



# Pocosin Innovative Charter K-8 Student-Parent Handbook

500 1st Street  
Creswell, NC 27928

[www.pocosininnovative.com](http://www.pocosininnovative.com)

**Mission:** "The mission of Pocosin Innovative Charter is to provide a high quality education preparing today's students for tomorrow's world with a solid foundation to become respectful and productive citizens focusing on regional agriculture and related industries."

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# School Essentials

## Mission & Values

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**Mission:** "The mission of Pocasin Innovative Charter is to provide a high quality education preparing today's students for tomorrow's world with a solid foundation to become respectful and productive citizens focusing on regional agriculture and related industries."

## Pocasin Honor Code

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The purpose of the Honor Code at School is to build a community of honor and trust among administrators, teachers, students, parents, and staff. We request each child take an active role in their school and stand behind the Pocasin Honor Code.

### **Pocasin Honor Code**

Pocasin students are good citizens who value honor and demonstrate integrity in all that they do. They help members of the community by having a positive attitude and by respecting other people and school property.

**Honor:** Having high moral standards of behavior; Being judged by other people as possessing good qualities or character.

**Integrity:** Possessing the quality of being honest and fair.

**Lying:** Purposefully being dishonest or misleading to a fellow student, teacher, or administrator.

**Cheating:** Receiving unauthorized help on work; copying another person's work or answers on assessments. Asking other students to provide information such as questions posed or material covered on tests, quizzes or other assignments already taken or completed by the other student. Plagiarizing is a form of cheating:

**Plagiarism:** Passing off another's work or ideas as your own or intentionally failing to cite sources for information that is not widely known. Ignorance of proper citation procedures is not an acceptable excuse for failing to cite sources. Plagiarism includes:

1. Excessive parental assistance on homework or projects.
2. Forgery or falsification of documents.
3. Lying, outwardly and/or by omission.
4. Aiding others who are violating the Pocasin Honor Code.
5. Taking property that does not belong to you without permission.
6. Not abiding by the rules and/or guidelines outlined by the Pocasin Technology Handbook.

**Stealing:** Taking another person's belongings or ideas (plagiarism) without permission or providing proper citations.

**Disrespectful of People or Property:** Being rude, defiant, or unkind to another person; vandalism or misuse of school property.

**Inappropriate Use of Technology:** Loading unauthorized programs or viewing non-approved websites on school laptops.

## Student Honor Pledge:

“As an honorable member of Pocosin Innovative Charter, I promise to uphold the Honor Code of my school to promote honor and integrity. I pledge not to lie, cheat, steal, disrespect people or property or use technology inappropriately.”

Each Pocosin student is honor bound to report immediately all violations of the Honor Code of which the student has first-hand knowledge; failure to do so is itself a violation of the Honor Code. All students, staff, and other employees of Pocosin are responsible for familiarity with and support of the Honor Code. Any student or staff member, may charge a student with a violation of the Honor Code. Charges are presented to the Grade Level Director. Hearings, administrative conferences and other proceedings regarding alleged violations of the Student Code of Conduct (including, but not limited to, allegations of violation of the Honor Code) shall be conducted in accordance with applicable North Carolina law.

# Non-Discrimination

## Non-discrimination Policy

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School complies with all Federal, State, and Local non-discrimination laws including but not limited to race, color, religion, sex, gender, gender identity, transgender status, national origin, age, status, disability, veteran status, genetic information or as otherwise may be prohibited by federal and state law. We want to maintain an employee relations climate, which promotes maximum personal development and achievement. We are an equal opportunity employer and do not discriminate on the bases of age, race, color, national origin, sex, religion, creed, veteran status, disability, sexual orientation, transgender status, or any other characteristic prohibited by law. We are dedicated to ensuring the fulfillment of this policy with respect to hiring, selection for training, promotion, transfer, layoff, termination, leaves of absence, rates of pay or any other term or condition of employment. When necessary we will reasonably accommodate employees and applicants with disabilities and with religious requirements necessitating accommodation. We expect everyone to show understanding and consideration to fellow employees and to respect and observe this policy.

## Equal Education Opportunities

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Pocosin Innovative Charter provides equal education opportunities for all students and does not discriminate on the basis of race, color, religion, sex, gender, gender identity, transgender status, national origin, age, status, disability, veteran status, genetic information or as otherwise may be prohibited by federal and state law.. PIC adheres to the legal obligations and requirements under all state and federal laws, including without limitation, section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act and Amendments , including identification, evaluation, and provision of an appropriate education.

## Compliance with Other Laws

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Pocosin shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. Pocosin shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education

assumes the duty to oversee the operations of Pocosin except as may otherwise be required to monitor the charter school for compliance with applicable laws and regulations.

# Academics

**Organization:** Each grade level will determine and promote best practice for organization of student materials

**Homework plan:** Homework is implemented as a purposeful extension of learning. It provides students the opportunity to independently practice literacy, math, and science skills attained during the school day.

Homework is assigned on an as needed basis. The following serve as parameters for the average amount of planned for nightly homework:

Kindergarten: 15 minutes

1<sup>st</sup> grade: 15 minutes

2<sup>nd</sup> grade: 20minutes

3<sup>rd</sup> grade: 30 minutes

4<sup>th</sup> grade: 40 minutes

5<sup>th</sup> grade: 50 minutes

6<sup>th</sup> grade – 8<sup>th</sup> grade: 60-90 minutes

**Note:** These serve as general guidelines.

## Grading Policy

Formal, detailed report cards are issued at the end of each nine weeks. Achievement or progress shall be reported as indicated below:

## Kindergarten & First Grade Standards Based Report Cards

A standards-based report card lists the most important skills students should learn in each subject at a particular grade level. Student progress on these standards is reported as follows:

### Kindergarten

Key for Performance Levels (The goal is for all students to reach Level 3, Proficient, by the end of the year.)		
4	Exemplary	Student demonstrates as advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.
3	<b>Proficient</b>	<b>Student consistently demonstrates an understanding of concepts, skills, and processes taught in this reporting period.</b>
2	Developing	Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.
1	Emerging	Students does not demonstrate an understanding of grade level concepts, skills, and processes taught in this reporting period. Student is performing significantly below grade level expectations.
NA	Not Assessed	Not assessed in this reporting period.

### First Grade

## GRADING

- 4 = Exceeds Standards  
Extends key concepts, processes, and skills. Consistently works beyond stated grade-level benchmarks.
- 3 = Achieves Standards  
Consistently grasps and applies key concepts, processes, and skills. Meets stated grade-level benchmarks.
- 2 = Approaching Standards  
Beginning to grasp and apply key concepts, processes, and skills. Progressing toward stated benchmarks.
- 1 = Needs Support  
Not grasping key concepts, process, and skills. Area of concern that requires support.
-  = Not assessed at this time

### Grades 2-8

Students in grades 2-8 will receive quarterly report cards that reflect grades in each of the core subject areas of Math, ELA, Science, and Social Studies. Students in grades 6-8 will receive grades in their Agriculture Elective course and Health & PE in addition to the four core areas listed above. The grading scale is given below:

### GRADING SCALE

A.....	90 - 100
B.....	80 - 89
C.....	70 - 79
D.....	60 - 69
F.....	0 - 59

## State Testing

All Pocosin students in grades 3-8<sup>th</sup> will take the North Carolina required state tests. These tests include the following:

- 3<sup>rd</sup> Grade- Beginning of Grade tests (BOG).
- 3<sup>rd</sup>-8<sup>th</sup> Grades- End of Grade tests (EOG) for Reading and Math.
- 5<sup>th</sup> & 8<sup>th</sup> Grade - End of Grade (EOG) Science
- 8<sup>th</sup> Grade - Math I EOC if applicable

## Promotion Standards

**Grades K-1** - In order to be promoted to the next grade, the student must achieve standards or be designated as proficient in a majority of the standard based categories.

**Grades 2-5** - In order to be promoted to the next grade, the student must have a passing grade (60% or higher) in English/Language Arts and Math. The student must also have a passing final grade in one of the following courses: Science, Social Studies. Grade 3 students should earn a level III, IV, or V on the Reading EOG.

**Grade 6** - In order to be promoted from grade 6 to grade 7 the student must have a passing grade (60% or higher) in English/Language Arts and Math. The student must also have a passing final grade in two of the following courses: Science, Social Studies, Agriculture, and Health/PE.

**Grade 7** - In order to be promoted from grade 7 to grade 8 the student must have a passing grade (60% or higher) in English/Language Arts and Math. The student must also have a passing final grade in two of the following courses: Science, Social Studies, Agriculture, and Health/PE.

**Grade 8** - In order to be promoted from grade 8 to grade 9 the student must have a passing grade (60% or higher) in English/Language Arts and Math. The student must also have a passing final grade in two of the following courses: Science, Social Studies, Agriculture, and Health/PE.

## Schedule Changes

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### Middle School

All requests for schedule changes must be made in writing to the Director within the first ten (10) days of school. The requests will be reviewed and any changes will be made based on the educational reason for the requested change, student data and space availability in a class.

## Withdrawal Procedures

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If a parent would like to withdrawal their child from Pocosin Innovative Charter School, The school must receive the request in writing. A records request for one of our current students is considered a request for withdrawal and if a records request is received the records will be sent and that student will be withdrawn from Pocosin.

## Student Files

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Pocosin 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 have the right to inspect and review the student's education records maintained by the school. Pocosin is 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. Pocosin may charge a fee for copies.

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

Generally, Pocosin 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 Pocosin 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.

