



**Southern Wake Academy**  
**A Tuition-Free Public Charter School**  
**STUDENT/PARENT HANDBOOK**  
**2021-2022**

**Approved: October 5, 2021**

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# Southern Wake Academy

## Mission, Vision and Values



### MISSION STATEMENT

Our mission is to create life-long learners who are involved in the community, who obtain academic excellence, who nurture relationships, and succeed in school and beyond. To accomplish this mission, we emphasize five key values: perseverance, respect, integrity, determination, and empathy.

### CHARTER SCHOOL INFORMATION

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

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

## SCHOOL COMMUNICATION

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

- The school does not communicate through Facebook, or any other social media sites, regarding personal matters, questions or concerns. All school related questions must be asked in person, over the phone or in an email.
- The SWA website/app is the school's main source of information. Please refer to the website first with any questions regarding policies, procedures or dates of school functions.
- Schoolwide email newsletters will go to ALL SWA parents approximately once a week.
- Student communication will come through Canvas/ Google Classroom for grades 6-12. SWA encourages students to handle any questions or issues **directly with their teacher** either in person or via messaging in Google Classroom. Starting in 6<sup>th</sup> grade all students will be required to communicate directly with their teachers about any classroom assignments, tests or grades. Parents are expected to encourage their student to take personal responsibility for their learning.
- Parents should ONLY communicate with members of the SWA staff through their school email address, via the app, over the phone or in person. SWA staff members are not permitted to communicate directly with parents through direct text messaging. We ask that all parents please respect the staff by not communicating late in the evenings or on the weekends. A healthy work/life balance is as important for the SWA staff as it is for our SWA families.

## ACADEMICS AND CURRICULUM

### ACADEMIC REQUIREMENTS

In an effort to uphold the school's mission for academic rigor, teachers at Southern Wake Academy are expected to provide the necessary scaffolding to help students perform at their highest potential, including remediation and enrichment.

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

[NC DPI: High School Diploma Endorsement](#)

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

<b>Course Area</b>	<b>Requirements</b>	<b>Southern Wake Academy Credits Requirement</b>
<b>English</b>	<ul style="list-style-type: none"> <li>● English I</li> <li>● English II</li> <li>● English III</li> <li>● English IV</li> </ul>	4
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>● NC Math I</li> <li>● NC Math II</li> <li>● NC Math III</li> <li>● 4th Math based on Post-Secondary Plans</li> </ul>	4
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>● World History</li> <li>● American History I</li> <li>● American History II</li> <li>● Civics &amp; Economics</li> </ul>	4
<b>Science</b>	<ul style="list-style-type: none"> <li>● Earth/Environmental Science</li> <li>● Biology</li> <li>● Physical Science</li> </ul>	3
<b>Health/PE</b>	Health and PE	1
<b>Foreign Language</b>	Two Credits of the SAME World Language (Required for the UNC System)	
<b>Electives</b>	Two elective credits of any combination from either: <ul style="list-style-type: none"> <li>● Career and Technical Education (CTE)</li> <li>● Arts Education</li> <li>● World Languages</li> </ul>	2
<b>Electives</b>	Elective credits from one of the following: Career and Technical Education, Arts Education, or Cross-Disciplinary Courses	9
<b>Senior Internship</b>	Students are required to work for 150 hours, have documentation of hours, several reflections, and a final Senior presentation. This is a graduation requirement.	
<b>Total</b>		26

*\*The state of North Carolina requires 22 credits for graduation. If a student is considered at risk of not meeting SWA graduation requirements (26 credits), a determination can be made by counselor, parent, student, and administrator to reduce the graduation requirements to the state requirement\**

The following **Occupational Course** of study must be completed in grades 9-12 who the Occupational Course of Study listed as the best educational option in their IEP:

<b>Course Area</b>	<b>Requirements</b>	<b>Southern Wake Academy Credits Requirement</b>
<b>English</b>	<ul style="list-style-type: none"> <li>● English I</li> <li>● English II</li> <li>● English III</li> <li>● English IV</li> </ul>	4
<b>Mathematics</b>	<ul style="list-style-type: none"> <li>● Introduction to Mathematics</li> <li>● NC Math I</li> <li>● Financial Management</li> </ul>	3
<b>Social Studies</b>	<ul style="list-style-type: none"> <li>● American History</li> <li>● Civics &amp; Economics or Civics Literacy</li> </ul>	2
<b>Science</b>	<ul style="list-style-type: none"> <li>● Applied Science</li> <li>● Biology</li> </ul>	2
<b>Health/PE</b>	Health and PE	1
<b>Electives</b>	Four elective credits of any combination from Career and Technical Education (CTE)	4
<b>Occupational Preparation Electives</b>	Employment Preparation Electives	6
<b>Total</b>		22

#### **ADVISORY/PORTFOLIO PROCESS**

One of the unique traditions of Southern Wake Academy is the academic assessment and ownership for learning demonstrated through the portfolio process. Our staff will teach students the portfolio requirements along with the components of a quality portfolio and will help them construct a high-quality portfolio to be presented to his/her advisor and parents. Seniors are required to make a portfolio presentation of their internship as a graduation requirement.

