<p>Cell phones should be stored and not visible in the classroom and restrooms.</p> <p>No cell phone policy throughout the day unless deemed necessary for education purposes by the classroom teacher.</p> <p>In rare circumstances, students might need to make an urgent phone call. In order to do so, they must come to the office.</p>	<p>Teachers will determine if cell phones and headphones are permissible in their class during independent work.</p> <p>At no time should phones or headphones be a distraction during direct instruction.</p> <p>In rare circumstances, students might need to make an urgent phone call. In order to do so, they may ask the teacher to briefly step out of class.</p>

**CONSEQUENCES:**

<b>Elementary</b>	<b>Middle</b>	<b>High</b>
1 <sup>st</sup> Offense – Teacher confiscates the phone or device until the end of the day	<p>1<sup>st</sup> Offense – Verbal warning</p> <p>2<sup>nd</sup> Offense – Teacher confiscates the phone until the end of the school day</p>	Teacher will ask the student to place the phone on the teacher's desk or other secure

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2<sup>nd</sup> Offense – Teacher confiscates the phone or device and turns it into the office until the end of the day

3<sup>rd</sup> Offense – The phone or device will be confiscated and brought to the front office and the parent may pick it up at the end of the school day

Any further offenses will result in an office referral and possible loss of other privileges

3<sup>rd</sup> Offense – Teacher confiscates the phone and turns it into the office; the parent may pick it up at the end of the school day

4<sup>th</sup> Offense – Student must turn cell phone in to the office upon arrival at school

area. Phone is returned at the end of class.

If the student refuses or if this is a repeat behavior, the student will be sent to the office and the phone will be held for the rest of the day.

The student will then be assigned ISS.

Additional consequences for violations of this policy may be administered at the discretion of the principal and/or Superintendent.

#### 548 ~ TECHNOLOGY USE POLICY

Students are offered access to the UCA computer network for creativity, communication, research, and other tasks related to the academic program. All use of computers, furnished or created data, software, and other technology resources as granted by the Academy are the property of the school and are intended for school business and educational use. Students are to use the computer 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 computer network and technological resources.

1. **Privacy:** UCA 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, including e-mail. Users do not enjoy any expectation of privacy when using any technology or transmissions originating within or around Academy property or while using Academy issued devices. Academy issued devices are subject to an inspection by authorized school personnel at any given time. Authorized personnel may include but not limited to, School Principal, Assistant Principal, technology personnel, classroom teachers and or Administrative personnel.
2. **Cyber Bullying:** UCA 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, on-line social directories and communities (e.g., Facebook, Instagram, Wikipedia, YouTube, etc.), 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.

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Cyber bullying will be handled in accordance with the Student Discrimination, Harassment and Bullying Policy.

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 instructor immediately. Intentional circumvention of web-filtering is prohibited.
4. **Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media or network drives. Software installed by anyone other than the network administrator will be removed. Downloading of non-work-related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. All copyright laws must be respected. Use of any other organization's network or technology resources via the network requires the instructor's permission and must comply with the rules appropriate for that network.
5. **Access:** Users may not access the computer network without proper authorization. Hacking is expressly prohibited. Users are to use their own username and password when using a computer. Users must log off the computer when they are finished with their work and are not to log on to a computer for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.
6. **Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by UCA 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. UCA will not be responsible for any damage to data.
7. **Storage:** Users are to delete their files and materials they no longer need.
8. **Printing Resources:** Paper and toner are costly, and excessive use is wasteful. Documents must be proofread before printing. Users are to print only the needed part(s) of documents. Students must obtain permission from an instructor before printing documents.
9. **Passwords:** Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login ID's and passwords belonging to other students or faculty and staff members.
10. **Email:** Email correspondence on the UCA system, the laptop, or making use of the student's assigned email account is the property of UCA. Documents and other files



created by the students and located on the laptops or UCA computer system are also property of UCA.

11. **Daily Student Expectations:** Students who are assigned digital devices are responsible for making sure their device batteries are completely recharged before classes start for the day. Students will also bring their device to school every day. Failure to do so may result in a failing grade on assignments that require the use of the device for that day. Students are only permitted to use devices during class when authorized to do so by a faculty member and only for the purpose stated by the faculty member.

The following consequences will apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

1. Revocation or limitation of computer access privileges
2. Temporary or permanent confiscation of the student computer
3. Disciplinary action as provided for in the student handbook
4. Any other sanctions or remedies provided by law

#### **549 ~ INTERNET ACCEPTABLE USE POLICY**

UCA provides internet access to support education and research. Access to the Internet is a privilege subject to restrictions set by the Board of Directors. For students and staff, violation of any provisions in the Acceptable Use Policy (AUP) may result in disciplinary action and/or cancellation of access to the UCA network. This policy applies to all Internet access on UCA property, including Internet access using mobile devices, and including access by staff, students, and visitors to UCA campus. This also applies to all student assigned devices when taken home. UCA reserves the right to monitor all UCA issued devices regardless of where they are located.

Students' internet usage is permitted only in the presence and supervision of a teacher or other designated adult.

Although UCA uses resources to protect against exposure to inappropriate material, there is always a risk of students accessing such materials. Although it may still be possible to access inappropriate material, UCA feels the educational benefit provided by the Internet outweighs any possible disadvantages. We encourage parents to talk with their students about sites and material that the parents believe are inappropriate. UCA cannot accept responsibility for enforcing specific parental restrictions that go beyond those imposed by the school.

The Children's Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to the Internet and other information. Under CIPA, schools must certify that they have

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certain internet safety measures in place. These include measures to block or filter pictures that (a) are obscene, (b) contain child pornography, or (c) when computers with internet access are used by minors, are harmful to minors. UCA monitors online activities of minors and to address (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors, and (e) restricting minors' access to harmful materials. UCA certifies that it is in compliance with CIPA.

Students are prohibited from using or accessing internet sites containing pornographic, violent or other unacceptable content either at school or at home using school-owned computers/technology/electronic devices. Accessing, producing, posting, displaying or sending offensive messages, music or images, including images of exposed body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude or sexually suggestive language or images.

Students who wish to bring their own devices to campus are **required** to have Software (Go Guardian) installed to allow the Academy to monitor device(s). Students are also encouraged to take reasonable precautions to ensure the security of those devices. This includes operating system updates and virus scanning.

### **Safety and Ethical Use**

Any internet user must take reasonable precautions to protect him or herself online. Students, staff, and visitors should use the following guidelines:

#### **Email, Forums, Instant Messaging, and Other Online Messaging**

- Never share personal information online. This includes, but is not limited to: real full name, postal address, social security number, and passwords. Sharing the information of another individual, especially minors, is unethical, strictly forbidden, and may be unlawful. In the case of students, the privacy of student educational data is protected by the Family Educational Rights and Privacy Act (FERPA). When in doubt, do not release student data and consult a school administrator for further advice.
- Special care must be taken when sending mass emails. Email addresses themselves are private information, and improper mass emailing can result in inadvertent sharing of addresses. Improper mass emailing can also allow recipients to reply to the mass message and send their own messages to the entire group. This is preventable by using a blind carbon copy (Bcc) feature or a mass emailing service. It is the responsibility of all UCA staff and students to use Bcc or a mass emailing service and to protect private information and data when sending mass emails.

### **Unauthorized Access / Hacking and General Unlawful Activity**

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- Gaining or attempting to gain unauthorized access to UCA resources, or using UCA resources to gain or attempt to gain unauthorized access to outside systems is unethical, unlawful, and forbidden. This includes bypassing the internet filter without permission or purposefully gaining access to material that is harmful to minors.
- Assuming the online identity of another individual for any purpose is unethical and forbidden.
- Use of UCA resources for any unlawful purpose, including, but not limited to, copyright infringement, is unethical and forbidden.

### **Academic Integrity**

- Students are expected to follow all Board and school handbook policies regarding academic integrity when using technology.

### **Harassment and Cyberbullying**

Cyberbullying may involve any of these behaviors:

1. Accessing, producing, posting, sending, or displaying material that is offensive in nature on the Internet
2. Harassing, insulting, or attacking others on the Internet
3. Posting personal or private information about other individuals on the Internet
4. Posting information on the internet that could disrupt the school environment, cause damage, or endanger students or staff.
5. Concealing one's identity in any way, including the use of anonymization tools or another individual's credentials/online identity, to participate in any of the behaviors listed above.

The principals will determine whether or not specific incidents of cyberbullying have impacted the School's climate or the welfare of its students and appropriate consequences will be issued. UCA is not responsible for electronic communication that originates off-campus but retains the right to impose discipline, where appropriate, for off-campus communication or conduct that substantially disrupts the educational environment at UCA. Cyber bullying will be handled in accordance with the Student Discrimination, Harassment and Bullying Policy.

### **BYOD Program**

BYOD stands for "Bring Your Own Device." It is a strategy for providing personal computing in business and education where the end user (employee, student), as opposed to the organization, provides, owns, and maintains his/her own device. If a student/family wishes to BYOD, it is required that said device is the same OS as assigned by the Academy, and the BYOD is required to have Monitoring software (Go Guardian) installed by the Academy.

Each student in grades 2-12 are required to use a UCA issued device. If a student/family wishes to provide their own device(s) to use both at school and at home, with exceptions for families with demonstrated financial hardship.