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

## Right to Know Under the Every Student Succeeds Act

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

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

## The Protection of Pupil Rights Amendment

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

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- 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”):

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    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

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  - Receive notice and an opportunity to opt a student out of the following:

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    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 PIC 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

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  - Inspect the following, upon request and before administration or use:

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    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
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PIC 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. PIC will directly notify parents of these policies at the beginning of each School year and after any substantive changes. PIC 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

## Child Find

PIC 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. PIC informs parents and/or guardians of the services available from PIC 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. PIC identifies these students through our Multi-Tiered System of Support (MTSS) as well as from parent and teacher referrals and provides the following help:

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- 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.
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## Exceptional Children

The mission of PIC's Department of Exceptional Children is to ensure that children and youth with disabilities develop educationally, socially, emotionally, and vocationally through the provision of a free, 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. Through the Individual Education Program process, PIC offers a free appropriate public education to each of its students with special needs.

## Services for Academically or Intellectually Gifted Children

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The school administration has developed a plan to identify each academically or intellectually gifted (AIG) student attending the Pocosin Innovative Charter and to provide appropriate and meaningful educational services to such students.

The plan includes the following components:

- 1) Screening, identification, and placement procedures that allow for the identification of specific educational needs and for the assignment of AIG students to appropriate services.
  - 2) A clear statement of the program to be offered that includes services best suited for their academic level which may include reading and math placements, specific courses, or other related activities.
  - 3) Measurable objectives for the various services that align with core curriculum and a method to evaluate the plan and the services offered. The evaluation shall focus on improved student performance.
  - 4) Professional development clearly matched to the goals and objectives of the plan, the needs of the staff providing services to AIG students, the services offered, and the curriculum modifications.
  - 5) A plan to involve the school community, parents/guardians, and representatives of the local community in the ongoing implementation of the plan, monitoring of the plan, and integration of services for AIG students into the overall school program.
  - 6) A procedure to resolve disagreement between parents/guardians and the Pocosin Innovative Charter when a child is not identified as AIG or concerning the appropriateness of services offered to the AIG student.
- Any plan developed or revised and approved by the Board under this policy shall be submitted to the State Board of Education for comments before implementation.

# Admissions and Enrollment

Pocosin Innovative Charter, a K-8 tuition free public charter school admits students in grades K-8 ages 5-14. As a charter school, PIC will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. PIC will not discriminate against any student on the basis of ethnicity, national origin, gender/sex, race, color, religion, gender identity, sexual orientation, disability or any other classifications protected by law. PIC will open enrollment on January 1. The open enrollment period will end on March 1. If needed, the lottery will occur in March. The lottery date, time and location will be published on PIC's website by March 1 of each year.

No criteria for admission will be used except the completed application. The application may be completed online through our website ([www.pocosininnovative.org](http://www.pocosininnovative.org)), unless a family is unable to 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 PIC, 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 Director 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 PIC. If the student is on the wait list at the time the retention decision is made, they will be moved to the correct grade level and placed on the wait list of their new grade based on the number they were pulled during the lottery.

According to state law, children must turn five years old on or before August 31, 2021, 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 not spots available, they will be placed on the wait list for those grades at that time.

## Returning Students

Current students at PIC will not be required to re-enroll. However, all students grades K-7, have to submit an "Intent to Return Letter." The purpose of this letter is to determine the number of available seats in all grades. Intent to Return Letters are due by \_\_\_\_\_ of the current academic school year.

## Enrollment Priority:

PIC 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)
2. Siblings of current students (as determined by Charter School law G.S. 115C-238.29F(g)(5a))
3. Students that were enrolled at PIC 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. Determination will be on a case-by-case basis, and PIC administrators may consider any factors they consider relevant in making such determination.

### **Multiple Birth Siblings**

If multiple birth siblings apply to PIC, 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, PIC 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, PIC 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. PIC 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 wait list at that time.

PIC 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 PIC chooses to fill the vacant position.

### **Lottery Results**

PIC will post the results of the lottery on the website within 5 business days of the lottery. If a student has been admitted to PIC, 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 wait list. Parents of students placed on the wait list will not receive communication via email or mail as to their student's place on the wait list. They will be asked to look at the wait list information placed online to determine their spot on the wait list.

### **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 14 days to accept or decline enrollment at PIC and 21 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 PIC and 7 days to return the enrollment paperwork. If a student is admitted after July 15<sup>th</sup>, they will have 48 hours to accept or decline enrollment at PIC and 5 days to return the enrollment paperwork. If PIC does not receive enrollment confirmation and the paperwork back in the specified time period, the Director may decline enrollment to the student and offer the spot to the next student on the wait list. 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 wait list in the next available spot.

As spots at PIC become available, the parent/guardian of the student will be contacted via email. If the parent does not have access to email and has specified that on their application, PIC will mail a letter of acceptance to the child's residence.

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

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

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

If a student has accepted enrollment at PIC, but does not appear at PIC in the first 2 days of school, PIC will make reasonable attempts to contact the parents. If there is no response from the parent by the 3<sup>rd</sup> day of school, PIC reserves the right to remove the student from their enrollment roster and offer the next student on the wait list the spot.

### **Enrollment Meetings and Enrollment Forms**

At least one parent or guardian will be encouraged to attend an Enrollment Meeting to learn more about PIC and to turn on 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 PIC after the initial Enrollment Meetings, the parent will be encouraged to return their completed paperwork to the front office. If the parent is unable to attend one of the Enrollment Meetings but notifies PIC 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**

#### ***PIC Errors***

If any mistake is made by PIC in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of PIC 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 wait list 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 PIC 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.

## **TIMELINE FOR ENROLLMENT & ADMISSIONS**

# School Operations

## Dress Code

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The purpose of the Pocosin Innovative Charter dress attire policy is twofold. As an aspect of a student's personal education, it helps develop positive self-image and promotes a sense of personal responsibility. As an organizational benefit, this policy keeps our focus on the academic process, minimizes disciplinary disruption and assures the safety of our students. In this context, student dress should demonstrate modesty, be appropriate to an academic setting and contribute to a sense of school pride. This dress policy will also institute proper daily wear while teaching appropriateness for special occasions, etc. Dress up days are required for project celebrations, athletic events and other occasions as noted on the calendar and directed by school leaders. Student attire that is deemed unsafe or otherwise disruptive to the learning environment will result in a level 1 infraction and students may be required to change.

**School leadership reserves the right to determine appropriateness of dress at all times including reserving the right to designate certain days, included but not limited to "Spirit Days," where more flexibility in dress is allowed.**

*Students may wear...*

- Appropriate pants (to include khakis and jeans), shorts, skirts or skorts.
- Shoes must be worn daily. They may include sneakers, boots (no steel toe), and/or sandals (open toe is permitted, but must have a back or strap).
- Outerwear such as coats and jackets must be worn outdoors as appropriate. Hoods are allowed outdoors only.
- Hoodies are allowed as appropriate per additional dress guidelines. They may be worn in the classroom with hood removed.

### **Additional Dress Code Guidelines**

- Hats and hoods must be removed when inside any building.
- Pants and shorts must be secured at the waistline, not sagging and/or revealing anything underneath. Belts are recommended.

- Clothing must be free of rips and holes. Clothing should also appear to be clean and free of stains.
- Skirts, skorts, and dresses must reach the finger-tips with arms and hands fully extended.
- Shorts must reach the middle of the hand with arms and hands fully extended.
- All clothing must fully cover the underclothes, the areas around the waist, the back below four fingers from the base of the neck, and the chest below four fingers from the collar bone; no visible cleavage. All shirts should have shoulder straps that are at least 1 inch wide. Halter tops are not acceptable school attire.
- If clothing material (sheer, mesh, lace, etc.) reveals what is underneath, clothing must be worn underneath that meets the coverage guidelines above.
- Leggings may be worn only under shirts, skorts, skirts, and dresses that meet length requirements.
- Clothing promoting tobacco, alcohol, or drugs, violence or containing profanity are not acceptable for school wear. If the outfit is offensive to ANY STAFF MEMBER, the student will be required to change it.

## School Hours

Students may arrive at 7:45 a.m. Class begins at 8:00 a.m. Tardy will be at 8:10 a.m. Before care is available per request and subject to additional guidelines and fees from 7:00 a.m. to 7:45 a.m. Class dismissal will be at 3:00 p.m. After care is available per request and subject to additional guidelines and fees from 3:00 p.m. to 6:00 p.m.

## Transportation

ARRIVAL & DISMISSAL	
<b>Safety Guidelines</b>	
<ul style="list-style-type: none"> <li>● Pay close attention at all times, and <b>follow all instructions</b> carefully throughout the process, especially when loading and unloading.</li> <li>● Students must <b>enter and exit</b> the car safely <b>and quickly</b>.</li> <li>● In the event, a student must obtain additional items from other parts of the vehicle, such as the backseat or the trunk area, the driver will need to pull into an appropriate parking slot outside of the drop-off/pick-up line..</li> <li>● <b>Drivers</b> and other passengers must <b>remain in the car</b> at all times. <b>Staff will assist students as needed.</b></li> <li>● At dismissal, students must <b>visually identify their car</b>, not relying on an announcement. A <b>CAR TAG</b> is required for pick-up within the pick-up line. Two car tags will be provided to each student at the beginning of the school year. Additional tags are available upon request at a small fee. Please keep the car tag(s) <b>visible</b> throughout the pick-up line duration. The best place would be on the dashboard.</li> <li>● A staff member will direct you to proceed through the line. For the safety of all students and staff, parents are to remain within one formulated line and obey directions as given from attending staff.</li> </ul>	
Drop-Off Times and Late Arrivals	Pick-Up Times and Late Pick-Up
<b>7:45 to 7:55</b> <ul style="list-style-type: none"> <li>● <i>Please allow at least two minutes for your child to be able to walk to their class on time. Students who are tardy must be accompanied by a parent and sign in at the front office.</i></li> </ul>	<b>3:00 to 3:15</b> <ul style="list-style-type: none"> <li>● <i>No one may arrive earlier than 2:45.</i></li> <li>● <b><i>Students of all ages remaining at the car line or on campus after dismissal ends will be escorted to after-school care. Parents will be responsible for costs incurred for unsupervised students after the conclusion of the school day.</i></b></li> </ul>

## PIC Bus Riding Rules and Expectations

1. Obey the instructions of the bus driver. At no time will a student act toward or address comments to the driver in a disrespectful manner, or refuse to cooperate with the driver.
2. Do not push or shove.
3. Each student will be expected to remain seated in their assigned seats for the duration of the trip, and remain seated until released by the Driver.

4. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
5. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
6. Do not throw objects inside or out of the bus. Keep all pens and pencils put away at all times.
7. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person(s) responsible.
8. Students should only use the emergency door and exit controls at the request of the driver during an actual emergency event.
9. No rider shall be let off the bus without a parent present within the sight of the driver. Parents who are in vehicles or stores should exit vehicles/stores to permit the driver to make confirmation of their presence. If the driver cannot see the adult present, the student will remain on the bus and return to school. This procedure is in place to ensure the safety of your students.
10. Water is permitted on the bus, however, eating or other type beverages in any form are not.
11. Parents/Guardians are not permitted on the bus at any time; unauthorized boarding of the bus is considered trespassing.

**DISCIPLINE:** The SCHOOL BUS is an EXTENSION of the CLASSROOM, and the DIRECTOR will administer discipline with assistance from the bus driver. ALL school board policies that apply to student conduct and other student related activities apply also to the SCHOOL BUS.

**The following is an outline of the Bus Discipline Procedure:**

**First Offense:** The driver will inform the student of the discipline program. The student will be given a verbal warning for misconduct. Every effort will be made to solve the problem prior to reporting the student to the Director.

**Second Offense:** The driver will attempt to contact the parent in an effort to correct the situation. This may be in the form of a phone call or a Driver's Discipline Report sent home with the student for the parent to sign and return to the driver the following morning.

**Third Offense:** The driver will send a discipline referral to the Director for disciplinary action.

**The following disciplinary action will be administered by the DIRECTOR:**

First disciplinary referral — Bus privileges suspended for 3 days.

Second disciplinary referral — Bus privileges suspended for 5 days.

Third disciplinary referral — Bus privileges suspended for 10 days.

Fourth disciplinary referral — Bus privileges suspended for the remainder of the semester.

The building administrator has the authority to skip steps for serious violations, or to repeat them if the misconduct is not a serious safety violation.

**CATEGORY I Minor Infractions** Include, but are not limited to the following:

1. Using profanity or making offensive remarks or gestures. (automatic discipline referral)
2. Talking loudly or yelling.
3. Throwing objects (items that distract-non harmful)
4. Leaving paper or other debris on the bus.
5. Bothering (poking, pushing, etc.) other bus riders.
6. Not following the bus driver's directions.
7. Failure to sit in assigned seat will result in parent contact.

**CATEGORY II Major Infractions** Include, but are not limited to the following:

1. Accumulating (3) three minor infractions.
2. Being defiant or disrespectful to the bus driver.
3. Deliberately disregarding the safety of passengers or others.
4. Vandalizing the bus.
5. Throwing harmful objects (paper, rocks, books, etc.).
6. Fighting (contact with others).

7. Using profanity or making offensive remarks or gestures.
8. Making threatening remarks.
9. Refusal to sit in assigned seat.

**CATEGORY III** This is an automatic discipline referral to the CAMPUS ADMINISTRATOR.

First disciplinary referral — Bus privileges suspended for 10 days.

Second disciplinary referral — Bus privileges suspended for the semester.

Third disciplinary referral — Bus privileges suspended for the remainder of the year.

**The safety of your children is our first priority. Please guide your child in understanding the importance of riding safely AT ALL TIMES.**

## Third Party Rides

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Consistent with Pocosin’s policies, parents and guardians must provide Pocosin with the identity, by name, of persons permitted to pick up their children from school, and students will only be released to such designated individuals. PIC does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them such as Uber and Lyft. PIC 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.

## Attendance

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At Pocosin, every day is essential to the learning process; therefore we encourage every student to be at school every day. North Carolina law mandates that all students between the ages of 7 and 16 years of age, enrolled at Pocosin Innovative Charter, attend school regularly. It is the responsibility of the parent/guardian to ensure that students attend school (G.S. 115C:378).

Additional Guidelines:

1. A student should be present for a minimum of 3.5 hours of instructional time to be considered present.
2. Per NC law, after three (3) unexcused absences, the parent will be notified. After 6 unexcused absences, parents will be notified and warned by mail that they may be in violation of the state compulsory attendance law. (G.S. 115C:378)
3. After 10 unexcused absences, additional legal steps will be followed. The school and the staff will work with parents throughout this process to find ways to facilitate better attendance. If a student has accumulated ten (10) consecutive days of unexcused absences, he or she is subject to being withdrawn from the school roster. If in the event a student is withdrawn from PIC, the student will be subject to the application process for re-entry.
4. Students with absences have the opportunity to complete makeup work. Refer to “Make-up Work for Absences” for guidelines.
5. If a student is picked up early, they will be marked absent for any classes they miss. Any time a student returns to school after an absence, a note should be brought from home. An absence is excused when a parent or guardian sends a note offering a legitimate explanation of the absence. Reasons for an excused absence:
  - a. illness or injury of the child;
  - b. isolation ordered by the Department of Health;
  - c. death in family;
  - d. medical or dental appointment with documentation;
  - e. court when the child is under a subpoena;
  - f. religious observance;
  - g. participation in a valid educational opportunity (prior approval is needed); see below for

- examples;
- h. catastrophic event or natural disaster.
6. If a student is kept at home due to illness, an email to his/her teacher will be required to report the absence by 8:30 a.m.

Absences not classified above will be considered unexcused, even with a note from a parent. At any point in the year that a student's excused absences are for an illness or injury, the Director may require a statement from the student's physician in order to excuse future absences. This action will automatically be recorded in PowerSchool.

#### **ABSENCES AND EXTRA CURRICULAR ACTIVITIES -**

Students must be present at school for at least half of the school day in order to participate in any extracurricular activities. The same applies for special events. Students must be considered present the day of a special event or evening activity to participate in the event.

#### **PLANNED EXTENDED ABSENCES**

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

#### **EXCUSED ABSENCE FOR EDUCATIONAL REASONS**

For an excused absence for educational reasons the intent of the experience should have been education from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designated, initially, to be educational will not be excused. Requests will be denied if the cumulative effect of such absences will substantially interfere with the education of the student. Requests for educational absences must be made at least 5 school days prior to the absence. Requests made upon return from an absence will not be approved.

Example of an Approved Experience:

- Trip to Washington DC to watch the Presidential Inauguration

Example of an Experience that Would NOT be Approved as Educational:

- Trip to Disney World or a cruise vacation

Key Questions We Ask To Determine Approval

- Can this experience be re-created?
- Can this experience happen at another time during the year?

## **Instructional Time**

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Every minute of instructional time is valuable at Pocosin 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.

## **Tardy Policy**

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Students are expected to arrive at school on time. Tardiness is only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances for the tardy to be excused, proper documentation is required. **Students tardy due to illness require written parent communication and the parent must sign in the student upon arrival at the main office.** Excessive tardiness will be handled on a case-by-case basis.

## Early Release from School

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Early dismissals from Pocosin are considered tardies and are subject to the Attendance and tardy policies above. Please remember, teachers are instructing in the classrooms until the end of the school day and early dismissals interrupt instruction. We encourage parents to make appointments for their child outside of school hours; however, if you must pick your child up from school early, please notify the front office in advance by emailing the administrative assistant in advance. Parents must sign students out in the main office. If the student is able to return to school following the appointment, the child must be signed back in at the office.

Students will only be released from school to the people who are authorized on the Authorized Pick-up List. Those NOT listed as an authorized adult on the list can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student. Proof of identity is required in order to pick up a student.

## Make-Up Work for Absences

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Students have an obligation to complete all assignments missed during illness or absence from school. Students are guaranteed two school days to make up their work for each day absent from school.

In case of a prolonged absence due to illness, the student's teacher should be called so that necessary arrangements can be made to have assignments picked up. At the request of the parents, the teacher will collect assignments for a student who is absent two or more days. Parents must call before 8:30 a.m. on the day the homework is needed in order to allow the teacher adequate time to assemble the assignments. Parents may pick up the assignments after 3:30 p.m. on the date requested.

In the case of prolonged absence due to travel, it becomes the student's responsibility, with the help of the parents, to make arrangements with the teacher for any missed assignments. Students are guaranteed two school days to make up their work for each day absent from school.

Incomplete assignments will receive no credit. Students who miss an announced test during their absence will take the test upon their return to school at the convenience of the teacher. In an effort to ensure make up work reflects accurate classroom activity, please do not ask for work in advance of the trip.

**All classroom activities are important and difficult, if not impossible, to replace if missed.** It is the intention that absences be kept to an absolute minimum through the monitoring system of the school.