<b>Portfolio Process</b>	<b>Description</b>	<b>Grade Level Requirements</b>
<b>Job Shadows</b>	Job shadows are to be scheduled on early release days, teacher workdays, or portfolio days. These are NOT to be scheduled during regular instructional days.	<ul style="list-style-type: none"> <li>● <b>Grades 6-7:</b> Not applicable</li> <li>● <b>Grade 8:</b> Complete 1 job shadow</li> <li>● <b>Grades 9-11:</b> Complete 4 job shadows, 1 per quarter</li> <li>● <b>Seniors:</b> Not applicable</li> </ul>

<b>Community Service Hours</b>	Community Service hours are to be scheduled on early release days, teacher work days, or portfolio days. These are NOT to be scheduled during regular instructional days. All students are required to complete community service as part of the commitment to SWA. These hours are a portion of your portfolio grade.	<ul style="list-style-type: none"> <li>● <b>Grades 6-8:</b> 15 hours per school year</li> <li>● <b>Grades 9-12:</b> 30 hours per school year</li> </ul>
<b>Portfolio Conferences</b>	Students are expected to come dressed business-casual (men- slacks, shirts, dress shoes/ladies- slacks, blouse, dress shoes), or in a neat, clean uniform. No sweats, T-shirts, spirit wear, etc. These are student-led conferences in which the student will present their work from the previous quarter to their academic advisor and parent(s). This is a requirement for graduation at SWA.	<ul style="list-style-type: none"> <li>● <b>All grade levels:</b> 1 per quarter</li> </ul>
<b>Senior Internship</b>	Students are required to work for 150 hours, have documentation of hours, several reflections, and a final Senior presentation. This is a graduation requirement.	<ul style="list-style-type: none"> <li>● <b>All Seniors</b></li> </ul>

**GRADING SCALE**

Students will be graded on a 10-point scale and their final numerical grades will be listed on their transcript to clearly display performance levels. Our grading system is similar to that of other educational institutions both in middle/high school and beyond, and the system facilitates our assessing transcripts and comparing grades for colleges and other requirements.

<b>Grade</b>	<b>Numeric Grade</b>
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	BELOW 59
INC	INCOMPLETE

## STATE TESTING

All Southern Wake Academy students in grades 6-12<sup>th</sup> will take the North Carolina required state tests. These tests include the following:

Grade Level	State Testing Required
Grades 6-7	<ul style="list-style-type: none"><li>● Reading EOG</li><li>● Math EOG</li></ul>
Grade 8	<ul style="list-style-type: none"><li>● Reading EOG</li><li>● Math EOG OR Math I EOC if taking Math I in 8th Grade</li><li>● Science EOG</li></ul>
Grades 9-12 <i>The EOC State Converted score will count as the student's final exam score and is weighted as 20% of the course final grade.</i>	<ul style="list-style-type: none"><li>● Math I EOC</li><li>● Biology EOC</li><li>● English II EOC</li><li>● Math III EOC</li><li>● Pre-ACT</li><li>● CCRAA- as noted in the student's IEP</li><li>● ACT</li><li>● EXTEND1- as noted in the student's IEP</li></ul>

## PROMOTION AND RETENTION & MTSS

The teachers at Southern Wake Academy will be responsible for assessing each student throughout the school year in order to track their progress towards mastery. All data, work samples and other pieces of academic evidence will be kept in each student's individual student portfolio. If a teacher has a concern about a student's academic progress or behavior, they will bring the concern directly to the Multi-Tiered System Support (MTSS) Team. The MTSS Team will discuss the teachers' concern and will then create an intervention plan. The teacher will communicate the details of the plan with the parents. If a teacher has a concern about the promotion of a student, the teacher will communicate their concern to the MTSS coordinator by following the required steps. If necessary, the teacher, parent, student and MTSS Director will meet to discuss the details of the student's academic progress and an additional intervention plan will be put in place. At the end of the school year the Head of School will review all of the data in the students file and a final decision will be made about the promotion or retention of the student.

## SCHOOL PROMOTION REQUIREMENTS

### Grades 6-8:

Southern Wake Academy requires grade-level proficiency in reading and mathematics in order to be promoted to the next grade level in **grades 6-8**. To be promoted, teachers will take into context proficiency standards and receive a passing grade (D or better) in Language Arts, Mathematics, Social Studies or Science, and half of all remaining courses taken. In addition to academic performance requirements, students must meet the requirements of the SWA attendance policy as well as attending all portfolio conferences and completing community service/job shadow

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requirements. Failure to meet the requirements of the attendance policy may result in the failure of a class and grade retention. Such students receive a grade of “FDA.” Failure to meet portfolio requirements may result in withholding of report cards and a failing grade in advisory. North Carolina Law [1 15C-288(a)] mandates that the final decision regarding promotion or retention of students lies with the Head of School or Board of Directors.

#### Grades 9-12:

- **Promoted from 9th grade to 10th grade:** 5 credits including English I and two core courses
- **Promoted from 10th grade to 11th grade:** 11 credits including English II and two more core courses
- **Promoted from 11th grade to 12th grade:** Promotion to senior status will be based on the ability to fulfill all graduation requirements including the total of 26 credits.

#### **STUDENT SERVICES**

##### **514~CHILD FIND**

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

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

##### **EXCEPTIONAL CHILDREN**

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

##### **SOUTHERN WAKE ACADEMY ACCOMMODATIONS PROCESS FOR EXCEPTIONAL STUDENTS**

Accommodations may be used across all educational settings and provided by educators, related service providers. Accommodations may involve the provision of a related service (e.g., educational interpreter), the assignment of paraeducators for specific purposes, and/or the provision of adaptive materials or instructional strategies targeted for

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the student. Teachers have a legal responsibility to provide required accommodations to students with disabilities. Teachers who are knowledgeable about accommodations will be better able to implement them effectively in their classrooms. They will also be able to address questions and concerns of parents of students with disabilities in an informed manner.