Access to a computer is essential to learning at UCA. The student's personal device is considered an essential school supply, just as pencils and paper traditionally have been. Students are required to be prepared at the start of each school day with their fully charged and functional devices. This is considered a part of being prepared to learn.

As with all technology at UCA, students are required to follow the Acceptable Use Policy and the Student BYOD Agreement when using their personal devices.

Students who are unprepared with their devices will follow the following consequence schedule:

- 1st Instance: Verbal warning from teacher
- 2nd Instance: Verbal warning from teacher and parent contact
- 3rd Instance: Lunch detention and parent contact
- 4th Instance: Referral to administration
- 5th Instance: Conference with student, parent(s), and building administration

Students whose computers are out for repair are exempt from this schedule.

Cell phones do not meet the device requirements and are not acceptable as a student computing device. Furthermore, the use of 3G/4G hotspots on campus is prohibited. Students must deactivate any hotspots while on campus, and must connect personal computing devices to UCA's wireless network.

The BYOD program should not be a barrier to learning for any UCA student. Families who are unable to financially provide a computer for their student(s) should contact the Superintendent directly.

## **550 ~ Social Media Policy**

Uwharrie Charter Academy's Comprehensive Social Media Policy, which applies to all members of the Academy community (including parents and students) may be found in its Board and Operations Policies.



## STUDENT DISCIPLINE

### 551~ STUDENT EXPECTATIONS

**UCA's expectation 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 UCA's Honor Code and be honest in all academic and social situations.
5. Student behavior will reflect positively upon UCA.

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:

- Parental involvement
- Loss of privileges
- Behavior improvement agreements (contracts)
- Individual or small group sessions with an administrator
- Detention during lunch or before/after school
- Exclusion from extracurricular activities
- Suspension or exclusion.

UCA 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 UCA will result in appropriate disciplinary measures.

## 552 ~ DEFINITIONS

**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, but less than exclusion.

**Exclusion:** Permanent removal of the student from school, school activities and school grounds. A charter school student who has been excluded may return to his local educational agency pursuant to North Carolina law.

**Expulsion:** Permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff.

## 553 ~ DISCIPLINE

	Violation	Consequence
1	Classroom Disruption	1
2	Inappropriate Display of Affection (PDA)	1
3	Dress Code Violation	1
4	Unauthorized absence from class or school	1-3
5	Inappropriate, racially insensitive, or abusive language that causes disruption	1-4
6	Rude or disrespectful behavior toward staff or student	1-4
7	Possession of tobacco or electronic smoking device (or paraphernalia)	3-4

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8	Disregard of directions from school personnel	2-4
9	Assault on another student or threats of violence	2-6
10	Theft (per investigation of administrator)	2-5
11	Destruction of school property	4-6 Restitution and/or exclusion
12	Persistent violation of disciplinary code	4-5
13	Tampering with a fire extinguisher or fire alarm	5 Restitution
14	Possession, consumption, or being under the influence of a controlled substance as described under the Drug and Alcohol Policy-applies to any school-sponsored event on or off campus	5 Referral to authorities
15	Assault of a school employee	6 Referral to authorities
16	Threats towards the school or any action/behavior that compromises school safety or disrupts learning at the school level	4-5; 6 Referral to authorities
17	Possession of items considered to be weapons	5, 6 Referral to authorities
18	Sale and /or Distribution of a controlled substance	6 Referral to authorities
19	Harassment (see section 573)	4-5; 6
20	Sexual Misconduct (see section 573)	4-5; 6
21	Honor Code Violation	Grade of zero and parent contact/conference
22	Bullying or Cyberbullying (see section 573)	1-5; 6
23	Vaping or possession of vaping paraphernalia	2-4 Vape & paraphernalia confiscated
24	Truancy and Repeated Truancy	Truancy Panel referral and possible Exclusion to return

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		to student's school of record
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The above table is not an exhaustive list of offenses that are subject to disciplinary action. UCA reserves the right to impose consequences on conduct that violates the school's policies, the law, creates a disruption to the school environment, places others in danger, or impacts the safety or security of the school. Conduct/communications that occur off campus, including interactions/posting on social media, may be subject to disciplinary action if such conduct/communication impacts UCA's operations, the safety or potential safety of others at the school, or would be a violation of UCA's Code of Conduct.

### 554 ~ DISCIPLINARY CONSEQUENCES

The following consequences may be given.

<b>Middle</b>	<b>High</b>
1 – Detention served as directed by teacher; teacher records offense; behavior contract may be initiated	1 – Warning, followed by detention or ISS if needed
2 – Short-term, partial day, in-school suspension, and/or task (1-3 days)	2 – Short-term, partial day, in-school suspension, and/or task (1-3 days)
3 – Short term, full day, in-school suspension (1-5 days)	3 – Short term, full day, in-school suspension (1-5 days)
4 – Short-term, full day, out of school suspension (1-3 days)	4 – Short-term, full day, out of school suspension (1-3 days)
5 – Short-term, full day, out of school suspension (more than 3 days)	5 – Short-term, full day, out of school suspension (more than 3 days)
6 – Immediate removal from school until an administrative board review hearing (Expulsion)	6 – Immediate removal from school until an administrative board review hearing (Expulsion)

Any student who inadvertently possesses or finds a weapon or illegal substance or stolen property, which may subject the student to exclusion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance or stolen property.

Any student who has been given out-of-school suspension three or more times in the same academic year may be recommended for exclusion.

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### **555 ~ IN-SCHOOL SUSPENSION**

In response to some violations of the Disciplinary Code, in-school suspension shall be instituted. The student must serve In-School Suspension at a location designated by an administrator for a partial or full school day(s) where the student will be expected to study and complete his/her school work. ISS students are responsible for obtaining and completing all school work assigned during the suspension period. ISS students may be asked to work to beautify our school grounds. Students serving a full day of ISS may attend but are not permitted to participate in afterschool activities, including athletic events.

### **556 ~ OUT-OF-SCHOOL SUSPENSION**

In some cases a violation will be deemed as serious as to warrant Out-of-School Suspension. In the event that a student has been given Out-of-School Suspension, he/she must serve the entire period of time and is not allowed to participate in or attend any school event, either on or off campus during or after the school day. Suspended students are responsible for obtaining and completing his/her school work.

### **557 ~ SHORT TERM SUSPENSION**

Each school principal or Assistant principal shall have the authority to suspend a student for up to ten (10) school days at a time (*i.e.*, a Short-Term Suspension). There are no appeals for short term suspensions of 10 days or less.

### **558 ~ DISCIPLINARY PROCESS/DUE PROCESS**

Upon receiving a report of a potential occurrence of any of the above violations, school administration will begin an investigation. An investigation may include interviewing witnesses, reviewing camera footage, speaking with staff members, and a search of a student, a student's locker, or a student's belongings. Refusal to permit the search will result in the assignment of consequences that are commensurate with the suspected violation. Administration will speak with the student and give the student an opportunity to deny or explain the violation.

Upon completion of the investigation, school administration will determine if the preponderance of the evidence weighs in favor of the violation occurring. This means that it is more likely than not that the student committed the violation. If that is the conclusion, the student will be notified of the consequence of

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the violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus. If the violation is an offense which requires a report to law enforcement, the appropriate agency will be notified.

The school administrator will make a reasonable attempt to contact the student's parent or guardian by telephone to communicate the results of the investigation and the assigned consequences. The Administration shall also notify the parent or guardian in writing that the student has been suspended from school. The administrator shall provide a description of the incident or incidents that resulted in the suspension, and may offer the opportunity for an immediate informal conference with the principal.

There is no appeal of an out of school suspension that is 10 days or less.

If a student is determined to have committed a violation for which the possible consequence is exclusion or long-term suspension, the school principal will follow the procedures outlined in the section below.

### **558.1 Long-Term Suspension, Exclusion and Expulsion Procedures**

Each School Principal or the Superintendent may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract.

Principals may recommend a long-term suspension; exclusion; and/or expulsion. The Truancy Panel may recommend exclusion as set forth in 522.1 and shall follow the procedures set forth herein. Decisions as to long-term suspensions and/or exclusion shall be made by the School's Superintendent or an impartial hearing officer (appointed by the Superintendent) after appropriate written notice to the parties involved. The decision of the Director or hearing officer may be appealed to the school's Board of Directors within two (2) days of the decision. The Board will appoint a panel of three board members to hear the appeal. Appeals to the Board of Directors shall be done in writing. No new evidence shall be allowed, and the Board may or may not ask for oral argument.

If UCA's Superintendent is involved in the investigation of the disciplinary incident or the recommendation for long-term consequences or the Executive Director wishes to have a board panel hold the hearing, then any hearing that must be held shall be conducted by a panel of three board members appointed by the board chair. Decisions of the Board Panel shall be final, and there will be no further appeal to the full Board of Directors.

For expulsion, the School will follow the requirements set forth in North Carolina's General Statutes and any other applicable laws.



## **559 ~ COMPLIANCE WITH STATE AND FEDERAL LAWS**

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

UCA'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. The disciplinary procedures applicable to students with disabilities and those who have Section 504 accommodation plans are available on UCA's website.

MTSS Coordinator: Rebecca Harris      [rebecca\\_harris@uwharriecharter.org](mailto:rebecca_harris@uwharriecharter.org)

## **560 ~ LOSS OF PRIVILEGE**

Any UCA student that violates the disciplinary code may be removed from UCA recognitions and privileges, including but not limited to Junior Marshals, Beta Club, Student Government, and other entities that represent the school. The status for removal will be determined by the principal.