At the middle school level, any student with 20 or more absences in one or more classes during a school year is subject to failure of the grade. If the Director determines that retention or failure of a high school course is necessary based on attendance, the parent/guardian and student will be notified in writing. The parent/guardian or student shall have ten (10) school days from the date of receipt of such notification to appeal the building Director's decision to the Director pursuant to the Pocosin Grievance Policy.

## Lunch Time

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Lunch will be eaten in the classroom and/or outside at designated areas. After eating, each student is responsible for discarding their items appropriately as directed by the teacher (if applicable) and wipe-down their corresponding desks. There will be space designated for life-threatening allergies for lunch as needed.

**Parents are responsible for reporting to Pocosin, in writing, allergy information.** After lunch, all teachers in classrooms with reported life-threatening allergies must wipe down tables and counters with the disinfecting agent provided by the school. Students with corresponding allergies in those classrooms may not be responsible for wiping down the tables, desks, and/or counters 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.

## Special Events

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### Birthdays

In an effort to acknowledge and celebrate students' birthdays and maintain continuity within each school day, PIC has created the following policy: Students may celebrate their birthday during their lunch period or other approved times agreed upon between the teacher and parent. If their birthday falls on a weekend or during the summer, the birthday can be celebrated on a day agreed upon between the teacher and the family. Parents who wish to bring a treat to share on these special days are encouraged to select nutritious items. **To ensure the safety of all students, parents who bring a food item are required to bring store-bought items with the contents specifically labeled.** These items must also be nut free. In the event of severe allergy, the teacher will notify families of any amendment to this policy as it relates to that particular class. Party invitations may be distributed at school only if every child in the class receives an invitation. This may also refer to all students in your child's class of his/her gender or transgender status.

### Field Trips

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Field trips are an important part of enhancing a student's learning experience. Pocosin provides field trip opportunities for academic value or community building time for our students. No Pocosin 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 Pocosin 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.

### Personal Items

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

### Destruction of School Property

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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. 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.)

## Inclement Weather Procedures

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The Director of Pocosin will make all decisions regarding school delays or closures due to inclement weather. School cancellation or a delayed opening will be communicated through text and email to all parents and staff via SwiftK12 for anyone that has signed up to receive them, website posting, local television, radio, and social media.

Additionally, the Director has the ability to call for an early dismissal if there are concerns about the road conditions or the safety of the children. Parents should ensure that their emergency contact information in PowerSchool is updated for communication regarding inclement weather delays.

**If no announcement is made, the school schedule remains as normal.**

## Posting or Publishing Student Pictures and Information

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Pocosin Innovative Charter will occasionally post and/or publish students' accomplishments, activities, and events from the school via social media, school website, and/or local newspapers. Parents who do NOT wish to allow Pocosin to use their child's picture or image must fill out the Publicity Consent Form provided within the Student/Parent Handbook Acknowledge Page and turn it into the front office.

## Emergency Data

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Every family must complete the Emergency Information form during the first two weeks of school. Please communicate any changes to the information throughout the year by emailing the front desk administrator with changes. .

The Emergency Information form includes the following information:

- Home address
- Home phone number
- Alternate phone numbers (work, cell)
- Names and phone numbers we are authorized to contact in case of an emergency
- Names and phone numbers of people who are authorized to pick the student(s) up from school

## Visitors

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**All visitors at Pocosin must sign in at the front office.** All visitors are required to wear a visitor badge while on campus. Once a visitor has checked in they will then be escorted to their destination. All visitors must abide by the policies set forth in this handbook at all times. Parents, grandparents, and siblings are welcome to join their student(s) during the lunch hour on designated days. Your child's teacher will communicate the days of the week that are open for visitors during lunch. Please notify your teacher if you plan to come for lunch so they can plan accordingly and/or let you know of any changes to their daily schedule.

## Volunteers

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The staff at Pocosin welcomes volunteers! Parent volunteers are very important to the success of our school. All volunteers must adhere to the volunteer requirements outlined 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. Young siblings are NOT permitted in classrooms during instructional times.

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at Pocosin or Pocosin activities. Pocosin strongly encourages parent, grandparent, guardian, and community involvement in our school.

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

## Smoking and Tobacco Use on Campus

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Pocosin is a smoke and tobacco free campus. In keeping with Pocosin's intent to provide a safe and healthy work environment, smoking and other tobacco use is prohibited on Pocosin 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 and vape pens.

## Weapons

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Weapons of any kind are expressly prohibited on school grounds or during school events. Weapons are defined to include firearm, knife, destructive device, and/or any item (regardless of its nature) used to threaten or cause actual harm. Pocosin's comprehensive Weapons Policy can be found in its Pocosin Operations and Board Policy Manual available on Pocosin's website or at the front office.

## Drug and Alcohol Use

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Pocosin is dedicated to maintaining a safe educational environment. Thus, Pocosin has implemented a drug and alcohol free work environment 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 possessed or consumed on school grounds, at school events, or during field trips. Alcoholic beverages are never to be possessed or consumed in vehicles of transportation owned or operated on behalf of Pocosin, or by their drivers while they are responsible for the operation of such vehicles. The use, sale, transfer or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on school property, at Pocosin events or on field trips is prohibited. This includes the misuse of prescription drugs, including medical marijuana, or any mood altering substances while on Pocosin property, at a Pocosin event, on field trips or in circumstances the school believes will adversely affect Pocosin's operation or safety.

## Threats and Violence

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Our policy is to strive to maintain a 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, verbal, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto school property, or any other act, which, in Pocosin's opinion, is inappropriate to Pocosin. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

## School Safety

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Pocosin will have a Crisis Management 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 Director oversees the Crisis Management Team and it is the responsibility of the Director to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures.

The Director 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 Director. The Director is responsible for communicating these procedures to the Board of Directors.

## Fire and Safety Regulations

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

## Video Monitoring

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Pocosin recognizes that the use of video monitoring/surveillance systems may be warranted to maintain campus security, to increase student and employee safety and to assist with the enforcement of the school's policies and rules concerning student and employee conduct, safety and security.

School buildings and grounds may be equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy such as nursing and health room areas or bathrooms.

### **Use of Video Recordings**

- Video recordings will only be utilized for official Pocosin business.
- A video recording of actions by students may be used by administrators or the Board as evidence in any disciplinary action brought against students arising out of the student's conduct on or about school property.
- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.
- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings will be released to others only in accordance with applicable state and/or federal law or regulation.

### **Solicitation and Selling Items for a Profit**

All solicitations are prohibited without the written permission of the PIC administration. This includes the selling of tickets, candy, the distribution of political materials, and the circulation of petitions, etc.

Students are not allowed to sell items at school such as gum, candy, games, toys, etc. All items intended for sale or sold for a profit will be confiscated. The only exception to this expectation is the selling of good for an approved school fundraiser.

### **Returned Check Fee**

A fee of \$25.00 will be charged for a returned check. After two returned checks from an individual, Carter Community School will no longer accept checks for payment.

### **Text Book Fees**

Students will be held accountable for the condition of curriculum books they are assigned. If they are lost, damaged, or rendered un-useable, parents will be required to reimburse the school for the cost of the book, plus shipping.

### **Personal Items**

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

## **Lockers, Search and Seizure**

Students will have the opportunity to apply to use a locker during different times of the year. Information about lockers will come out during PIC year. All items stored in lockers on PIC campus are subject to search at any time. All lockers assigned to students are the property of the school. At no time does the school relinquish its exclusive control of its lockers. The school Principal or their designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advanced approval of the school Principal or their designee.

The school assigns lockers to its students for their convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as footwear, grooming aids, lunches, or outer garments. Students shall not use lockers for any other purpose, unless specifically authorized by school board policy, the school Principal, or their designee prior to students bringing the items to school. Students are solely responsible for the contents of their lockers.

Searches of school lockers and their contents deter violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the Board of Directors authorizes the Principal or their designee, upon reasonable suspicion under the circumstances, to search lockers and locker contents at any time, without notice, and without parental or student consent.

The Principal or their designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search. The Principal or their designee shall supervise the search. In the course of a locker search, the school Principal or their designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or in violation of school policies and rules.

When conducting locker searches, the Principal or their designee may seize any illegal or unauthorized items, items in violation of Board or school policies or rules, or any other items reasonably determined by the principal or their designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: contraband, controlled substance analogues or other intoxicants, dangerous weapons, explosives, firearms, flammable materials, illegal controlled substances, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or items that schools are required to report to law enforcement agencies. Any items seized by the school Principal or their designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings or turned over to law enforcement officials. The parent of a student shall be notified by the Principal or their designee of items removed from the locker.

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As used in this policy, lockers include student backpacks. whether or not they are in a locker, classroom, or anywhere on school premises.

## Personal Items

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

## Destruction of School 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. 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.)

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## Solicitation and Selling Items for a Profit

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All solicitations are prohibited without the written permission of the PIC administration. This includes the selling of tickets, candy, the distribution of political materials, and the circulation of petitions, etc.

Students are not allowed to sell items at school such as gum, candy, games, toys, etc. All items intended for sale or sold for a profit will be confiscated. The only exception to this expectation is the selling of good for an approved school fundraiser.

## Parent Concerns

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Pocosin 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 Director.