SWA accommodation process for exceptional students is as follows:

- All case managers will need to review any new and old files at the start of the school year and communicate with all teachers for which the student will have classes for before and during the school year.
- Case managers will collect monthly data to ensure accommodations align based on student needs and implementation of the IEP.
- Continuous training will be provided to EC and general education teachers to ensure accommodations are being implemented effectively.
- Communication is key in providing adequate updates for student's IEP's
- All accommodations should be made clear and agreed upon at the IEP meeting when the general education teacher attends and for the IEP team.
- Case manager will provide teachers with verification letter of accommodations sheet (EC Verification Letter)
- Assurance to provide accommodations to facilitate student access to grade-level instruction and state assessments; and the use of alternate assessments to assess the achievement of students with the most significant cognitive disabilities.
- Accommodation information can be provided to all teachers in a secured format.

## **STUDENT CODE OF CONDUCT**

The Southern Wake Academy Code of Conduct is designed to promote a healthy and safe school environment that encourages the academic, social and emotional development of all students. This Code of Conduct is intended to enable the development of self-discipline in all students.

## **TARDY TO SCHOOL**

Students who are not in their classrooms by the time the school bell rings are considered tardy to school or class. Students who arrive late to school are required to sign in at the front office and receive a tardy slip before proceeding to class. For an excused tardy the student's parent should accompany them to the office to provide a note indicating the reason for the late arrival. If it is due to an appointment from a healthcare provider, it must be a note from the provider and it must have been for the student, not a sibling or parent, etc..

Tardiness and Early Withdrawals can be excused for the following reasons:

- a. Illness or injury of the student
- b. Medical, dental, or other appointment with a healthcare provider for the student
- c. Necessary religious observances
- d. Involvement in traffic or other accident
- e. Death of an immediate family member

Tardiness both deprives the student of valuable instruction and causes a disruption to the learning environment. In order to curb unnecessary late arrivals to school and late arrivals to individual classes, the following disciplinary actions will take place: After the 5th violation, the student will begin again with the 3rd consequence of 30 minutes of ASD (After School Detention) and so on; there are only two warnings per semester. Tardies reset after the semester break.

**1st Tardy - Warning**  
**2nd Tardy - Warning**  
**3rd Tardy - 30 minutes ASD**

**4th Tardy - 1 hour ASD**  
**5th Tardy - 1 day ISS**

**Student Conduct Code**

The following chart outlines violation of conduct and the potential consequences for such actions. This is not meant to be an exhaustive list of infractions.

VIOLATIONS	POTENTIAL CONSEQUENCES
<p><b>I. Damage to Property:</b> Causing or attempting to cause damage to school property or to another's private property while on school grounds or at school.</p> <p>Arson</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, restitution, report to law enforcement, and recommendation for long-term suspension.</p>

<p><b>II. Willful Disobedience:</b> Refusing or failing to follow staff directives.</p> <p>Failing to comply with the dress code.</p> <p>Failing to follow code of conduct when being transported on a school-sanctioned activity..</p> <p>Being on campus while on Out-of-School Suspension.</p> <p>Gambling</p> <p>Skipping class or leaving school property without permission.</p> <p>Lying; forging or falsifying documents or information.</p> <p>Littering</p> <p>Possessing any electronic device without permission from school personnel or otherwise authorized and deemed to be a distraction: including cell phones, smart watches, headphones, earpods, etc.</p> <p>Horseplay Students must keep <i>hands, feet, and other objects</i> to themselves.</p> <p><b>Unacceptable behavior:</b> Offensive or other physical displays of affection involving kissing or other romantically- or sexually related touching.</p> <p>Failing to demonstrate good citizenship, using culturally insensitive or improper language.</p> <p>Failing to follow classroom rules.</p> <p>Disrupting the classroom environment.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, after-school detention, and confiscation, a suspension ranging in duration from 1 to 10 days, and recommendation for long-term suspension.</p>
<p><b>III. Cheating, Plagiarizing, and Academic Dishonesty</b></p> <p>Knowingly receiving or giving help to another student or using aids without authorization for a class assignment or test.</p>	<p><i>1st offense:</i> parent notification, in-school or after-school detention referral, and a zero on the assignment.  <i>2nd offense:</i> parent conference, in-school or after-school detention referral, and a zero on the assignment.  <i>3rd offense and beyond:</i> parent conference, in-school suspension, and out-of-school suspension</p>
<p><b>IV. Profane, Obscene, Vulgar, Derogatory, Demeaning, Abusive, Disrespectful or Harassing Statements, Acts, Behavior, Unacceptable Use of Technology</b></p> <p>Directed at school personnel and/or non-personnel on school grounds or at school functions.</p> <p>Students are prohibited, without proper authorization, from disclosing personal identifying information about themselves or others through the use of the School's or personal technology resources including videoing, photographing, etc.</p> <p>Students are prohibited from bypassing school technology security measures, etc.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, confiscation, a suspension ranging in duration from 1 to 10 days, report to law enforcement, referral to guidance or another character education resource, and recommendation for long-term suspension.</p>
<p><b>V. Acts of Violence</b></p> <p>Fighting:</p> <ul style="list-style-type: none"> <li>• Mutual fighting between two students.</li> <li>• Attacking another person.</li> <li>• Seriously injuring another person except for necessary self-defense.</li> </ul> <p>Threatening to cause physical harm:</p> <ul style="list-style-type: none"> <li>• Directed at other non-personnel on school grounds or at school functions.</li> <li>• Directed at school personnel on school grounds or at school functions</li> </ul>	<p>Consequences for infractions of this nature may include, but are not limited to, parent notification, suspension ranging in duration from 1 to 10 days, report to law enforcement, and recommendation for long-term suspension.</p>