## **STUDENT HEALTH AND WELLNESS**

### **561 ~ DRUG AND ALCOHOL POLICY**

Uwharrie Charter Academy students will be free from illegal drugs, alcohol, or the abuse of prescription or over-the-counter drugs (including the possession of hemp or hemp related products) at UCA and while attending or participating in any school-sponsored event.

Uwharrie Charter Academy students will not use, consume, deliver, purchase, sell, have in their possession or be under the influence of illegal drugs (including alcohol, hemp, and tobacco/vaping items), while on school property or while attending or participating in a school-sponsored activity whether on campus or off. Students in the company of any student who is using, consuming, delivering, purchasing, selling, or possessing or under the influence of illegal drugs while on school property or while attending or participating in a school-sponsored event will be subject to the same disciplinary action as the offending student, unless said student in attempting to intervene in the situation, trying to prevent the situation, or is attempting to get adult help. This policy is in effect at all times.

Any student who has concerns about his/her own or a friend's use or illegal or prescription drugs or alcohol may approach the principal or a school counselor to discuss the issue. Confidentiality extends only as far as the law allows.

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## 562 ~ HEALTH INFORMATION

In an effort to keep our staff and students healthy, we ask that parents/guardians keep students at home if they have vomiting, diarrhea, or a fever. Students need to be fever-free without medication for 24 hours before returning to school. Please also keep students at home if they are exhibiting flu-like symptoms.

If a student becomes ill during the school day, the teacher will send the student to the office to have their temperature taken. A parent will be notified should the student be deemed too ill to return to class. We are not equipped to care for ill children and the student will need to be picked up. It is important for parents to make sure that all emergency contact information and pick-up lists are current.

It is also very important that the school be made aware of a students' chronic illnesses or allergies. Health information sheets are sent home at the beginning of the school year. Please make every effort to ensure that these sheets are returned to school quickly and ensure that all information is accurate and up to date. Should your child need medication given during school hours (or emergency medication such as an Epi-pen), you must submit a medication authorization form completed by the child's doctor and the medication must be labeled with a prescription label. If the student requires an over-the-counter medication for any reason, a medication authorization form needs to be on file and the medication must be in its original packaging and appropriately labeled. Students are prohibited to carry around prescription or over-the-counter medications. All medications need to be stored in the front office. All emergency medications, such as an Epi-pen or inhaler, may stay with the student's teacher with a doctor's written order and a parent/guardian permission

## 563 ~ PREVENTION AND CONTROL OF STATE REPORTABLE COMMUNICABLE DISEASES

Students are excluded from school in cases of certain **reportable** communicable diseases. While the list of diseases reportable to the state Division of Public Health is lengthy, the number of such diseases common to the school age child is not. This list is available upon request from the school nurse.

When a student is suspected of having one of those **reportable** communicable diseases, it is the responsibility of the parent to take the child to the local health department or primary health care provider for verification and treatment before that student can return to school. Students should be temporarily excluded from school if presenting symptoms of a reportable disease is present. In each case, readmission to school should also take into account whether the student is able to

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participate in school. In some cases, a student with a disabling disease, who is no longer contagious but may require ongoing care, may be eligible for additional services under Section 504 of the Rehabilitation Act.

A list of students who have not been vaccinated for bona fide religious or medical reasons or who have illnesses that cause immunosuppression will be maintained in the school health office so that appropriate action can be taken to protect these individuals when serious communicable disease outbreaks do occur.

Uwharrie Charter Academy staff makes every effort to reduce the prevalence of disease-causing organisms through ensuring cleanliness of the environment, emphasizing frequent handwashing of students and staff, and following proper decontamination procedures of items used in mealtime and other activities. Despite those actions, the school age child is often the source and conduit for communicable diseases ranging from the “common cold” to ringworm among many. The majority of such illnesses are not among the diseases for which the state Division of Public Health, following guidelines issued by the Centers for Disease Control and Prevention, has issued mandatory isolation rules.

- **Chickenpox (Varicella):** Student is excluded until all blisters have formed scabs.
- **Fever:** The parent/guardian of any student with an oral temperature >100.4 degrees will be notified and asked to pick up their child. The student should remain at home until fever-free for 36 hours without medication.
- **Head Lice (Pediculosis):** The parents/guardians of any student found with lice will be notified and asked to pick up their student. If the student is unable to be picked up and must remain at school, he/she will remain in the nurse’s office until a parent can pick them up. The parent/guardian may consult their medical provider or treat with an over-the-counter product. The student may return to school after receiving treatment for lice and removing nits.
- **Impetigo:** Student is excluded from school if he/she has more than three to four sores until seen by a medical provider and treated with a prescription antibiotic for a minimum of 24 hours.
- **Measles (Rubeola/Rubella):** Student is excluded until physician’s approval is given and student is no longer contagious.
- **MRSA (Methicillin Resistant Staphylococcus Aureus):** All suspected cases should be referred to their healthcare provider and if possible, lesions should be kept covered while at

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school. Exclusion from school and sports activities should be reserved for those with wound drainage that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene.

- **Nausea, Vomiting, Diarrhea:** The parent/guardian of any student experiencing nausea, vomiting, diarrhea will be notified and asked to pick up their child. The student may return to school 36 hours after the symptoms have abated.
- **Pink Eye (Conjunctivitis):** A student who is exhibiting symptoms of pink eye should be evaluated by their medical provider. Students are allowed to return to school on approval of the physician. May return when treatment has begun, has minimal drainage & student is able to keep hands away from eyes.
- **Scabies:** Student is excluded until one (1) treatment with prescription medication has been completed for at least 24 hours.
- **Strep Throat (Streptococcal and Staphylococcal Infections):** Student is excluded from school until treated with a prescription antibiotic for 24 hours and has been fever free for 36 hours.

If a student has a communicable disease, including HIV/AIDS, hepatitis B, tuberculosis, etc.; the parents are encouraged to notify the school nurse. This information will be kept confidential in accordance with the law.

If notified that a student suffers from such immunodeficiency, the school nurse will request that the notifying party provide information about what types of exposures might put the student at risk and what reasonable practices can be taken in the school setting to minimize the risk to the student. Whenever possible, the school nurse will notify the parents or guardians (or the student himself where appropriate) of an infected or immunodeficient student of the existence of chicken pox, influenza, meningococcus, measles, tuberculosis, or other contagious diseases occurring in the school that may represent a serious threat to the student's health. Students who are removed from school as a result of such conditions will be provided instruction in an appropriate alternative educational setting.

## 564 ~ IMMUNIZATIONS

North Carolina law requires immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receives required immunizations. It is the responsibility of the parent, guardian, or person in loco parentis to provide the immunization record of each school age child to the school ***no later than 30 days***

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after the child enters school or the child will be suspended from school until a valid immunization record can be provided. <sup>3</sup>

**EFFECTIVE JULY 1, 2015, THE FOLLOWING ARE REQUIRED IMMUNIZATIONS:**

**Kindergarten Required Vaccines**

Vaccine	Number Doses Required Before School Entry*
<a href="#">Diphtheria, tetanus and pertussis</a>	5 doses*
<a href="#">Polio</a>	4 doses*
<a href="#">Measles</a>	2 doses*
<a href="#">Mumps</a>	2 doses*
<a href="#">Rubella</a>	1 dose*
<a href="#">Haemophilus Influenzae type B (Hib)</a>	4 doses*
<a href="#">Hepatitis B (Hep B)</a>	3 doses*
<a href="#">Varicella (chickenpox)</a>	2 doses*

\* Please contact your child’s healthcare provider for further information.

**7th Grade/12-Year-Old Required Vaccines**

Adolescents should be up to date on all the vaccines required for kindergarten entry. In addition:

- Meningococcal conjugate vaccine (MCV) – 2 doses
  - One dose for individuals is required entering the 7th grade or by 12 years of age whichever comes first.
  - Booster dose for individuals is required 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
- 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 from 6th to 7th Grade

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***If you have specific questions regarding your child, please contact the school nurse, your child's health care provider, or your local health department.***

Certain immunizations are required by the state of North Carolina for students prior to entering kindergarten and 7th grade. All appropriate documentation of immunizations should be submitted to the school prior to the start of school. For information regarding required immunizations, please visit <http://immunize.nc.gov/schools/k-12.htm>.

### **565 ~ GARRETT'S LAW**

North Carolina law mandates that at the beginning of every academic year, local boards of education shall provide parents and guardians with information about meningococcal meningitis, influenza, Human Papillomavirus (HPV) and their vaccines.

### **565.1 ~ CERVICAL CANCER, CERVICAL DYSPLASIA, HUMAN PAPILLOMAVIRUS, AND THEIR VACCINES**

There are several ways of getting human papillomavirus through sexual contact, and it does not have to be passed through direct sexual intercourse. However, sexual intercourse is the most common way of getting HPV. Because HPV can affect the skin that is not covered by a condom, it is easy to pass the virus through intercourse. Also, HPV-infected cells can live in the mouth, so it is possible to spread the disease through oral sex. The virus can also be passed through bodily fluids and mucous membranes.

Since high-risk types of human papillomavirus are the primary cause of cervical dysplasia and cervical cancer, anyone who has ever had intimate, skin-to-skin (genital) contact with a partner is at potential risk of developing the condition.

### **Symptoms**

Some human papillomavirus are without symptoms or health risk, and others lead to genital warts and even cervical cancer.