Resolution of Student Issues in the school: If a parent wishes to meet to resolve a classroom/student issue, we encourage them to contact the following in this order:

1. **Student's Classroom Teacher**
2. **School Director**
3. **Board of Directors**

## School Parent/Student Grievance Procedures

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This policy is in place to respond to parent/student grievances. It is expected that any parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any **policy or procedure** within the classroom, the first level of grievance is their student's Teacher. If the student/parent is not satisfied with the teacher's response, they should then set a meeting with the grade-level Director. At that meeting, the teacher, student, grade-level Director and parent must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Director. Similarly, if a parent/student disagree or have an issue with a policy or procedure at the school, the parent/student should set a meeting with the Director. If the parent/student feels that their issue is still a concern after meeting with the Director and the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many issues that a parent/student has with the classroom, teacher or school will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level Director.

1. **Definition of a grievance:** a grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a Pocasin policy, board policy, or law/regulation. A complaint under Section 504, IDEA, Title IX or under the School's Non-Title IX Bullying policy is not grievance and this policy does not apply to such complaints. Please refer to and follow those specific policies and procedures for such complaints.
2. **Time Limits:** A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Director. The fifteen-day deadline may be extended at the discretion of the Director.
3. **The grievance process is as follows:**

**Step 1:** If the parties are not satisfied with the decision of the Director, **and the grievance meets the definition set forth above**, the parent/student must submit a letter in writing stating the Pocasin 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 Chair of the Board of Directors.

**Step 2:** Where the grievance is filed directly with the Board as set forth above or after receiving the appeal letter, the appeal shall be considered by the Board at its next regularly scheduled board meeting provided such meeting is more than seven days after the filing, or the Chair of the Board of Directors may call a special meeting of the Board to consider the appeal in accordance with the School's bylaws. The Board will consider and discuss the grievance in accordance with Open Meetings laws. At that meeting the Board of Directors will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the board decides that it needs additional time to consider the grievance, gather information and/or conduct an investigation, it may defer its decision until another regularly scheduled board meeting or schedule a special meeting. At the Board's sole discretion, the Board may conduct an investigation and/or gather additional information regarding the grievance, including interviews

or engagement of an investigator, if needed. At the meeting where the board makes a decision on the grievance, the board will give the individual filing the grievance or appeal the opportunity to attend the meeting. Once the board reaches a decision, the Board will communicate that decision to the individual who filed the grievance within five School days. The Board's decision concerning the grievance is final.

## Technology Use at School

While at Pocosin, students will have access to a variety of technology. It is the expectation of the school that all school owned tablets, chromebooks, and laptops remain at the school. All students and parents must sign acknowledgement of review and adhere to the Technology Acceptable Use Policy.

### Electronic Devices

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Cell phones and all other electronic devices must remain turned off and in backpacks throughout the school day unless authorized by a staff member for educational purposes. This includes cell phones, PDAs, iPods, MP3 players, video equipment, cameras, and gaming devices. Any electronic device used during the day will be confiscated and returned to a parent/guardian at the end of the school day. Second-time offenders will receive further consequences and will lose future electronic device privileges. Please reference our discipline policy for additional information regarding disciplinary action as it relates to the use of personal electronic devices. Pocosin will not be responsible for lost, stolen, or broken items.

The possession of such electronic devices at Pocosin or during school events constitutes the 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 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 Director. The Director's determination is final.

### Telephone and Cell Phone Usage

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Students are not permitted to make phone calls with personal device **except** in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher in the presence of said staff member, office staff, or Director. 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 Pocosin must keep them in their backpack turned off throughout the school day unless directed by a Staff member for educational purposes. Pocosin further request that parents not call or text your child's cell phone during school hours as it is against Pocosin policy for students to use them during school hours.

Students who disregard the cell phone policy during the school day are subject to disciplinary actions, including but not limited to the following:

1st offense: The phone will be held in the office for a parent to retrieve at the end of the school day.

2nd offense: The phone can be picked up in the office by a parent and the student will be assigned an after school detention.

3rd offense: The student will be assigned an after school detention and the parent may retrieve the phone after the after school detention is served. Please make note that after school detentions are only available on certain days of the week.

4th offense and beyond: The student will receive increased disciplinary consequences which may include, but are not limited to, additional after school detention assignment, in-school suspension, parent conference, out of school suspension, etc.

Additional consequences for violations of this policy may be administered at the discretion of the Director.

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 Pocosin.

## Technology Use Policy

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Students are offered access to the Pocosin 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 Pocosin 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:** Pocosin 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 Pocosin property.
2. **Cyber Bullying:** Pocosin prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to e-mail, text messages, blogs, instant messages, personal Web sites, online social directories and communities (e.g., Facebook, MySpace, Wikipedia, YouTube), video-posting sites, and online personal polling Websites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the school during or outside school hours and on or off school premises.
3. **Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the 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 Pocosin 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. Pocosin 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 Pocosin system, the laptop, or making use of the student's assigned email account is the property of Pocosin. Documents and other files created by the students and located on the laptops or the Pocosin computer system are also property of Pocosin.
11. **Daily Student Expectations:** Students who are assigned laptops are responsible for making sure their computer batteries are completely recharged before classes start for the day. Students will also bring their computer to school every day. Failure to do so may result in a failing grade on assignments that require the use of the computer for that day. Students are only permitted to use computers 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

## Internet Acceptable Use Policy

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Pocosin Innovative Charter 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 Pocosin network. This policy applies to all Internet access on Pocosin property, including Internet access using mobile devices, and including access by staff, students, and visitors to the Pocosin campus.

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

Although Pocosin 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, Pocosin

feels the educational benefit provided by the Internet outweighs any possible disadvantages. We encourage parents to talk with their students about sites and material which the parents believe are inappropriate. Pocasin 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 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. Pocasin 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. Pocasin 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 bring their own devices to campus are encouraged to take reasonable precautions to ensure the security of those devices. This includes operating system updates and virus scanning.

## Staff Responsibilities

It is the responsibility of Pocasin staff members who have direct contact with students to educate students on online safety and cyberbullying prevention. Education related to online safety and cyberbullying prevention may include in-class discussions and assignments, webinars, parent meetings, or online courses. Pocasin staff members are also responsible for supervising students during class time internet use.

## 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 Pocasin 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**

- Gaining or attempting to gain unauthorized access to Pocasin resources, or using Pocasin 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 Pocasin 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 Director 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. Pocasin 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 Pocasin.

### Social Media Policy

Pocasin's Comprehensive Social Media Policy, which applies to all members of the Pocasin community (including parents and students) may be found in its Board and Operations Policies. **Here is my Campus Expectations Policy that is for parents:**

## Campus Expectation Policy

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At PIC we are very fortunate to have a supportive and friendly parent body. Our parents recognize that educating children is a process that involves partnership between parents, class teachers and the school community. We understand and value the importance of sustaining a good working relationship between our parents and our educators to equip children with the necessary skills for adulthood. We greatly appreciate the commitment that our parents have made in choosing to entrust the education of their children to Pocasin Innovative Charter School, and thank them for their support of our unique school programming through which we engage our students daily. As we welcome and encourage parents/guardians to participate fully in the life of our school, and so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding, the purpose of this policy is to provide a reminder to all parents, guardians and visitors to our school about their expected conduct.

Parents, guardians and visitors are expected to:

- Respect the caring spirit of our school.
- Understand that both teachers and parents need to work together for the benefit of their children.

- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and actions.
- Use effective communication with school staff, administration, and board members that cultivate open dialogue while seeking peaceful solutions to issues.
- Engage the school with an open mind to help resolve any issues of concern.

In order to support a peaceful and safe school environment, the school cannot tolerate parents, guardians and visitors exhibiting the following:

- Disruptive actions which interfere or threaten to interfere with the operation of a classroom, an employee's office, board meeting, school event, field trip, car line or parking lot, office area or any other area of the school grounds (including social media postings or discussions with community members regarding the school or a staff member).
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper on or in the sight of campus.
- Threatening to do actual bodily harm to school staff, board member, visitor, fellow parent/guardian or student regardless of whether or not the action constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails, texts, voicemails, phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils, parents, staff, or board on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, or the administration team, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Carrying weapons, smoking, and consuming alcohol or other drugs whilst on school property.
- Animals/pets brought onto school premises without permission. Service dogs are permitted at all times.

#### Media (Utilizing the PIC name or brand)

All media utilizing the PIC name or brand (e.g. logo, mascot, etc.) must have approval by the Carter Community Charter School Board of Directors and shall be linked to the school's official websites.

#### Misuse of the Brand (Defined):

The Board of Directors encourages parents and students to voice their concerns. It's important that any concerns you may have be made through appropriate channels as set forth in the student/parent handbook which includes speaking to the class teacher, the principal or the Board of Directors, so they can be dealt with fairly, appropriately and effectively for all concerned. We considers the use of social media websites

used to fuel campaigns and complaints against the school, board, staff, students, and in some cases other parents not in the best interests of the children or the whole school community.

In the event that any staff member, pupil or parent/guardian of a child/ren being educated at [insert school name] is found to be posting libelous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site and may be disinvited or otherwise prohibited from the School's official social media pages, including Facebook.

All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/guardian or pupil removes such comments immediately.

In serious cases, the school will also consider it's legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying in accordance with the student/parent employee handbook and any other School policies.

We may take any of following steps if a parent/guardian or visitor does not follow the policy:

1. Request a parent meeting on campus
2. Ban the parent from campus for a period of time.
3. Contact the appropriate authorities.

Parents or visitors that receive consequences based on their behavior shall follow the school's grievance process as set out in the student/parent handbook or any other policy established by the School. Students engaged in such activity will be addressed in accordance with the School's student handbook.

We trust that parents/guardians and visitors will assist our school with the implementation of this policy, and we thank you for your continuing support of the school.