<p><b>VI. Weapons and Dangerous Objects</b></p> <p>Possessing a weapon (e.g., knife, gun, sharp object, pin, club, look-alike weapon, or any object which could inflict serious injury). An instrument resembling a weapon, if used in a threatening way, is considered a weapon.</p> <p>Using a weapon in a fight.</p> <p>Possessing, using, and/or selling explosives or fireworks.</p> <p>Possessing, selling, and/or otherwise furnishing a firearm.</p> <p>Brandishing a knife</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, suspension ranging in duration from 3 to 10 days, report to law enforcement, and recommendation for long-term suspension.</p>
<p><b>VII. Drugs, Alcohol, Tobacco, E-Cigarettes and "Look-A-Likes"</b></p> <p>Possessing, using, selling, or being under the influence of an alcoholic beverage on school grounds or at school functions.</p> <p>Possessing, using, or selling any form of e-cigarette paraphernalia items on school grounds and/or at school functions.</p> <p>Possessing, using, selling, or being under the influence of a drug on school grounds and/or at school functions.</p> <p>Possessing, using, or selling tobacco in any form on school grounds, and/or at school functions.</p> <p>Offering, arranging, negotiating to sell, delivering or furnishing alcohol or drugs, and/or substituting a lookalike substance intended to represent illegal alcohol or drugs.</p> <p>Unlawfully selling a drug.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, report to law enforcement, referral to the county health department or other applicable agency, and recommendation for long-term suspension.</p>
<p><b>VIII. Drug Paraphernalia</b></p> <p>Possessing drug paraphernalia.</p> <p>Offering, arranging, or negotiating to sell any drug paraphernalia.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, suspension ranging in duration from 3 to 10 days, report to law enforcement, referral to a relevant county agency, and recommendation for long-term suspension.</p>
<p><b>IX. Robbery, Extortion, Theft</b></p> <p>Robbing or extorting on school grounds or during school functions.</p> <p>Attempting or stealing school or private property.</p>	<p>Consequences for infractions of this nature include, but are not limited to, parent notification, a suspension ranging in duration from 3 to 10 days, restitution, report to law enforcement, and recommendation for long-term suspension.</p>

## **DUE PROCESS**

For offenses eligible for long-term suspension, the Dean of the Upper School, the Dean of the Middle School or the Head of School may recommend a Long-Term Suspension, and/or Expulsion, and/or participation in a Behavioral Contract. Decisions as to Long-Term Suspensions and/or Expulsion shall be made by the Head of School after appropriate written notice to the parties involved and a hearing if one is requested. In the absence of the Head of School, the Board President shall appoint a hearing officer. Student appeals from the decision of the Head of School or hearing officer shall be heard by a panel of three Board members who shall be appointed by the Board President. Appeals must be made in writing to the Board President within ten (10) days of the decision of the Head of School or hearing officer. The hearing of the panel shall be final, and there will be no further appeal to the full Board of Directors.

## **Non Title IX: DISCRIMINATION, HARASSMENT, AND BULLYING COMPLAINT PROCESS**

The School 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 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 matters. This Policy also does not apply to Title IX complaints, behavior falling within Title IX or Title VII complaints. Please refer to the School's policies for Title IX and VII matters.

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

#### a. 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.

#### b. Reporting by Other Third Parties

All members of the school 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.

c. 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.

d. 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**

a. Filing a Complaint

Any individual who believes that he or she has been discriminated against, harassed, or bullied in violation of the School'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:

1. the school counselor, teacher, Dean of Students, Dean of the Middle School, Dean of the Upper School or Head of School for any claim of discrimination or bullying, including Title VI complaints;
2. the Title IX coordinator for claims of sex discrimination or sexual harassment;
3. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
4. any member of the Board if the alleged perpetrator is the Head of School.

b. 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.

c. Informal Resolution

The School acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The School 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**

#### **a. Initiating the Investigation**

- i. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection B.1. shall immediately notify the Head of School who shall designate an individual to conduct an investigation and respond to the complaint, such individual may be a school employee or outside consultant.
- ii. 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.
- iii. The investigator shall explain the process of the investigation to the complainant and the alleged perpetrator.
- iv. Written documentation of all formal reports and complaints, as well as the school system's response, must be maintained in accordance with the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy.
- v. Failure to report, investigate, and/or address claims of discrimination, harassment, or bullying may result in disciplinary action.

#### **b. Conducting the Investigation**

- i. 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.

- ii. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system.
- iii. 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.

c. 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:
  - i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying, and prevent it from recurring;
  - ii. as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and
  - iii. 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 Head of School 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.

d. Appeal

- a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the Head of School. The appeal must be submitted in writing within ten days of receiving the notice of the results of the investigation. The appeal must state with particularity whether the complainant is appealing (1) the investigator's determination of whether the alleged conduct constitutes discrimination, harassment, or bullying in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy, or (2) the School'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 Head of School or designee may review the documents, conduct any further investigation necessary, or take any other steps the Head of School or designee determines to be appropriate in order to respond to the complaint. The Head of School or designee shall provide a written

response within 10 days after receiving the appeal, unless further investigation is needed. The Head of School's decision is final.