Dysplasia does not have warning symptoms. If symptoms such as vaginal bleeding or low back pain occur, the condition may already have progressed to cervical cancer. That is why it is important to be screened regularly with a Pap and (if you're age 30 or older) the HPV test.

### **Vaccines**

Vaccines can protect males and females against some of the most common types of HPV that can lead to disease and cancer. These vaccines are given in three separate administrations. It is

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important to get all three doses as it provides the best protection. The vaccines are most effective when given at 11 or 12 years of age.

**Girls and women:** Two vaccines (Cervarix and Gardasil) are available to protect females against the types of HPV that cause most cervical cancers. One of these vaccines (Gardasil) also protects against most genital warts. Gardasil has also been shown to protect against anal, vaginal and vulvar cancers. Either vaccine is recommended for 11- and 12-year-old girls, and for females 13 through 26 years of age, who did not get any or all of the shots when they were younger. These vaccines can also be given to girls beginning at 9 years of age. It is recommended to get the same vaccine brand for all three doses, whenever possible.

**Boys and men:** One available vaccine (Gardasil) protects males against most genital warts and anal cancers. This vaccine is available for boys and men, 9 through 26 years of age.

### **Benefits and Possible Side Effects of HPV Vaccine**

The vaccines target the HPV types that most commonly cause cervical cancer. One of the vaccines also protects against the HPV types that cause most genital warts. Both vaccines are highly effective in preventing specific HPV types and the most common health problems from HPV.

The vaccines are less effective in preventing HPV-related disease in young women who have already been exposed to one or more HPV types. That is because the vaccines can only prevent HPV before a person is exposed to it. HPV vaccines do not treat existing HPV infections or HPV-associated diseases.

The most common side effects of HPV vaccine are:

- Pain in the area of the injection
- Swelling in the area of the injection
- Redness in the area of the injection
- Fever
- Nausea
- Dizziness
- Diarrhea
- Fatigue
- Headache
- Muscle pain

There are several side effects with the HPV vaccine that you should report immediately to your healthcare provider.

These include, but are not limited to:

- Very high fever

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- Weakness, tingling, or paralysis (which may be signs of Guillain-Barre Syndrome\_
- Signs of an allergic reaction, including difficulty breathing, wheezing, an unusual skin rash, itching, or hives.

(The preceding information was obtained from the Centers for Disease Control and Prevention) Parents and guardians may seek further information from their physicians or the local health department. The Randolph County Health Department is located at: IRA McDowell Building 2222-B South Fayetteville St. Asheboro, NC 27205 (336) 318-6200.

### **565.2 ~ MENINGOCOCCAL MENINGITIS AND ITS VACCINE**

Meningococcal meningitis is a bacterial form of meningitis, a serious infection of the meninges that affects the brain membrane. It can cause severe brain damage and is fatal in 50% of cases if untreated.

#### **Causes**

Several different bacteria can cause meningitis. *Neisseria meningitidis* is the one with the potential to cause large epidemics. Twelve groups of *N. meningitidis* have been identified, five of which (A, B, C, W135, and X) can cause epidemics. Geographic distribution and epidemic potential differ according to group.

#### **Transmission**

The bacteria are transmitted from person to person through droplets of respiratory or throat secretions. Close and prolonged contact – such as kissing, sneezing or coughing on someone, or living in close quarters (such as a dormitory, sharing eating or drinking utensils) with an infected person – facilitates the spread of the disease. The average incubation period is four days, but can range between two and 10 days.

*Neisseria meningitidis* only infects humans; there is no animal reservoir. The bacteria can be carried in the throat and sometimes, for reasons not fully understood, can overwhelm the body's defenses allowing infection to spread through the bloodstream to the brain. Although there remain gaps in our knowledge, it is believed that 10% to 20% of the population carries *Neisseria meningitidis* at any given time. However, the carriage rate may be higher in epidemic situations.



## Symptoms

The most common symptoms are a stiff neck, high fever, sensitivity to light, confusion, headaches and vomiting. Even when the disease is diagnosed early and adequate treatment is started, 5% to 10% of patients die, typically within 24 to 48 hours after the onset of symptoms. Bacterial meningitis may result in brain damage, hearing loss or a learning disability in 10% to 20% of survivors. A less common but even more severe (often fatal) form of meningococcal disease is meningococcal septicemia, which is characterized by a hemorrhagic rash and rapid circulatory collapse (World Health Organization).

## Diagnosis and Treatment

Vaccines, diagnosis and treatment may be obtained by visiting a physician or local health department. The Randolph County Health Department is located at:

IRA McDowell Building  
2222-B South Fayetteville St.  
Asheboro, NC 27205 (336) 318-6200

## 565.3 ~ INFLUENZA AND ITS VACCINE

The flu is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. 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 vaccine each year.

## Symptoms

The flu is different from a cold. The flu usually comes on suddenly. People who have the flu often feel some or all symptoms each year.

- Fever or feeling feverish/chills
- Cough
- Sore throat
- Runny or stuffy nose
- Muscle or body aches
- Headaches
- Fatigue (tiredness)
- Some people may have vomiting and diarrhea, though this is more common in children than adults.
- Not everyone with the flu will experience fever.

## How Flu Spreads

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People with the flu can spread it to others up to about 6 feet away. Most experts think that flu viruses are spread mainly by droplets made when people with flu cough, sneeze or talk. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Less often, a person might also get the flu by touching a surface or object that has the flu virus on it and then touching their own mouth or nose (Center for Disease Control and Prevention).

## **Diagnosis and Treatment**

To receive a vaccine, or if you suspect that you or a loved one may have influenza, contact a physician or the local health department. The Randolph County Health Department is located at:

IRA McDowell Building  
2222-B South Fayetteville St.  
Asheboro, NC 27205 (336) 318-6200

## **566 ~ HEAD LICE POLICY**

Even though head lice do not carry any diseases nor does their presence mean that a child has not been kept clean, it is a communicable condition that is easily spread among students both at school and in the general public. The presence of lice requires that the student remain at home.

Students will not be allowed to attend school when lice (live bugs) are present. Parents are to inform their student's teacher or the front office if their child has head lice and will be out for the day. Students are not to return to school until they have received treatment and all lice have been removed from the child and there is a substantial reduction in nits. When the student does return to school, parents are to bring the student to the front office to be checked, if no head lice are found and Nits are reduced in number, the student will be permitted to go to class. If not, the child will need to remain at home.

Screening for head lice will be done on an as needed individual basis when a student is detected with either nits or lice. Mass screenings are not recommended by the CDC and NASN ( National Association of School Nurses) as they can lead to a breach in confidentiality and cause social stigmas against a child with lice which can lead to other emotional well-being issues in the student. Teachers are recommended to keep an eye on their classroom if a student is out with lice to help detect if others may have it and inform the school nurse of the student's name to be screened individually. Parents/guardians will be notified of the presence of head lice individually pursuant to procedures established by the superintendent. No mass letter about the detection of headlice in a classroom will be sent to parents.

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Effective treatment should not keep a student out of school for more than two days per occurrence. All other days missed beyond 2 will be unexcused per occurrence. There should be no more than six (6) excused absences given for head lice per year. All other days in excess of six (6) will be unexcused. If a child is absent repeatedly due to head lice or there is evidence that a child has been neglected with respect to treatment of head lice, the school principal and/or school nurse will contact the parent about measures that can be done to help prevent a student from exceeding excused days.

### **567 ~ HOW A PARENT MAY LAWFULLY ABANDON A NEWBORN**

The parent of an infant under seven days of age, expressing an intent to not return for the infant, may voluntarily deliver the infant to a health care provider, as defined under G.S. 90-21.11, who is on duty or at a hospital or at a local or district health department or at a nonprofit community health center; a law enforcement officer who is on duty or at a police station or sheriff's department; a social services worker who is on duty or at a local department of social services; or a certified emergency medical service worker who is on duty or at a fire or emergency medical services station. The individual who takes an infant into temporary custody may inquire as to the parents' identities and as to any relevant medical history, but the parent is not required to provide the information.

### **568 ~ ADMINISTRATION OF MEDICATION**

The needs of students who require medication during school hours to maintain and support their health and well-being during the educational day should be met in a safe and prudent manner.

#### **Rationale**

- Implementation of the IDEA (Individuals with Disabilities in Education Act), and amendments since enactment, has led to an increased number of children whose health problems require medication to be given while at school.
- Students with chronic illness may be dependent on routine medications, which enable them to participate more fully in all aspects of school activities and to minimize their absences.
- Students may require the administration of controlled substances during the school day in order to maximize their classroom performance.
- Some students with infections and communicable diseases are able to resume school attendance based on continuation of their medication regimen.

#### **North Carolina State Recommendations**

- All medications administered by school personnel during school hours must be prescribed by a licensed healthcare provider

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- All medications administered at school must have a written request/permission signed by the parent or legal guardian
- Students with asthma and/or at risk for anaphylactic allergic reaction, may possess and self-administer medication on school property within certain parameters.

School personnel ***will not administer any medication*** to any student unless they have received the “**Uwharrie Charter Academy Request for Medication Administration in School**” form properly completed and signed by the doctor. The medication must be received in an appropriately labeled container. To protect your student’s well-being, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in school or during school-sponsored activities, please contact the school nurse. Thank you for your cooperation.