Nothing in this policy is intended or should be construed to interfere with or infringe upon any rights, obligations, or responsibility under state or federal law, including but not limited to free speech rights. Furthermore, nothing in this policy is intended or should be construed to discourage or interfere with any individual's right or decision to participate in a proceeding with any appropriate federal, state or local government agency, or to prohibit any individual from cooperating with any such agency in its investigation.

# Student Health and Wellness

## Prevention and Control of State Reportable Communicable Diseases

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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 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.

Pocosin 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 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 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. Student is allowed to return to school on approval of 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.
- **COVID-19:** The school will follow any state mandated requirements for face to face learning at school. Please note that requirements may differ periodically and this information will be communicated to all parents at that time to ensure we are meeting the requirements set by the state.

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 to 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.

## 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) receive 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** 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

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

## 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 Papilloma Virus (HPV) and their vaccines. This important information is available online for parents/guardians on our website.

## Medication Administration

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.
- 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 “**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 exceptions 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 administrative assistant in the building. Thank you for your cooperation.

## Self-administration of Medications in School

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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 “**Request for Medication Administration in School**” form.
- C. The parent/guardian must provide Pocasin 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” (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 must dispose of contaminated sharps in accordance with OSHA guidelines.

## Title IX/Gender Equity Policy )

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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 PIC that students and staff 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 PIC regarding the identification, prevention, intervention, and reporting of such anti-social acts. PIC acknowledges the dignity and worth of all students and staff and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. PIC strives to model an inclusive environment and prohibits discrimination and harassment on the basis of gender or sex, including sexual orientation and LGBTQ+ identification. PIC will not tolerate any form of unlawful discrimination or harassment in any of its educational or employment activities or programs based on such protected classifications. See Appendix D for PIC’s complete Title IX policies and procedures as well as PIC’s Non-Title IX Discrimination, Harassment and Bullying Complaint Process in Appendix A.

## Non-Title IX Student Discrimination, Harassment, and Bullying Policy

It is the policy of PIC 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 PIC regarding the identification, prevention, intervention, and reporting of such anti-social acts. PIC 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.

PIC prohibits discrimination on the basis of race, color, national origin, sex, disability, age or any other classifications prohibited by law. PIC will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs. The School prohibits discrimination, harassment, and bullying, including harassment and discrimination based on race, color, religion, ethnicity, disability, language, religion, nationality, gender identity, sexual orientation and sexual harassment and discrimination not covered by Title IX, . The School take all complaints under this policy seriously. All complaints under this policy shall be made in accordance with the process set forth in Appendix E. 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 School’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 or Title VII complaints. Please refer to the School’s policies for Title IX and VII matters. See PIC’s Non-Title IX Discrimination, Harassment and Bullying Complaint Process in Appendix B.

# Student Code of Conduct

## PIC BEHAVIOR EXPECTATIONS

	 <b>Playground</b>	 <b>Restroom</b>	 <b>Hallways &amp; Walkways</b>	 <b>Carpool area</b>	 <b>Assembly</b>	 <b>Cafeteria</b>
<b><u>I am Respectful</u></b> of myself and others.	*Play fairly *Be a team player *Decide upon and follow the rules of the game *Include everyone	*Take turns *Enter and exit quietly	*When in line walk without talking *Otherwise talk quietly *Respect hallway displays	*Talk quietly to other students in my area	*Listen while someone else is speaking *Stop talking when an adult raises his/her hand and raise your hand to alert others *Show appropriate appreciation	*Be polite and practice good table manners with quiet voices *Have conversations that are appropriate
<b><u>I am Responsible</u></b> for myself and my community.	*Play safely *Stay in assigned area *Properly maintain recess equipment	*Wash hands with soap and water *Keep the restroom clean	*Keep hands and feet to self *Remain single file *Walk on the right side	*Stay in assigned area *Walk to assigned area	*Remain seated unless asked to sit up or stand *Keep hands and feet to self.	*Get all utensils, milk and condiments before sitting down *Raise your hand if you need help *Help keep the cafeteria clean
<b><u>I am Safe</u></b> in all areas of campus.	*Actively participate	*Allow for privacy *Keep hands, feet and objects to yourself	*Eyes forward *Keep hands, feet and objects to yourself	*Listen carefully for my car rider number and other directions	*Follow adult & presenter directions	*Keep all food on your tray *Sit with feet on the floor, bottoms on bench and face the table *Keep hands, feet and objects to yourself
<b><u>I am a Resourceful</u></b>	*Let my teacher or other adult know if I have a problem I can't solve on my own	*Let my teacher or other adult know if something is not working	*Keep a safe distance between yourself and the person in front of you	*Keep food, toys, and other items in backpack	*Let my teacher or other adult know if I have a problem I can't solve on my own	*Let an adult know if I have a problem I can't solve on my own

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

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.

Pocosin 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 recommendations 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 Pocosin will result in appropriate disciplinary measures.

## DEFINITIONS

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- **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.

## CLASS I OFFENSES

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Result: Determined by the Director

- Tardies
- Uniform/Dress Code violations
- Littering on school property
- Repeatedly refusing to complete school assignments
- Violation of the Technology Use Agreement
- Repeatedly neglecting to bring their notebook, pencil and/or other learning materials to class

## CLASS II OFFENSES

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Result: After School, Lunch Detention or Short/Long-term Suspension or as determined by the Director

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

## CLASS III OFFENSES

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Result: Suspension or possible disciplinary hearing for repeated and/or severe behavior, which could include but would not be limited to a Long-Term Suspension or Permanent Exclusion from attending School .

- Committing a combination of or repeated Class I and/or Class II offenses
- Trafficking, possessing and/or using tobacco/nicotine products on school property or at a school-sponsored event including the use or possession of electronic cigarettes or paraphernalia.
- Stealing or possessing stolen property
- Threatening to physically harm or attack another student, staff member or adult on school property or at a school-sponsored event
- Physically striking or attacking a student, staff member or adult whether as an individual act or with the assistance of others
- Possessing, handling, transferring or bringing a weapon or ammunition (including a toy weapon; example – toy gun, toy knife) on school property or at a school-sponsored event
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations
- Possessing, selling, exchanging, distributing, attempting to purchase, using or being under the influence of alcohol, illegal drugs, drug paraphernalia, or any substance purported to be an illegal drug, prescription medicine or alcohol on school property or at a school-sponsored event. This includes distribution of or purposely taking more than the prescribed amount of medically necessary prescription medication.
- Touching or conduct perceived as sexual or inappropriate in nature or which is deemed offensive to that person
- Damage/destruction/vandalism/arson of or trespassing on school property
- Hazing
- Bomb threat/hoax, false alarms
- Possession or use of explosives, fireworks, sparklers, smoke/stink bombs on school grounds or at a school-sponsored event
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class III offense and (b) has a reasonable relationship to school operations
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations

Note: 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.

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

Each grade-level Director 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.

For Class III offenses, each school's Director may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract. Decisions as to Long-Term Suspensions and/or Exclusion shall be made by the Director after appropriate written notice to the parties involved and a hearing if one is requested. In the absence of the Director, the Board Chair shall appoint a hearing officer. Student appeals from the decision of the Director or hearing officer shall be heard by a panel of three Board members who shall be appointed by the Board Chair. Appeals must be made in writing to the Board Chair within ten (10) days of the decision of the Director or hearing officer. The hearing of the panel will occur at the next regularly scheduled Board meeting date, unless the family is otherwise notified. Decisions of the Board panel shall be final, and there will be no further appeal to the full Board of Directors.

Pocosin'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 the school's website.

## Extracurricular Activities

### Extracurricular Participation Policy

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Extracurricular activities include any clubs or clubs that represent Pocosin in competition. To be eligible to try out and remain eligible to participate for any sport, extracurricular competition or club leadership role at Pocosin, students must meet the following criteria:

**Middle School Students:** Middle school students must meet the promotion requirements set forth by Pocosin. In order to continue participating students must maintain a 70% average. Grades will be checked at the end of each quarter. Students eligible at the beginning of a quarter will remain eligible throughout that quarter, but they may lose eligibility if the end of a quarter falls within their sports season.

Parents and students are responsible for monitoring the progress of their grades throughout the quarter.

## General Policies Abandonment of Newborn

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If you are the parent of a newborn baby and want to give the child up because you do not want it, cannot care for it or any other reason, the North Carolina state law GS section 7B-500 permits you to give up the child ***without being charged with a crime.***

You may give the newborn child to the following persons:

1. A health care provider, who is on duty or at a hospital, a health department or a community health center.
2. A law enforcement officer who is on duty or at a police station or sheriff's department.
3. Social services worker who is on duty or at a local department of social services.
4. A certified emergency medical service worker who is on duty or at a fire or emergency medical services station.
5. If none of the above are available or you don't want to surrender the infant to them, then you may surrender the infant *to any adult* (any person over the age of 18).

## McKinney-Vento

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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 PIC gathers needed documents.
- Enroll in the local attendance area school or continue attending their school of origin (PIC they attended when permanently housed or PIC in which they were last enrolled), if that is the parent's, guardian's, or unaccompanied youth's preference. If PIC district believes PIC 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 PIC 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 (NCHEP) can be found [here](#).

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

NCHEP 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. NCHEP 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.

**PIC McKinney-Vento Liaison:** \_\_\_\_\_, Director of Operations

## Boy Scouts of America Equal Access Act

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PIC 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. PIC 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).

## Unsafe School Choice Option

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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, PIC shall contact neighboring districts to request that the students be permitted to transfer to a School in one of those districts.

## Asbestos Management Plan

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

## Pesticide Notification

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

## Hazardous Chemicals

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PIC 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.