- b. If the alleged perpetrator is the Head of School or the Head of School 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 Head of School'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) the School's response to any violation, including the appropriateness of any remedial measures taken by the School. If the complainant is appealing pursuant to option (2), he or she must state what additional measures the complainant believes the School 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. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal to the next step within the specified time or to attend a scheduled meeting or hearing under this policy will be considered acceptance of the results of the investigation and the School'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**

- a. 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.
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- b. All meetings and hearings conducted pursuant to this policy will be private.
- c. The complainant may be represented by an advocate, such as an attorney, at any meeting with the School under this policy. Should the complainant choose to be represented by an attorney, an attorney for the School may also be present.
- d. Nothing in this policy shall prevent the Head of School or 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.

### **TITLE IX DISCRIMINATION AND HARASSMENT POLICIES: FOR STUDENTS AND STAFF MEMBERS**

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

#### **A. Prohibited Behaviors and Consequences**

##### 1. Discrimination or Harassment

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

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

## 2. Retaliation

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

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

## **B. Application of Policy**

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

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

## C. Definitions

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

### 1. Discrimination

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

### 2. Harassment

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

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

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

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

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

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

### 3. Conduct Not Covered by This Policy

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

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

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

This Policy sets forth the School's Notice, Reporting and Grievance policy for Title IX matters and should be read in conjunction with the School'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 the School's other policies, including Non-Discrimination and Harassment Policy, and student conduct policies when Title IX does not apply.

### **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 the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

1. provide examples of behavior that constitutes unlawful discrimination 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 the school'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. The School 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 the School'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 SCHOOL 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:

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

## **D. Evaluation**

The Head of School 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 the School'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 the School to provide an environment free of unlawful discrimination or harassment. The Head of School shall report to the Board all verified cases of unlawful discrimination or harassment under the School's Title IX Policy.

## **F. Reporting Title IX Violations**

- a. For Students:
  - i. To report discrimination, harassment, and sexual harassment/misconduct based on sex/gender, students or their parents should contact a trusted teacher or advisor. Dean of the Middle School, Dean of the Upper School, Head of School and/or Title IX coordinator immediately and file a complaint.
  - ii. 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, Dean of the Middle School, Dean of the Upper School or Head of School as soon as possible and within 24 hours.
  - iii. If the Head of School is involved in the allegation, then another administrator will immediately inform the Chair of the Board of Directors.
- b. For Employees: for discrimination, harassment, and sexual harassment complaints based on sex/gender, employees should contact the Title IX coordinator immediately and follow the School's harassment and discrimination policy as well as its Title IX and Grievance policy.
- c. 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.
- d. 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.
- e. 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 the school 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 the School 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 the school.
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 the school) 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. The School’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**

The School 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 the School’s behalf, charges the School with actual knowledge and triggers the School’s response obligations under Title IX.

The School 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. The School shall also comply with the following mandates:

1. The School 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. The School 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. The School 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. The School 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 the school investigates should be respected unless the school 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 the School's Title IX policy, or the alleged conduct did not occur in the School's education program or activity, against a person in the United States, the School must dismiss such allegations for purposes of Title IX. However, the School may still address the allegations in any manner the School deems appropriate under the School'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. The School'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 the School 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. The School 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, the School 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 the School 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 the School, the School will consider whether the request can be granted. In those instances where interim measures affect both a complainant and the respondent, the School 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. The School – 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 residence hall or, in the case of an elementary or secondary school student, to another school within the district;
- 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, the School will offer all remedies needed to eliminate the harm to the complainant and the school 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, the School may consider offering appropriate remedies for the broader student/staff population after the final outcome, including the following:

- Training or retraining school employees on the school’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 the school 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 the school is free from sexual violence, and using that information to inform future proactive steps that the school 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**

The School 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.

The School, 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. The School 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 the School, not on the parties.
2. The School must provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence.
3. The School 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. The School shall send a written notice to the parties (complainant and respondent) of any investigative interviews, meetings, or hearings.
6. The School 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. The School 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. The School shall dismiss allegations of conduct that do not meet the definition of sexual harassment set forth in the School’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 the School from addressing the conduct in any manner the school deems appropriate.

9. The School 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 the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
10. The School shall give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
11. The School may, in its discretion, consolidate formal complaints where the allegations arise out of the same facts.
12. The School shall protect the privacy of a party's medical, psychological, and similar treatment records and shall not access or use such records unless the School obtains the party's voluntary, written consent to do so.

#### **K. Decision-Maker**

The School, 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 the School to conduct a thorough investigation. There may

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also be instances where the School has a legal obligation to report certain information it receives to state or local authorities or to protect the School community.

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 the School. 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 the School 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, the School 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. The School 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.

The School 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. The School will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. Finally, the School 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.

## **TITLE IX NOTICE**

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual assault and other sexual misconduct, is a form of sex discrimination. Under Southern Wake Academy’s Policy, Southern Wake Academy prohibits sexual harassment, sexual assault, sexual exploitation, stalking, and retaliation. Southern Wake Academy complies with Title IX and has appointed Lauren Grant as the Title IX Coordinator with overall responsibility for Title IX compliance.

Any student, employee, or applicant for employment or admission to who believes that he or she has been discriminated against on the basis of sex, in violation of Title IX, or has been a victim of sexual assault, sexual harassment, or other sexual misconduct, may file a complaint with the Title IX Coordinator. The Title IX Coordinator will assist the complainant in identifying the appropriate Southern Wake Academy policy (with its grievance procedure) to resolve the complaint in a prompt and equitable manner. The Title IX Coordinator may consult with other Southern Wake Academy administrators, as needed, to resolve the complaint in the most effective manner.