### **569 ~ SELF-ADMINISTRATION OF MEDICATION**

In accordance with North Carolina state law, there are a limited ***number*** of health conditions which may require the student to carry medications at all times. These include asthma (inhalers), diabetes (insulin or source of glucose), and severe anaphylactic allergies (EpiPen). In addition, learning to care for one’s health and well-being is an important developmental milestone for all students. Parents should be informed that students who are approved to self-carry medications while at school and during school sponsored activities are independent in the management of their medication with no oversight from school staff.

In order for a student to self-carry a medication, the following ***requirements must be met annually***:

- A. The student’s parent/guardian must submit a written treatment plan prepared by a healthcare provider for managing asthma, anaphylaxis, or diabetes. Examples include: asthma action plan, diabetic treatment plan, etc. The plan must state:
  - a. The student has a diagnosis of asthma, anaphylaxis, or diabetes
  - b. Self-administration of required medications is part of the student’s treatment plan
  - c. The student has been instructed in, and has demonstrated to the healthcare provider, the skills necessary to self-administer the medication
  - d. The name or type of medication that the student may self-administer while in school or during school sponsored activities
- B. The student’s parent/guardian must submit a completed “**Uwharrie Charter Academy Request for Medication Administration in School**” form
- C. The parent/guardian must provide Uwharrie Charter Academy backup medication that will be kept in the health office to which the student has immediate access in the event the student does not have the required medication.
- D. When medication such as asthma inhalers, diabetes medications, and emergency medications will be self-administered, an appropriate “Individualized Health Care Plan”

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(IHCP) will be completed by the school nurse in partnership with the parent/guardian and student.

- E. The student must demonstrate to the school nurse the knowledge, competence, and skills necessary to self-administer medication.
- F. Students will be required to sign a “**Student Agreement for Self-Carried Medication**” form acknowledging their role in self-carrying as well as a commitment to communicate to school staff when he/she is experiencing difficulty or adverse reactions. The student will agree to keep their medication secure.
- G. Students must dispose of contaminated sharps in accordance with OSHA guidelines.

### **570 ~ FOOD ALLERGIES FOR SNACK AND LUNCHTIME**

All students at UCA will be given the time for two snacks a day on a full day and one snack on a half-day. Snacks will be eaten in the classroom. All snacks at Uwharrie Charter Academy must be nut free. Parents and students are encouraged to pack a healthy snack.

Lunch will be eaten in the classroom or outside. There will be space designated for life-threatening allergies for lunch as needed. After lunch all teachers must wipe down tables and counters with the spray provided by the school. Students may not be responsible for wiping down the tables after lunch.

Teachers and staff must ensure that all students wash their hands before and after lunch. All trash from lunch must be disposed of in the designated classroom trash can.

### **571 ~ HARASSMENT, DISCRIMINATION, BULLYING AND TITLE IX POLICIES**

It is the policy of Uwharrie Charter Academy that students should not be subjected to forms of unlawful discrimination, harassment, bullying, or hazing, while at school or school-sponsored activities. Furthermore, the policy’s intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at the School regarding the identification, prevention, intervention, and reporting of such antisocial acts. The School acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The School prohibits discrimination on the basis of race, color, national origin, sex, disability, age or any other classifications prohibited by law. The School will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

## **A. PROHIBITED BEHAVIORS AND CONSEQUENCES**

### 1. Discrimination, Harassment and Bullying Students.

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Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. The School expressly prohibits unlawful discrimination, harassment, bullying, and hazing. Students are expected to comply with the behavior standards established by board policy, the Code of Student Conduct and any applicable laws. Any violation of this policy is serious, and the School shall promptly take appropriate action. Students will be disciplined in accordance with the School's student behavior management plan. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

When considering if a response beyond the individual level is appropriate the School will consider the nature and severity of the misconduct to determine whether a classroom or school-wide response is necessary. Such classroom or school-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the Superintendent or designee to address the behavior.

## 2. Retaliation

The School prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies and regulations, the Superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

## **B. APPLICATION OF POLICY**

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, contractors and visitors. This policy is intended to apply to student via a via other students, faculty, staff, volunteers/visitors or contractors. The School's policies on unlawful discrimination and harassment as applied to employees, volunteers/visitors, and contractors can be found in the School's Employee Handbook. This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel;
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
7. while using school or personal electronic communications.

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## C. DEFINITIONS

For purposes of this policy, the following definitions apply:

### 1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category that is protected by law, such race, color, national origin, sex, disability, or age or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

### 2. Harassment

- a. Harassment is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication 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. "Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic that is protected by law or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic that is protected by law, such as race, color, religion, national origin, sex, disability or age. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

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- b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
- 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress or completion of a school-related activity;
  - 2) submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
  - 3) Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive educational environment. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.
- c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

### 3. Bullying

Bullying means unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying may also place a student in actual and reasonable fear of harm to his or her person or damage to his or her property. Bullying behavior is often repeated, or has the potential to be repeated, over time. Bullying includes intentional actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose or any action that involves a real or perceived power imbalance. Bullying can also include behavior that constitutes harassment or sexual harassment and can include cyber bullying. For **Cyberbullying**: See the Technology Use and Internet Use policy sections.



#### 4. Hazing

North Carolina law makes it unlawful for any student in attendance at any school in the State to engage in hazing, or to aid and abet any other student in the commission of this offense. For the purpose of this section hazing is defined as follows: “ to subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.”

#### 5. Electronic Communications:

Electronic communications apply to employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. Snapchat or Instagram). Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

### **E. TRAINING AND PROGRAMS**

The designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

1. provide examples of behavior that constitutes unlawful discrimination, harassment or bullying;
2. teach employees to identify groups that may be the target of unlawful discrimination, harassment or bullying; and
3. train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones and on the Internet.

### **F. NOTICE**

The designated Title IX Coordinator is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of unlawful discrimination, harassment and bullying. This policy will be posted on the School’s website, and copies of the policy are available at the front office. Notice of this policy will appear in all student and employee handbooks and in any School publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.



## **G. COORDINATOR**

The Superintendent or designee shall appoint one or more individuals to coordinate the School's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to the School alleging noncompliance with Title VII or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The Superintendent or designee shall publish the name, and phone number of the compliance coordinator in a manner intended to ensure that students, employees, parents and other individuals who participate in the School's programs are aware of the coordinator.

## **H. RECORDS AND REPORTING**

The Title IX Coordinator shall maintain confidential records of complaints or reports of unlawful discrimination, harassment or bullying. The records will identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The Title IX Coordinator also shall maintain records of training conducted and corrective action(s) or other steps taken by the School to provide an environment free of unlawful discrimination, harassment and bullying. The Superintendent shall report to the Board all verified cases of unlawful discrimination, harassment or bullying under this policy.

## **I. EVALUATION**

The Superintendent or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful discrimination, harassment and bullying and shall share these evaluations periodically with the Board.

## **J. REPORTING**

1. For bullying, there are multiple ways to report incidents of bullying. Students and families may report directly to any teacher, principal, principal or school counselor verbally, via email or in writing.
2. For discrimination, harassment, and sexual harassment complaints, students or their parents should contact a trusted teacher or advisor. grade-level Principal, Superintendent and/or Title IX coordinator immediately and file a complaint.
3. When anyone reports harassment, bullying, and/or discrimination to a school employee, that employee shall notify the Title IX Coordinator, Superintendent, or Principal, as soon as possible and within 24 hours.
4. If the Superintendent is involved in the allegation, then another administrator will immediately inform the Chair of the Board of Directors.

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## **K. INVESTIGATION PROCESS**

1. The Title IX coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.
2. Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for the School to conduct a thorough investigation. There may also be instances where the School has a legal obligation to report certain information it receives to state or local authorities or to protect the School community.
3. While the timeframe for completing an investigation into individual complaints may vary depending on the circumstances, the Title IX coordinator will ensure that timeframes are reasonable and endeavor to complete any investigation, including any decision and hearing, within sixty (60) days of the filing of a complaint.
4. The Title IX coordinator shall designate an impartial investigator to conduct the investigation and may designate his/herself to conduct the investigation. The investigator shall have full authority to investigate, including the authority to interview witnesses and make a decision about the complaint. Each party will have the right to present witnesses and other evidence to the investigator. In reaching her/his decision, the investigator shall use the preponderance of the evidence standard. The investigator shall timely provide written notice of the outcome of the complaint to the relevant parties.
5. In the event a party is not satisfied with the investigator's decision, it may appeal that decision to an impartial review panel (explained below). Such appeal shall be made in writing and provided to the Title IX coordinator within five (5) days of the investigator's decision.
6. Upon appeal of the investigator's decision, the School's board of directors, will appoint a panel of three board members to serve as the impartial review panel. The review will be conducted in accordance with all applicable laws.
7. After the review, the three-member review panel will make a decision and will provide written notice of the outcome of the appeal.

### **572 ~ ANONYMOUS REPORTING**

To ensure the safety of all students, UCA High School has established an anonymous online reporting tool named "See Something, Say Something". Students, parents, or any community member may access the online reporting tool from the UCA website.



## 573 ~ McKINNEY-VENTO

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is the primary piece of legislation dealing with the education of children and youth experiencing homelessness. The Act is also known as Title X, Part C of Every Student Succeeds Act.