## Fire and Safety Regulations

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

## Acknowledgement of Handbook

I acknowledge that I have received the Pocosin Innovative Charter Student-Parent Handbook. I have read the Handbook to its entirety and understand the contents of the Handbook. I agree to abide by all of Pocosin Innovative Charter's policies, including but not limited to, Technology Acceptable Use Policy, Internet Use Policy, Gender Equity Policy, and Student Discrimination, Harrassment, and Bullying Policy. I understand that this Handbook supersedes and replaces any and all prior Handbooks and any inconsistent verbal or written policy statements.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Parent's Signature

Date of Acknowledge: \_\_\_\_\_

PLEASE READ CAREFULLY AND MARK ACCORDINGLY:

I **DO** authorize Pocosin Innovative Charter to post and/or publish my child's accomplishments, activities, and/or picture via social media, school website, and/or local newspapers.

I **DO NOT** authorize Pocosin Innovative Charter to post and/or publish my child's accomplishments, activities, and/or picture via social media, school website, and/or local newspapers.

## **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, PIC 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, PIC 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 and staff can experience sex-based harassment, including male and female students and staff, and LGBTQ+ students and staff, students and staff with disabilities, and students and staff of different races, national origins, and ages. Title IX protects all students and staff from sex-based harassment, regardless of the sex of the parties, including when they are members of the same sex.

### 2. Retaliation

PIC 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, PIC 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 Managing Director 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 PIC'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 CCSs; 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:

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 PIC'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 PIC'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 CCSS TITLE IX REPORTING AND GRIEVANCE POLICY.**

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

**TITLE IX COORDINATOR'S DUTIES, NOTICE, REPORTING AND GRIEVANCE POLICY**

This Policy sets forth PIC's Notice, Reporting and Grievance policy for Title IX matters and should be read in conjunction with PIC's Title IX policy. This Policy only pertains to Title IX and alleged violations of Title IX. It does not apply to any other type of discrimination, harassment or bullying. Please refer to PIC's other policies, including Non-Discrimination and Harassment Policy, and student conduct policies when Title IX does not apply.

PIC's Title IX Coordinator is[LGS1] :

**A. TRAINING AND PROGRAMS**

The designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination or harassment and foster an environment of understanding and respect for all members of PIC 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 or harassment;
- (2) teach employees to identify groups that may be the target of unlawful discrimination, or harassment; 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.

In addition, training of Title IX personnel, including the Title IX Coordinator, Investigator(s) and Decision-maker(s), must include training:

1. On the definition of the definitions of prohibited conduct, including sexual harassment;
2. The scope of PIC's education program or activity;
3. How to conduct an investigation;
4. The grievance process including appeals, and informal resolution processes;
5. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
6. Relevance, including how to apply the rape shield protections provided only for complainants.

Moreover, training for Title IX personnel, including the Coordinator, Investigator(s), Decision-makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of sexual harassment. PIC will post materials used to train Title IX personnel on their websites for a minimum of seven (7) years after posted, if any, or make materials available for members of the public to inspect.

**B. NOTICE**

The designated Title IX Coordinator is responsible for providing effective notice to job applicants, student applicants, students, parents, and employees of the procedures for reporting and investigating complaints of unlawful sex/gender discrimination and harassment. This policy will be posted on PIC's website, and copies of the policy are available at the front office. Notice of this

policy will appear in all job applicant information, admissions information, student and employee handbooks, and in any School publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

### **C. TITLE IX COORDINATOR**

The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the PIC and coordinating the institution's compliance with Title IX in all areas covered by the implementing regulations. The major responsibility is the prevention of sexual harassment and discrimination. Other major monitoring duties include, but are not limited to, the following recruitment and admissions, educational programs and activities, hiring and employment. Other areas of consideration include:

- Participating in the development and implementation of PIC's sexual harassment policy.
- Assisting faculty, counselors and administrators in complying with Title IX, and when a need arises, planning remedial actions.
- Making your presence known in the community by disseminating civil rights information or by speaking at parent-teacher group meetings, social or professional organization meetings, and other community functions.
- Serving as a resource on Title IX/gender issues.
- Monitoring and evaluating PIC's Title IX compliance efforts and making recommendations for any appropriate changes.
- Providing updated information to schools on Title IX implementation and issues.
- Identifying and disseminating information about Title IX educational resources (organizations, individuals, print, internet, and audio-visual)

### **D. EVALUATION**

The Managing Director or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful sex/gender discrimination and harassment and shall share these evaluations periodically with PIC's Board.

### **E. CONFIDENTIALITY**

The recipient, whether a school employee, staff member, contractor, or the Title IX Coordinator, must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA or as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to the Title IX grievance procedures.

The Title IX Coordinator shall maintain confidential records of complaints or reports of unlawful discrimination or harassment. 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 PIC to provide an environment free of unlawful discrimination or harassment. The Managing Director shall report to the Board all verified cases of unlawful discrimination or harassment under the PIC's Title IX Policy.

### **F. REPORTING TITLE IX VIOLATIONS**

#### **1. For Students:**

- a. To report discrimination, harassment, and sexual harassment/misconduct based on sex/gender, students or their parents should contact a trusted teacher or advisor, grade-level Principal, Managing Director and/or Title IX coordinator immediately and file a complaint.
- b. Employees are required to report any actual or suspected violations of this policy. When anyone reports harassment and/or discrimination to a school employee, that employee shall notify the Title IX Coordinator, grade-level Principal, or Managing Director, as soon as possible and within 24 hours.
- c. If the Managing Director is involved in the allegation, then another administrator will immediately inform the Chair of the Board of Directors.

2. For Employees: for discrimination, harassment, and sexual harassment complaints based on sex/gender, employees should contact the Title IX coordinator immediately and follow PIC's harassment and discrimination policy as well as its Title IX Reporting and Grievance policy.
3. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination or harassment based on sex/gender under this policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.
4. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
5. Reporting may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator.

## **G. DEFINITIONS**

As used in this and all other Title IX related policies, the following definitions shall apply.

1. "Complainant" is as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This means that any third party as well as the complainant may report sexual harassment. While parents and guardians do not become complainants (or respondents), parents and guardians have a right to act on behalf of parties (including by filing formal complaints) in Title IX matters.
2. "Respondent" is as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
3. "Formal complaint" is as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that PIC investigate the allegation of sexual harassment and state that at the time of filing a formal complaint, a complainant was participating in or attempting to participate in the education program or activity of PIC with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by PIC.
4. "Document filed by a complainant" means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by PIC) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process, and must comply with requirements for Title IX personnel to be free from conflicts and bias.
5. "Supportive measures" are individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. PIC's selection of supportive measures and remedies shall be based on what is not clearly unreasonable in light of the known circumstances.

## **H. MANDATORY RESPONSE AND PROCEDURAL OBLIGATIONS**

PIC is required to respond whenever any employee has notice of sexual harassment, including allegations of sexual harassment or allegations relevant to mandatory reporting laws in North Carolina. Notice to the Title IX Coordinator or to any School employee, board member, or official with authority to institute corrective measures on PIC's behalf, charges PIC with actual knowledge and triggers PIC's response obligations under Title IX.

PIC will respond promptly to Title IX sexual harassment or discrimination in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. PIC shall also comply with the following mandates:

1. PIC will offer supportive measures to the person alleged to be the victim (referred to as the “complainant”).
2. The Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
3. PIC will follow the grievance process set forth herein before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent.
4. PIC will not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.
5. PIC will investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator.
6. A complainant’s wishes with respect to whether PIC investigates should be respected unless PIC determines that not pursuing an investigation would be deliberately indifferent (or that pursuing an investigation is necessary for community safety or similar reasons), in which case the Title IX Coordinator may sign complaint even if the complainant does not file a formal complaint (doing so will not be viewed as adversarial toward the respondent).
7. If the allegations in a formal complaint do not meet the definition of sexual harassment as defined in PIC’s Title IX policy, or the alleged conduct did not occur in PIC’s education program or activity, against a person in the United States, PIC must dismiss such allegations for purposes of Title IX. However, PIC may still address the allegations in any manner PIC deems appropriate under PIC’s code of conduct or other policies.
8. Treat complainants equitably by providing remedies any time a respondent is found responsible, and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process set forth herein.
9. Remedies, which are required to be provided to a complainant when a respondent is found responsible, must be designed to maintain the complainant’s equal access to education and may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
10. All Title IX personnel (Title IX Coordinators, investigators, decision-makers, people who facilitate any informal resolution process) shall be free from conflicts of interest or bias for or against complainants or respondents.
11. There is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
12. PIC’s grievance process shall not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
13. Any provisions, rules, or practices that a school adopts as part of its grievance process for handling formal complaints of sexual harassment must apply equally to both parties (complainant and respondent).
14. The standard of evidence to determine responsibility is the preponderance of the evidence standard for all formal complaints of sexual harassment, whether the respondent is a student or an employee (including faculty member).

## **I. SUPPORTIVE MEASURES, REMEDIES AND DISCIPLINARY SANCTIONS**

Supportive measures include: services, accommodations, and/or other assistance that PIC puts in place for a complainant after receiving notice of alleged sexual misconduct but before any final outcomes – investigatory, disciplinary, or remedial – have been determined. PIC wants students and employees to be safe, to receive appropriate medical attention, and to get the help they need to heal and to continue to access their educational opportunities. We also want students and employees to understand their reporting options and how to access available interim measures.