The Title IX Coordinator is knowledgeable and trained in state and federal laws that apply to matters of sexual assault, sexual harassment, and other sexual misconduct, as well as Southern Wake Academy policy and procedure.

## **TITLE IX FACT SHEET**

**Title IX** requires 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...” As such, Title IX of the Education Amendments of 1972 prohibits discrimination based on the sex of students and employees of educational institutions that receive federal financial assistance. Southern Wake Academy is governed by Title IX.

## **TITLE IX COORDINATOR FOR SOUTHERN WAKE ACADEMY**

### **THE TITLE IX COORDINATOR IS KATE MOYNIHAN**

5108 Old Powell Road, Holly Springs

919-567-9955

[kate.moynihan@swake.org](mailto:kate.moynihan@swake.org)

## **WHO IS COVERED BY TITLE IX?**

All educational institutions that receive federal financial assistance are affirmatively required to adhere to Title IX regulations. Even if only one of the institution’s programs or activities receives federal funding, all of the programs within the institution must comply with Title IX regulations.

## **FACTS ABOUT TITLE IX**

Athletic departments are not the only component of Southern Wake Academy governed by Title IX. The regulations prohibit sex discrimination with regard to all programs, including:

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- Course offerings, classroom access, grading, and other academics
- Student counseling and academic support
- Hiring and retention of employees (staff, faculty, and administration)
- Job-related benefits and leave
- Pregnancy

In addition to sex discrimination, Title IX also prohibits sexual misconduct (which includes sexual harassment, gender-based harassment, and sexual violence). Additional information regarding what behaviors may constitute sexual harassment and other forms of sexual misconduct is available in the Southern Wake Academy's Title IX Policy located on its website and in its student, faculty, and employee handbooks.

Title IX serves to protect the rights of men and women. Title IX requires that males and females receive fair and equal treatment in all educational and employment areas.

Title IX also protects individuals who report sex discrimination and sexual misconduct from retaliation by individuals or by institutions. The reporting of incidents of discrimination is integral to the effective enforcement of Title IX law. Therefore, the protection of complainants, as well as respondents, is important. *Retaliation against any individual who reports or makes a complaint about a Title IX violation will not be tolerated at Southern Wake Academy. Southern Wake Academy will impose appropriate corrective action against any individual found to have engaged in acts or threats of retaliation.*

#### **COMPLIANCE WITH TITLE IX- WHO IS RESPONSIBLE?**

All employees of the Southern Wake Academy are required to report instances of alleged violations of Title IX. Without exception, if an employee is not sure if a situation warrants reporting, he/she must seek guidance from the Title IX Coordinator. It is essential that institutions receiving federal financial assistance operate in a nondiscriminatory manner. To ensure Southern Wake Academy's compliance with the law, adherence to Title IX regulations is everyone's responsibility. The penalty for failure to comply with Title IX, in the most extreme circumstances, can include the termination of all or part of an institution's federal funding including grants and student loans. It can also result in the termination of a Southern Wake Academy employee or severe consequences for a student.

#### **REPORTING COMPLAINTS UNDER TITLE IX**

**Any member of the Southern Wake Academy community** who believes he/she has been the victim of sex discrimination, sexual misconduct, or who has witnessed such conduct, should report such misconduct or file an informal or formal complaint with the Southern Wake Academy's Title IX Coordinator. While there is no required format for making a report, forms for this purpose are available on the Southern Wake Academy's website or from the Title IX Coordinator. Any victim of sexual misconduct who would prefer to speak with someone and have them complete a form on their behalf should contact the Title IX Coordinator.

**Students** who are, or believe they have been, victims of sex discrimination or sexual harassment, including sexual assault or sexual violence on or off campus, whether by Southern Wake Academy employees, contracted services employees, other students or non-community members, are encouraged to request immediate personal support and assistance from the Title IX Coordinator or any other staff member or administrator with whom they feel

comfortable. Student complaints concerning sexual assault, sexual violence, or other sexual misconduct may be made on an informal or formal basis with the Southern Wake Academy's Title IX or with any staff member or administrator with whom they feel comfortable. All complaints filed with or received by any staff or administrator will be forwarded to the Title IX Coordinator, who will direct that an appropriate investigation be conducted.

**Employees** who believe they are being harassed or discriminated against on account of their sex or gender should promptly make a report to the Title IX Coordinator, to his/her supervisor, to Human Resources, the Head of School, or to an administrator with whom the individual feels comfortable. Employees should also follow Southern Wake Academy's harassment and discrimination policy.

### **Important Facts**

1. The Southern Wake Academy will utilize its best efforts to protect all Southern Wake Academy community members from sex discrimination, gender-based harassment, sexual harassment, sexual assault, and sexual violence.
2. The Southern Wake Academy will take affirmative, corrective (but non-punitive or non-disciplinary, at least prior to a formal disposition regarding responsibility), and supportive action whenever it becomes aware of possible sex discrimination, sexual assault, sexual violence, or other sexual misconduct within the Southern Wake Academy community, whether or not a complaint has been made.
3. In order to meet its Title IX obligations and to the extent possible, every effort will be made to keep the details of complaints confidential if requested to do so by a victim of sexual misconduct and to follow Southern Wake Academy's procedures for conducting an investigation and recommendations. As such, every effort should be made to keep the identity of the involved parties confidential to avoid retaliation. However, the Southern Wake Academy's ability to strictly observe confidentiality may be compromised where the safety of members of the community is judged to be at risk.
4. The safety and security of all members of the Southern Wake Academy community is a priority matter.
5. The internal investigation of a complaint will be conducted, and a decision rendered, no matter the timeline or outcome of case adjudication by external authorities.