The term "homeless children and youths" is defined by the McKinney-Vento Act as

- (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
- (B) includes--
  - (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;\*
  - (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
  - (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and,
  - (iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Children and youth experiencing homelessness have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment, or having missed application or enrollment deadlines during any period of homelessness.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local attendance area school or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is the parent's, guardian's, or unaccompanied youth's preference. If the school district believes the school selected is not in the student's best interest, then the district must provide the parent, guardian, or unaccompanied youth with a written explanation of its position and inform him/her of the right to appeal its decision.
- Receive transportation to and from the school of origin, if requested by the parent, guardian, or local liaison on behalf of an unaccompanied youth.
- Receive educational services comparable to those provided to other students, according to the student's need.





These rights are established under the McKinney-Vento Homeless Assistance Act. To qualify for these rights, children and youth must be considered homeless according to the [McKinney-Vento definition of homeless \(see above\)](#).

Parent Resources regarding The NC Homeless Education Program (NCHPEP) can be found [here](#).

Student Resources regarding the rights of Children experiencing homelessness can be found [here](#).

NCHPEP is dedicated to ensuring that all children and youth experiencing homelessness have access to the public education to which they are entitled under the federal McKinney-Vento Education of Homeless Children and Youth Assistance Act. NCHPEP works towards this goal by ensuring that North Carolina's state policies are in compliance with federal law, by providing technical assistance to North Carolina's local homeless education liaisons, and by providing informational and awareness materials to educators and other interested community members throughout North Carolina.

UCA McKinney-Vento Liaison: Dr. Sharon Castelli, 336.610.0818,  
[sharon\\_castelli@uhwarriecharter.org](mailto:sharon_castelli@uhwarriecharter.org)

## **GENERAL**

### **574 ~ POSTING OR PUBLISHING STUDENT PICTURES AND INFORMATION**

The School reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other School purpose. Parents who do not wish to allow Uwharrie Charter Academy to use their child's picture or image must send a letter to the Superintendent.

### **575 ~ BOY SCOUTS OF AMERICA EQUAL ACCESS ACT**

The School does not discriminate against any group officially affiliated with either the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code (as a patriotic society) that wishes to conduct a meeting within an open forum. The School does not deny such access or opportunity or discriminate for reasons based on the membership or leadership criteria or the oath of allegiance to God and country of the Boy Scouts of America or the youth groups listed in Title 36 of the United States Code (as a patriotic society).

### **576 ~ GENDER EQUITY POLICY (TITLE IX)**

The School certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which

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prohibits discrimination based on sex. The School, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on gender in employment or any educational program or activity it operates.

For complaints or grievances regarding discrimination based on gender, please refer to UCA's Harassment, Discrimination, Bullying and Title IX Policies.

## **577 ~ DRUG AND ALCOHOL USE**

Uwharrie Charter Academy is dedicated to maintaining a safe educational environment. Thus, Uwharrie Charter Academy has implemented a drug and alcohol-free school policy, which prohibits anyone from being under the influence of alcohol or illegal/misused drugs on school grounds or attending a school related event. Alcoholic beverages are never to be consumed on School grounds, at School events, or during field trips. Alcoholic beverages are never to be consumed in vehicles of transportation owned or operated on behalf of the School, or by their drivers while they are responsible for the operation of such vehicles. The use, sale, transfer or possession of alcohol, e-cigarettes, vaping devices, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on Uwharrie Charter Academy property, at Uwharrie Charter Academy events or on field trips is prohibited. This includes the misuse of prescription drugs, including medical marijuana, or any mood-altering substances while on Uwharrie Charter Academy property, at a School event, on field trips or in circumstances the School believes will adversely affect Uwharrie Charter Academy's operation or safety.

### **577.1 ~ SMOKING OR VAPING ON CAMPUS**

Uwharrie Charter Academy is a smoke free campus. In keeping with Uwharrie Charter Academy's intent to provide a safe and healthy work environment, smoking is prohibited on Uwharrie Charter Academy property at all times. This policy applies equally to all employees, parents, students, volunteers and visitors. This policy also includes the use of e-cigarettes.

## **578 ~ WEAPONS BAN AND THREAT/VIOLENCE POLICY**

### **578.1 Weapons Ban**

UCA prohibits weapons (or replicas of weapons) on School property, in school vehicles and at school-sponsored activities on or off school property. Weapons are generally defined as guns, knives and other objects universally considered a weapon by the vast majority of society. A "weapon" can also be any object which would do harm to another when used as such. UCA shall

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deem any such object used to do harm a “weapon” for the purpose of enforcing this policy. Weapons and replicas of weapons also 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 gasses 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.

**Possession of weapons is prohibited while on duty performing business at any location.**

Students who violate this policy will be subject to disciplinary action, up to and including expulsion. The Superintendent will review each alleged violation of this policy and will exercise discretion for expulsion on a case-by-case basis in compliance with North Carolina law and regulations governing student discipline.

Employees who violate this policy will be subject to disciplinary action up to, and including termination. The Superintendent will review each alleged violation of this policy and will exercise discretion for disciplinary action on a case-by-case basis. **See Employee Handbook**

Visitors or volunteers who violate this policy will be subject to local law enforcement action.

Any employee who is aware that a student, volunteer, parent or employee is carrying a weapon must report the infraction to their supervisor or an administrator immediately.

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.

The Superintendent is required to report immediately to the appropriate local law enforcement agency whenever the Superintendent 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.

## **578.2 Violence and Threats**

UCA strives to maintain a work and school environment that is free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto school property, or any other act, which, in management's opinion, is inappropriate to the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures, up to and including termination.

UCA does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. This list of behaviors provides examples of conduct that is prohibited:

- Causing physical injury to another person.
- Making threatening remarks.
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress.
- Intentionally damaging employer property or property of another.
- Committing acts motivated by, or related to, sexual harassment, discrimination or domestic violence.

### **Monitoring**

UCA shall take all reasonable steps to see that this policy is followed by all employees and supervisors.

### **Complaint Procedure and Investigation**

If you believe an employee is in violation of this policy you should report the issue to your supervisor or the Superintendent immediately. Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to a supervisor they feel comfortable with or the Superintendent. Complaints will be promptly investigated. Based upon the results, disciplinary action, up to and including termination, may be taken.

All complaints will be promptly investigated and shall be handled as confidentially as possible. The investigator will resolve complaints involving violations of this policy and recommend the appropriate action.

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## **Discipline**

Any employee found to have violated this policy shall be subject to appropriate disciplinary action, up to and including termination, pending the findings of the complaint investigation.

## **Retaliation**

Any employee bringing a complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, or discriminated against or discharged because of the complaint. Complaints of such retaliation will be promptly investigated.

## **579 ~ SCHOOL SAFETY**

Uwharrie Charter Academy has a First Responder Team that will create and manage the following procedures by outlining the actions and responsibilities of staff and administration in addressing the following issues:

- Evacuation Fire
- Evacuation Non-Fire
- Hazardous Materials
- Lockdown-Perimeter
- Lockdown-Full
- Serious Medical Emergency
- Severe Weather (tornado; hurricane; etc.)
- Public Health Emergency
- Student in Crisis

The Superintendent oversees the Crisis Management Team and it is the responsibility of the Superintendent to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures.

The Superintendent is also responsible for ensuring drills occur on a regular basis. These procedures will be reviewed annually by the Crisis Management Team and any changes or revisions will be made by the Superintendent. The Superintendent is responsible for communicating these procedures to the Board of Directors.



### **580 ~ UNSAFE SCHOOL CHOICE OPTION**

Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a student attending a “persistently dangerous School” or a student who is a “victim of a violent criminal offense” on School property, as defined by law, has the right to transfer to another safe School in the district, if his/her parent requests a transfer. If there is not another safe School in the district providing instruction at the student’s grade level, the School shall contact neighboring districts to request that the students be permitted to transfer to a School in one of those districts.

### **581 ~ ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (AHERA) requires us to annually notify parents, students, staff members, and others who regularly occupy the School building of compliance with AHERA. An Asbestos Management Plan (AMP) has been developed for the School and is on file in the School office. Parents may schedule an appointment with the Superintendent if they wish to review the AMP.

### **582 ~ PESTICIDE NOTIFICATION**

The School aims to control pest populations and to reduce the use of active pesticides throughout the School by implementing an integrated pest management program. The health and safety of all persons within the School’s facilities are of primary concern. The School will notify parents in advance of pesticide applications. Notice will be posted on the front door of the School and in the School newsletter. A parent can also request to be notified by letter 48 hours before the application is to take place. Please contact the School office if you wish to be notified by letter or wish to review the School’s integrated pest management program or records.

### **583 ~ 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.

### **584 ~ FIRE AND SAFETY REGULATIONS**

The School will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. The School will also obtain all necessary certificates and licenses prior to opening for each School year.

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## **585 ~ NON-TITLE IX DISCRIMINATION, HARASSMENT, AND BULLYING**

The UCA takes all complaints of discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against unlawfully, bullied, or harassed in violation of the UCA's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations in the manner provided in this policy. Reports may be made anonymously. This policy does not apply where an individual seeks to assert allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA, such allegations may be raised through the procedures governing such matter. This Policy also does not apply to Title IX complaints, behavior falling within Title IX or Title VII complaints. Please refer to the UCA's policies for Title IX and VII matters.

### **A. Reporting by Employees or Other Third Parties**

#### **1. Mandatory Reporting by UCA Employees**

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed, or bullied in violation of UCA Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy must report the offense immediately to an appropriate individual designated in subsection B.1., below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

#### **2. Reporting by Other Third Parties**

All members of the UCA community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.