Upon receiving a report of sexual harassment, PIC will provide the complainant, or their advocate, with a written explanation of the interim measures available at School and through local community resources [insert name of local resources] and shall ask

complainants, or their advocates, what measures are sought. Some possible interim measures are listed below, and PIC determines which measures are appropriate for a particular complainant on a case-by-case basis. Not all of the measures listed below will be necessary in every case to keep victims safe and ensure their equal access to educational programs and activities. If the complainant or advocate identifies an interim measure that is not already provided by PIC, PIC will consider whether the request can be granted. In those instances where interim measures affect both a complainant and the respondent, PIC will minimize the burden on the complainant wherever appropriate while ensuring that the measures are non-disciplinary and non-punitive prior to reaching a determination regarding responsibility.

A complainant or their advocate may request the interim measures listed below. PIC – after consulting with the complainant and/or their advocate – will determine which measures are appropriate to ensure the complainant’s safety and equal access to educational programs and activities:

- Academic accommodations, including change in classes, testing, or assignments;
- Medical and mental health services, including counseling;
- Modifications to extracurricular activities, field trips or on or off-campus activities;
- A “no contact” directive pending the outcome of an investigation. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another;
- Providing an escort to ensure that the student can move safely between school programs and activities;
- Transportation accommodations; and
- Assistance identifying an advocate to help secure additional resources or assistance including off-campus and community advocacy, support, and services.

**Remedies Include:**

Depending on the specific nature of the problem, remedies for the complainant may include, but are not limited to:

- Providing an effective escort to ensure that the complainant can move safely between classes and activities;
- Ensuring the complainant and perpetrator do not share classes or extracurricular activities;
- Moving the perpetrator or complainant (if the complainant requests to be moved to a different class)
- Providing comprehensive, holistic victim services including medical, counseling and academic support services, such as tutoring;
- Arranging for the complainant to have extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty; and
- Reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined.

When a respondent is found responsible for sexual harassment, PIC will offer all remedies needed to eliminate the harm to the complainant and PIC community and prevent the recurrence of sexual harassment. Simply sanctioning a respondent found responsible, in some cases, may be insufficient to eliminate a hostile environment. Rather, in addition to sanctions, PIC may consider offering appropriate remedies for the broader student/staff population after the final outcome, including the following:

- Training or retraining school employees on PIC’s responsibilities to address allegations of sexual violence and how to conduct Title IX investigations;
- Developing materials on sexual harassment, which should be distributed to all staff and students;
- Conducting bystander intervention and sexual harassment prevention programs with students and/or staff;
- Issuing policy statements or taking other steps that clearly communicate that PIC does not tolerate sexual harassment and will respond to any incidents and to any student who reports such incidents;
- Conducting, in conjunction with student leaders, a School climate check to assess the effectiveness of efforts to ensure that PIC is free from sexual violence, and using that information to inform future proactive steps that PIC will take;
- Targeted training for a group of students if, for example, the sexual harassment created a hostile environment (i.e., on an athletic team);

- When a school is unable to conduct a full investigation into a particular incident (i.e., when it received a general report of sexual violence without any personally identifying information), it should consider remedies for the broader student population in response.

Disciplinary sanctions include:

- For Students found responsible: verbal warning, written warning, interim suspension, restitution, suspension, required participation in appropriate training, counseling, required completion of a probationary period without additional infractions, or requiring the respondent to stay away from the complainant for a period of time.
- For Employees found responsible: sanctions for violations of Title IX vary depending on severity from formal written warning to dismissal.

## **J. INVESTIGATIONS**

PIC shall investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint.

PIC, through the Title IX Coordinator or other authorized School official, shall designate an impartial individual to serve as the Investigator and conduct an investigation. The Investigator may be the Title IX Coordinator. However, the Investigator shall not be someone with a conflict of interest or bias. PIC may choose an outside investigator, School employee or contractor to conduct the investigation. During the grievance process and when investigating, the Investigator shall comply with the following:

1. The burden of gathering evidence and burden of proof must remain on PIC, not on the parties.
2. PIC must provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
3. PIC must not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”).
4. Parties must have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
5. PIC shall send a written notice to the parties (complainant and respondent) of any investigative interviews, meetings, or hearings.
6. PIC shall send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
7. PIC shall send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
8. PIC shall dismiss allegations of conduct that do not meet the definition of sexual harassment set forth in PIC’s Title IX policy or did not occur in a school’s education program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude PIC from addressing the conduct in any manner PIC deems appropriate.
9. PIC may, in its discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by PIC, or if specific circumstances prevent PIC from gathering sufficient evidence to reach a determination.
10. PIC shall give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
11. PIC may, in its discretion, consolidate formal complaints where the allegations arise out of the same facts.
12. PIC shall protect the privacy of a party’s medical, psychological, and similar treatment records and shall not access or use such records unless PIC obtains the party’s voluntary, written consent to do so.

## **K. DECISION-MAKER**

PIC, through the Title IX Coordinator or other authorized School official, shall designate a Decision-maker with regard to a Title IX complaint. The Decision-maker shall not be the Title IX Coordinator or Investigator, and shall not be someone with a conflict of interest or bias. The Decision-maker shall comply with the following rules:

1. Start with the presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

2. All Complainants are afforded rape shield protections, deeming questions and evidence about a complainant's prior sexual behavior irrelevant, unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
3. Use the preponderance of the evidence standard in reaching her/his decision.
4. Require objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
5. After sending the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party.
6. Issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
7. The written determination must be sent simultaneously to the parties along with information about how to file an appeal.

## **L. GRIEVANCE PROCESS**

**Prompt Filing.** The Complainant must file a formal complaint within a reasonable time, ideally within 10 days of the alleged incident. A complaint will not be disallowed solely because of the passage of time. The Title IX coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.

**Confidentiality.** Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for PIC to conduct a thorough investigation. There may also be instances where PIC has a legal obligation to report certain information it receives to state or local authorities or to protect PIC community.

**Timeline.** 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, within sixty (60) days of the filing of a complaint. The timeline may be extended where appropriate at the discretion of PIC. Include reasonably prompt time frames for conclusion of the grievance process, including appeals and informal resolutions, with allowance for short-term, good cause delays or extensions of the time frames.

**Investigation.** The Title IX coordinator or other School official shall designate an impartial Investigator to conduct the investigation. The Investigator shall have full authority to investigate, including the authority to interview witnesses. The Investigator shall follow the guidance/mandates set forth above in this policy in conducting the investigation.

**Decision-Maker.** The Decision-maker shall follow the guidance/mandates set forth above in this policy and shall use the preponderance of the evidence standard in reaching her/his decision. The Decision-maker shall timely provide written notice of the outcome of the complaint to the relevant parties.

**Appeal.** Either party may appeal the Decision-maker's decision to the Board of Directors within 14 days after a decision is made or PIC dismisses a formal complaint in a Title IX proceeding, on the following bases:

1. Procedural irregularity that affected the outcome of the matter,
2. Newly discovered evidence that could affect the outcome of the matter, and/or
3. Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

The 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 and the panel may, but is not required to, request information directly from the parties. The three-member review panel will make a decision and will provide written notice of the outcome of the appeal to the parties within fourteen (14) school days, unless circumstances require more time.

## **M. INFORMAL RESOLUTION PROCESS FOR STUDENTS**

After a formal Complaint is filed, PIC may, in its discretion, offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. PIC will not

require participation in an informal process. And, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

PIC does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Any person who facilitates an informal resolution must be well-trained. PIC will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. Finally, PIC may not offer an informal resolution process unless a formal complaint is filed.

#### **N. POLICY APPLICATION**

This policy shall remain in effect as long as required by law.

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[LGS1]Insert the name and contact information of this person

## Exhibit B

# Non Title IX/VII Discrimination, Harassment, and Bullying Complaint Process

PIC takes seriously 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 PIC'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 PIC's policies for Title IX and VII matters.

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

#### 1. Mandatory Reporting by School 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 School 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 PIC 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

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 school 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 PIC'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. PIC counselor, teacher, principal or assistant principal of PIC 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 Managing Director.

#### 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 school 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 school officials to investigate and respond to such complaints.

#### 3. Informal Resolution

PIC acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. PIC 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 Principal who shall designate an individual to conduct an investigation and respond to the complaint, such individual may be a school 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 PIC system's response, must be maintained in accordance with PIC'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 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 School'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 PIC 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 School policy. If the corrective steps involve actions outside the scope of the investigator's authority, the Managing Director 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 School policies by his or her actions, and what, if any, disciplinary actions or consequences may be imposed upon the perpetrator in accordance with School policy. The perpetrator may appeal any disciplinary action or consequence in accordance with School policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school 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 Managing Director. 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 PIC's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) PIC's response to any violation, including the appropriateness of any remedial measures taken by the district. 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 district. The Managing Director or designee may review the documents, conduct any further investigation necessary, or take any other steps the Managing Director or designee determines to be appropriate in order to respond to the complaint. The Managing Director or designee shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed. The Managing Director's decision is final.

b. If the alleged perpetrator is the Managing Director or the Managing Director 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 Managing Director's decision with regard to (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) PIC's response to any violation, including the appropriateness of any remedial measures taken by PIC. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes PIC 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 school 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. PIC 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 PIC's response to the complaint, unless the complainant provided notice of the delay and the reason for the delay and the district 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 School 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 PIC under this policy. Should the complainant choose to be represented by an attorney, an attorney for PIC may also be present.
4. Nothing in this policy shall prevent the Board from suspending the alleged perpetrator without pay during the course of the investigation or taking any other action deemed appropriate.

## **F. Records**

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