Expanded information concerning sex discrimination, sexual harassment, sexual assault/violence, and the Southern Wake Academy's *Title IX Policy and Procedures Governing the Reports and Investigation of Title IX Complaints*, can be found in the Southern Wake Academy's student, faculty and employee handbooks, as well as on the Southern Wake Academy's website.

### **WHICH FEDERAL AGENCY ENFORCES TITLE IX?**

The United States Department of Education's Office for Civil Rights (OCR) is in charge of enforcing Title IX. Information regarding OCR can be found at [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html).

### **PARENT/STUDENT GRIEVANCE PROCEDURES**

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 Dean of the Middle School or the Dean of the Upper School. At that meeting, the teacher, student, Dean and parent must be present and

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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 Head of School. Similarly, if a parent/student disagrees or has an issue with a policy or procedure at the school, the parent/student should set a meeting with the Head of School. If the parent/student feels that their issue is still a concern after meeting with the Head of School 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 Dean.

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 specific SWA policy or law. A grievance does not include a complaint of sexual harassment, discrimination or bullying, which shall be handled pursuant to those policy provision and consistent with state or federal laws, including Title IX. A grievance also does not include any actions of individual teachers or administrators that pertain to the day to day operations of the Academy that do not violate an express SWA policy or law. In addition, a grievance does not include any discipline that is governed by SWA's discipline policy or procedure or falls within North Carolina's law governing student discipline.
2. Time limits: A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Head of School. The fifteen-day deadline may be extended at the discretion of the Head of School.
3. The grievance process is as follows:
  - Step 1: If the parties are not satisfied with the decision of the Head of School, and the grievance meets the definition set forth above, the parent/student must submit a letter in writing stating the SWA policy, board policy or law 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 Head of School and to the President of the Board of Directors. If the Head of School is implicated in the grievance, the grievance should only be submitted to the President or the Vice of the Board of Directors.
  - Step 2: The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the Board considers the matter should be heard, the parties will be called to meet with the Board. After the hearing, any decision of the Board will be communicated to the Head of School and the parent/student who filed the grievance within five school days, The Board's decision concerning the grievance is final.

## **TECHNOLOGY POLICIES AND PROCEDURES**

While at Southern Wake Academy, students will have access to a school owned laptop . We require all students and parents to sign and adhere to the Technology Acceptable Use Policy.

## **ELECTRONIC DEVICES**

Cell phones and all other electronic devices must remain turned off and in the students book bag or purse, unless authorized by a staff member. This includes cell phones and any other electronic device that distracts/disrupts the school environment. The possession of such electronic devices at SWA 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.

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Any electronic device used during the day will be confiscated and sent to the front office. Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the Head of School. The Head of School's determination is final. Please reference our discipline policy for additional information regarding disciplinary action as it relates to the use of personal electronic devices. SWA will not be responsible for lost, stolen, or broken items.

**TELEPHONE AND CELL PHONE USAGE**

Students are not permitted to make phone calls except in cases of emergency or by teacher request and will use the main office phone. Students who need to use the telephone must have approval from their teacher.

*It is requested that all travel and after-school plans be made ahead of time in order to keep the school telephones available.*

Students bringing cell phones to SWA must keep them in their backpack and turned off throughout the school day unless directed by a Staff member. Please do not call or text your child's cell phone as it is against SWA policy for students to use them during school hours. If during state testing a student is found to be in possession of ANY electronic device, it will be reported to the Regional Accountability Office, and the device will be held until their investigation is completed.

Cell Phone Procedure:

Middle	High
Cell phones, Earbuds, and Headphones should be stored in the student's book bag or purse.  A student may use the front office phone with the approval of teachers and/or front office staff.	Cell phones, Earbuds, and Headphones should be stored in the student's book bag or purse.  A student may use the front office phone with the approval of teachers and/or front office staff.

Consequences for Violation of Cell Phone Usage

**1st Violation - Warning. Phone taken to front office. Student may pick up the phone at the end of the day.**

**2nd Violation - Warning. Phone taken to the front office. Parent/Guardian must pick up the phone.**

**3rd Violation - 30 minutes ASD. Phone taken to front office. Parent/Guardian must pick up the phone.**

**4th Violation - 1 hr. ASD. Phone taken to front office. Parent/Guardian must pick up the phone.**

**5th Violation - 1 day ISS. Phone taken to front office. Parent/Guardian must pick up the phone.**

**Violations after the 5th violation, revert back to the 4th violation and consequences.**

## **TECHNOLOGY USE POLICY**

Students are offered access to the Academy 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 Academy are the property of the school and are intended for school business and educational use. Students are to use the computer network responsibly. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and using the school's computer network and technological resources.

**Privacy:** Southern Wake Academy 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 SWA property.

**Cyber Bullying:** Southern Wake Academy 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 Websites, on-line social directories and communities (e.g., Facebook, Instagram, Wikipedia, YouTube, etc.), video-posting sites, and online personal polling Websites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the school during or outside school hours and on or off school premises. Cyberbullying will be handled in accordance with the Student Discrimination, Harassment and Bullying Policy.

**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 staff immediately. Intentional circumvention of web-filtering is prohibited.

**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. The 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.

**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.

**Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by Southern Wake Academy 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. SWA will not be responsible for any damage to data.

**Storage:** Users are to delete their files and materials they no longer need.

**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.

**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.

**Email:** Email correspondence on the Southern Wake Academy system, the laptop, or making use of the student's assigned email account is the property of Southern Wake Academy. Documents and other files created by the students and located on the laptops or the Southern Wake Academy computer system are also the property of SWA.