#### **3. Anonymous Reporting**

Reports of discrimination, harassment, or bullying may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

#### **4. Investigation of Reports**

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Reports of discrimination, harassment, or bullying under this policy will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and UCA officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

## **B. Complaints Brought by Alleged Victims of Discrimination, Harassment, or Bullying**

### **1. Filing a Complaint**

Any individual who believes that he or she has been discriminated against, harassed, or bullied in violation of the UCA's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy is strongly encouraged to file a complaint orally or in writing to the following individuals as applicable:

- a. the UCA counselor, teacher, principal of students, Superintendent or assistant Superintendent of the UCA for any claim of discrimination, harassment or bullying, including Title VI complaints;
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment;
- c. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- d. any member of the Board if the alleged perpetrator is the Superintendent.

### **2. Time Period for Filing a Complaint**

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated at the discretion of UCA officials and outside the formal process described in Section C of this policy; however, individuals should recognize that delays in reporting may significantly impair the ability of UCA officials to investigate and respond to such complaints.

### **3. Informal Resolution**

The UCA acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The UCA encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence or complaints by a student of sexual harassment perpetrated by an employee. Informal procedures may be used only if the parties



involved voluntarily agree. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time.

### **C. Process for Addressing Complaints of Alleged Incidents of Discrimination, Harassment, or Bullying**

#### **1. Initiating the Investigation**

- a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection B.1. shall immediately notify the Superintendent who shall designate an individual to conduct an investigation and respond to the complaint, such individual may be a UCA employee or outside consultant.
- b. As applicable, the investigator shall immediately notify the Title IX , or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
- c. The investigator shall explain the process of the investigation to the complainant and the alleged perpetrator.
- d. Written documentation of all formal reports and complaints, as well as the UCA system's response, must be maintained in accordance with the UCA's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy.
- e. Failure to report, investigate, and/or address claims of discrimination, harassment, or bullying may result in disciplinary action.

#### **2. Conducting the Investigation**

- a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of the Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, deemed likely to have relevant information. The alleged perpetrator shall be notified of the general nature of the allegations. The investigation will include a review of all evidence presented by the complainant and/or alleged perpetrator.





If the investigator, after receipt of the complaint, an interview with the complainant, and consultation with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination, harassment, or bullying as defined in UCA's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, the matter will be treated outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complainant.

- b. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the UCA system.
  - c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age, and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.
3. Notice to Complainant and Alleged Perpetrator
- a. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
    - 1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying, and prevent it from recurring;
    - 2) as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and
    - 3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
  - b. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information



relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

- c. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as set forth in UCA policy. If the corrective steps involve actions outside the scope of the investigator's authority, the Superintendent or designee will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
- d. The alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or UCA policies by his or her actions, and what, if any, disciplinary actions or consequences may be imposed upon the perpetrator in accordance with UCA policy. The perpetrator may appeal any disciplinary action or consequence in accordance with any UCA's policy governing disciplinary action. However, an appeal by the perpetrator of disciplinary action does not preclude UCA officials from taking appropriate action to address the discrimination, harassment, or bullying.

#### 4. Appeal

- a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the Superintendent. The appeal must be submitted in writing within ten days of receiving the notice of the results of the investigation. The appeal must state with particularity whether the complainant is appealing (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of the UCA's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) the UCA's response to any violation, including the appropriateness of any remedial measures taken by the UCA. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes should have been taken by the UCA. The Superintendent or designee may review the documents, conduct any further investigation necessary, or take any other steps the Superintendent or designee determines to be appropriate in order to respond to the complaint. The Superintendent or designee shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed. The Superintendent's decision is final.
- b. If the alleged perpetrator is the Superintendent or the Superintendent declines to hear the appeal and refers it to the Board of Directors, the complainant may appeal the decision in writing within ten days of receipt directly to the



Board of Directors. The appeal must state with particularity whether the complainant is appealing the Superintendent's decision with regard to (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of UCA's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) the UCA's response to any violation, including the appropriateness of any remedial measures taken by the UCA. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes the UCA should have taken. Upon receipt of the appeal, the Board Chair shall appoint a panel of not less than two members of the Board to hear and decide the appeal. The panel shall make reasonable efforts to meet and consider the appeal within twenty days after the chairperson refers the grievance to the panel. The panel shall review the complaint on the record unless it determines that additional information may be presented. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties. At the Board Panel's discretion, they may hold a hearing and ask each party may make a brief oral presentation of no more than twenty minutes to summarize his or her position. The panel has the authority to ask questions, extend time limits, exclude extraneous or duplicative information, and otherwise maintain an efficient and fair appeal hearing. If a hearing is held, it will be recorded and shall be held in closed session. The Board panel may affirm, reverse or modify the decision. The Board panel shall use the preponderance of the evidence standard in reaching its decision. The Board panel will provide a final written decision within twenty days after the Board hearing unless the panel determines that additional time is needed for further review. The decision of the Board panel shall be final.

#### **D. Timeliness of Process**

If any UCA official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay. The UCA official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal to the next step within the specified time or to attend a scheduled meeting or hearing under this policy will be considered acceptance of the results of the investigation and the UCA's response to the complaint, unless the complainant provided notice of the delay and the reason for the delay and the UCA consented in writing to the delay.



## **E. General Requirements**

1. No reprisals or retaliation of any kind will be taken by the Board or by any UCA employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy. Disciplinary or other action may be taken against the complainant or other individual if the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The complainant may be represented by an advocate, such as an attorney, at any meeting with the UCA under this policy. Should the complainant choose to be represented by an attorney, an attorney for the UCA may also be present.
4. Nothing in this policy shall prevent the Superintendent or Board from suspending the alleged perpetrator without pay during the course of the investigation or taking any other action deemed appropriate where the alleged perpetrator is an employee.

## **F. Records**

Records will be maintained as required by UCA's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy.

## **586 ~ TITLE IX POLICY**

Title IX provides that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

It is the policy of THE SCHOOL that students should not be subjected to forms of unlawful discrimination or harassment, while at school or school-sponsored activities. Furthermore, the policy's intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at the School regarding the identification, prevention, intervention, and reporting of such antisocial acts. The School acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The School strives to model an inclusive environment and prohibits discrimination and harassment on the basis of gender or sex, including sexual orientation and LGBTQ+ identification. The School will not tolerate any form of unlawful discrimination or

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harassment in any of its educational or employment activities or programs based on such protected classifications.

## **A. PROHIBITED BEHAVIORS AND CONSEQUENCES**

### **1. Discrimination or Harassment**

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. In accordance with Title IX, the School expressly prohibits discrimination or harassment, based on sex or gender and prohibits sexual harassment (including sexual violence) and gender-based harassment. Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome conduct on the basis of sex, requests for sexual favors in exchange for benefits (quid pro quo), and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. In accordance with Title IX, the School also prohibits gender-based harassment, which is unwelcome conduct based on a student's sex, harassing conduct based on a student's failure to conform to sex stereotypes.

Sex-based harassment can be carried out by school employees, other students, and third parties. All students can experience sex-based harassment, including male and female students, LGBTQ+ students, students with disabilities, and students of different races, national origins, and ages. Title IX protects all students from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

### **2. Retaliation**

The School prohibits intimidation, threats, coercion, or discrimination against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. As such, the School prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies, and regulations, the Head of School or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.



The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under Title IX does not constitute retaliation prohibited under this policy, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

## **B. APPLICATION OF POLICY**

This policy prohibits unlawful discrimination or harassment by students, employees, volunteers, contractors, and visitors. This policy is intended to apply to student's vis a via other students, faculty, staff, volunteers/visitors, or contractors. This policy also applies to employees, volunteers/visitors, and contractors. This policy applies to behavior that takes place within the School's "education program or activity," which includes, but is not necessarily limited to, behavior:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the oversight and authority of school personnel;
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
7. while using school or personal electronic communications, including employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e., Snapchat or Instagram).

## **C. DEFINITIONS**

For purposes of this policy ONLY, the following definitions apply:

### 1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on the basis of gender or sex (including transgender and LGBTQ+ identification). Discrimination may be intentional or unintentional.

### 2. Harassment

Prohibited harassment, including sexual harassment, under this policy means conduct on the basis of sex/gender that satisfies one or more of the following:

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1. An employee conditioning the provision of an aid, benefit or service on an individual's participation in unwelcome sexual conduct (i.e., quid pro quo)
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an education program, employment, or activity (i.e., hostile environment)
3. Sexual assault (as defined by Clery Act), or "dating violence," "domestic violence" and "stalking" (as defined by Violence Against Women Act).

For purposes of this policy, "hostile environment" means that the harassment is objectively severe and pervasive enough that a reasonable person would agree that it is harassment and must be based on sex or gender. A hostile environment may be created through pervasive or persistent misbehavior if sufficiently severe.

Examples of behavior that may constitute harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

Examples of sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal, or physical aggression, as well as intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal, or physical aggression, as well as intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.





### 3. Conduct Not Covered by This Policy

Conduct that does not meet the definitions set forth above in this Title IX Policy are not subject to the School's Title IX Policy or any reporting/grievance procedures that govern Title IX matters. However, such conduct may still constitute a violation of other School policy, including the School's Code of Conduct, non-discrimination policy, and bullying policy. Please refer to and follow those policies for such conduct.

### **TO REPORT A VIOLATION OF THIS POLICY: PLEASE REFER TO THE SCHOOLS TITLE IX REPORTING AND GRIEVANCE POLICY.**

This Policy as it pertains to Title IX shall remain in effect to the extent required by law.

#### **587 ~ MANDATORY REPORTING POLICY**

Pursuant to N.C.G.S. § 7B-301, all school personnel are required to report any suspected abuse of any child as per the School's Child Abuse Reporting Policy. These reports should be made directly to the Department of Social Services in which the child resides. Reports can be made by calling (336) 683-8000. If a report is made, it must be reported to the Superintendent immediately. All school personnel will receive training on how to report child abuse. If any staff member has a question or concern they should see the School Counselor and Superintendent.

In addition to cases of abuse, neglect, dependency, and maltreatment, under N.C.G.S. §14-318.6, any person 18 years of age or older who knows or should have reasonably known that a juvenile has been or is the victim of a violent offense, sexual offense, or misdemeanor child abuse under N.C.G.S. §14-318.2 shall immediately report the case of that juvenile to the appropriate local law enforcement agency in the county where the juvenile resides or is found. If a report is made, it must be reported to the Superintendent immediately. All school personnel will receive training on how to report child abuse. If any staff member has a question or concern they should see the School Counselor and Superintendent.

#### **Child Sexual Abuse and Sex Trafficking Training Policy**

It is the intent to this policy to comply with North Carolina law with respect to child abuse and sex trafficking, including N.C.G.S. 115C-218.75(g). Those laws require that [INSERT SCHOOL NAME] adopt and implement a child sexual abuse and sex trafficking training program in accordance with N.C.G.S. 115C-375.20. Specifically, N.C.G.S. 115C-375.20, states as follows:

- (1) School personnel. – Teachers, instructional support personnel, principals, and assistant principals. This term may also include, in the discretion of the employing entity, other school employees who work directly with students in grades kindergarten through 12.

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- (a) Each employing entity shall adopt and implement a child sexual abuse and sex trafficking training program for school personnel who work directly with students in grades kindergarten through 12 that provides education and awareness training related to child sexual abuse and sex trafficking, including, but not limited to, best practices from the field of prevention, the grooming process of sexual predators, the warning signs of sexual abuse and sex trafficking, how to intervene when sexual abuse or sex trafficking is suspected or disclosed, legal responsibilities for reporting sexual abuse or sex trafficking, and available resources for assistance. This training may be provided by local nongovernmental organizations with expertise in these areas, local law enforcement officers, or other officers of the court. All school personnel who work with students in grades kindergarten through 12 shall receive two hours of training consistent with this section in even-numbered years beginning in 2020.
- (b) No entity required to adopt a child sexual abuse and sex trafficking training program by N.C.G.S. 115C-47(64), 115C-218.75(g), 115C-238.66(14), or 116-239.8(b)(17), or its members, employees, designees, agents, or volunteers, shall be liable in civil damages to any party for any loss or damage caused by any act or omission relating to the provision of, participation in, or implementation of any component of a child sexual abuse and sex trafficking training program required by this section, unless that act or omission amounts to gross negligence, wanton conduct, or intentional wrongdoing. Nothing in this section shall be construed to impose any specific duty of care or standard of care on an entity required to adopt a child sexual abuse and sex trafficking training program by G.S. 115C-47(64), 115C-218.75(g), 115C-238.66(14), or 116-239.8(b)(17)."

Such a program shall be adopted and implemented by January 1, 2020, and training shall be required for school personnel beginning with the 2020-2021 school year. [INSERT SCHOOL NAME] program under this policy shall be conducted in accordance with North Carolina law and supervised by [INSERT TITLE OF INDIVIDUAL CHARGED WITH ENSURING COMPLIANCE].



**SECTION 600 ~ RESERVED FOR FUTURE POLICIES**

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## **SECTION 700 ~ ELEMENTARY SCHOOL INFORMATION**

### **701~ CHECK OUTS**

A student cannot be checked after 2:00 p.m Mon-Thurs or 12:00 pm on Friday's of the school day. The reason for this policy is to prevent interference with dismissal traffic and to maintain safety for our students and staff. Please be mindful of this policy should you need to pick up your student early due to an appointment. It is imperative for students to remain in school for the entire school day, however, we understand that there may be emergent circumstances that occur in which a student may need to leave school early.

### **702 ~ LATE PICKUPS**

At the end of the school day, it is important that all students be picked up during the allotted dismissal time unless they are staying in after-school care or tutoring with a teacher for which parent permission has been granted. The allotted dismissal time for car rider pick up is between 2:15-2:45pm Monday through Thursday and 12:15-12:45pm on Fridays or early dismissal days. After dismissal has concluded, students who are still on campus will be moved to after-school care, parents will be notified, and a fee will incur. In the afternoons, especially Friday afternoons, teachers need to be free to plan, be present in meetings, schedule/conduct parent conferences, and be available for any professional development trainings provided. Therefore, it is imperative that students be picked up on time in the afternoons. In the event a student is repeatedly picked up past the allotted time, a parent/guardian meeting with the Principal will be required.

### **703 ~ MAKE-UP WORK**

Students are required to make up work missed due to an absence, excused or unexcused in nature. Please communicate with your child's teacher to obtain make-up work especially if it is anticipated that the student will miss several school days.

### **704 ~ LOST AND FOUND**

It is not uncommon for student belongings to become lost throughout the school year. These items, when found, will be placed in a designated area. Any time a student is missing a belonging, the student and/or the parents/guardians are welcome to come check through the lost and found. After a period of time or a high accumulation of items, we will send a reminder email to parents to come check through the lost and found for any missing belongings. In the email, we will stipulate a time frame for which this can occur. After that allotted time, the items that have gone unclaimed will be taken to a donation center.

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## **705 ~ LUNCH PROCESS**

To order lunch for a student, please visit [uwharriecharter.org](http://uwharriecharter.org) and choose the tab at the top right corner of the page labeled “lunches.” Please note, if a student is absent on a day that a lunch was ordered for them, we cannot save the food for the student nor can we reimburse the cost of the meal. If lunch is ordered but the student goes on a field trip and is not on campus during lunch time, we cannot reimburse the cost of the meal. Should the school close for inclement weather, a message will be sent out in reference to lunches. Students may also bring a packed lunch to school. Please do not send any food that requires the use of a microwave. We have a limited number of microwaves and they are available for teacher use only. We do have some food items available should a student forget their lunch. If a parent or guardian would like to drop off a lunch for a student, please leave it at the front desk. Parents and/or guardians will not be allowed to take it to the classroom as this will cause a disruption in the learning environment. Please sign in at the front desk as a visitor if you wish to stay and eat lunch with your student. Lunch times for students are as follows:

## **706 ~ BIRTHDAY CELEBRATIONS**

Parents/guardians may bring treats for the entire class if they choose to do so in celebration of a birthday; It is not a requirement to do so. We do ask that all treats be store-bought and be easy to serve in an efficient manner. If your child/family does not celebrate birthdays and you do not wish for your child to participate in such celebrations, please let the teacher know.

## **707 ~ FIELD TRIPS**

UCA provides multiple opportunities for students to learn outside the classroom. One of the ways we do this is by offering field trips. Your child’s teacher will provide details about planned field trips. Field trips are earned opportunities, therefore, a student who has had behavior issues may not be allowed to attend or may be required to have their parent/guardian chaperone the trip in order to attend. UCA students are required to take transportation provided by UCA on the way to a field trip. If a parent/guardian wants to transport the student on the return trip, they must discuss it first with the teacher and sign out the student.



**Appendix A**  
**Parent and Student Honor Code Agreement Form**

The Uwharrie Charter Academy will exist:

- To provide a truly rigorous pathway to college and career readiness;
- To afford students the benefit of a small learning community with a low teacher/student ratio in an effort to promote strong relationships with students and individualized support for learning;
- To imbed the curriculum with STEAM focused content through problem-based learning, historical developments in technology, hands-on math, and inquiry science that requires engineering and ingenuity;
- To promote hands-on, project-based learning in all courses;
- To support the development of 21<sup>st</sup> century skills integrating the use of technology;
- To partner with parents so that they understand their role in their child's education;
- To build relationships with local institutions in order to provide real-world connections and opportunities for applied learning; and,
- To promote environmental stewardship including the adoption of green practices in student's everyday lives and the integration of NC's Environmental Literacy Plan in a cross curricular approach.

As the parent/guardian of \_\_\_\_\_ (student's name), I willingly accept my role and responsibility in promoting both the success of my child's educational goals and the success of the Uwharrie Charter Academy community.

Signed, \_\_\_\_\_ Date, \_\_\_\_\_

As a student of Uwharrie Charter Academy, I \_\_\_\_\_ willingly agree to uphold UCA's Honor Code in order to achieve my own success, my peers' success, and Uwharrie Charter Academy's success.

Signed, \_\_\_\_\_ Date, \_\_\_\_\_

As a student of Uwharrie Charter Academy, I \_\_\_\_\_ understand the following policies and procedures: Dress Code, Cell Phone Policy, Harassment Policy, Drug and Alcohol, Attendance Policy, Tardy Policy and Exam Exemption Policy. I also understand each one of my classroom teacher's rules and responsibilities.

Signed, \_\_\_\_\_ Date, \_\_\_\_\_

Teacher's Signature, \_\_\_\_\_ Date received, \_\_\_\_\_

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