**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 computers 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.

#### **INTERNET ACCEPTABLE USE POLICY**

The Academy 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 Southern Wake Academy network. This policy applies to all Internet access on SWA property, including Internet access using mobile devices, and including access by staff, students, and visitors to Southern Wake Academy campus. For further details, please visit the SWA website.

Although Southern Wake Academy 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, Southern Wake Academy 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. SWA 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. SWA 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. SWA 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 to ensure the security of those devices .

## **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 SWA 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 SWA resources, or using SWA 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.
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- Assuming the online identity of another individual for any purpose is unethical and forbidden.
- Use of SWA 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:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature on the Internet
- Harassing, insulting, or attacking others on the Internet
- Posting personal or private information about other individuals on the Internet
- Posting information on the internet that could disrupt the school environment, cause damage, or endanger students or staff.
- 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 administration 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. SWA 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 SWA. Cyberbullying will be handled in accordance with the Student Discrimination, Harassment and Bullying Policy.

### **SOCIAL MEDIA POLICY**

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

### **DRESS CODE**

Southern Wake Academy has a dress code that ensures all students are dressed in a manner that promotes school pride and presents a positive impression in the community during internships, job-shadowing activities, and community service projects. As a condition of being enrolled at SWA, students and parents agree to comply with the dress code and are, thus, expected to follow it daily. Students arriving at school in non-compliant clothing will be asked to return home to change.

Students are to be in uniform at all times while on campus unless involved in an SWA after school sport, at which time appropriate sports uniform or practice attire should be worn.

<b>PANTS</b>	All students must wear tan, navy or black dress pants or khaki pants, shorts or skirt. They must be solid colors only. No tears or rips permitted. No denim, sweat pants, athletic pants, yoga pants, tights or leggings. No sagging pants. Shorts/skirts must fall at the tip of the middle finger or lower.
<b>SHIRTS</b>	Solid color official uniform polo shirts must be worn. Acceptable colors are red, navy blue, black, heather grey, blue or evergreen.
<b>OUTERWEAR</b>	Solid color official uniform sweatshirts/hoodies are acceptable in school approved colors (see above). No hoods should be worn in the building.
<b>SHOES</b>	Closed toe/closed heel shoes must be worn, any color. No open toe/open heel shoes (i.e. - flip-flops, slippers or sliders) are permitted.
<b>HEADWEAR</b>	No headwear is permitted - no hats, bandanas or scarves which cover the head (unless for religious observances or medical purposes-please see administrator for approval).
<b>BODY PIERCINGS</b>	Simple non-distracting body piercings are permitted. All must have administrator approval. No gauges will be permitted.
<b>JEWELRY</b>	Any jewelry or accessories that could be used as a weapon (such as chains or spiked jewelry) are NOT permitted. Questionable jewelry will require administrator approval.
<b>DRESS DOWN DAYS</b>	On Friday, students will be permitted to wear SWA spirit wear with approved tan, navy or black dress pants or khaki pants, shorts or skirt.
<b>PHYSICAL EDUCATION</b>	Any solid color short-sleeve or long-sleeve shirt (does not have to be uniform) and any solid color athletic mid-thigh shorts or pants can be worn during physical education class.

- This is not an exhaustive list. Please see administrator for more information.

## ATTENDANCE/TARDIES

### ATTENDANCE

In order for students to be successful, they must be on time and attend school regularly. North Carolina has a compulsory attendance law (stated below), requiring that school-age children be present when school is in session except in some circumstances such as illness. Any student who does not comply may be reported for truancy.

The Compulsory Attendance Law (G.S. 115C-378) states every parent, guardian, or custodian in North Carolina having charge or control of a student between the ages of 7 and 16 years shall cause the student to attend school continuously for a period equal to the time which the public school to which the student is assigned is in session. It prohibits any person from encouraging, enticing, or counseling the child to be unlawfully absent from school. The parent, guardian, or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy.

Students are expected to be present for all classes by the posted time. If a student is late, he or she must have a note from the front/attendance office. To be counted present to class, a student must be present for 3/4 of the class's total meeting time. Upon returning to school after an absence, students must present a signed and dated note from home, explaining why the student was absent, to the front office. The note must be brought in within three days of an absence. Parents may submit an Attendance Not through the SWA website under the Parents tab. Students who know in advance they will miss school should have a parent/guardian submit a pre-arranged absence form located on our website.

Parents will be notified by teachers, school officials, and/or administrators as absences accrue according to the following:

At absence 3, 6 and 9 the school will inform the parent/guardian of these absences. Teachers will also contact parents at these thresholds to encourage attendance and discuss other issues that may impact student performance. Teachers will also contact parents, in addition to the student's counselor and/or school social worker, when a student is absent from class repeatedly. Students, who miss more than ten days in a class, whether excused or unexcused, will be subject to an attendance based failure. An attendance based failure may be waived in extreme circumstances with an appeal submitted to administration.

Students who miss 10 or more days run the risk of being reviewed for compliance with G.S. 115C-378 which requires children to attend school. College visits for high school students or educational opportunities must have prior approval from administration. College visits for high school students or educational opportunities are not counted against total absences. Students who have more than the maximum amount of allowable absences may appeal to the Board of Directors for a waiver

### **Lawful Absences include:**

Below are the valid/lawful excuses for temporary nonattendance of a student at school.

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
  2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
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3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical Appointments:** When the absence results from a medical or dental appointment of a student. If a student needs long term mental health care, parents are to provide written notes from a medical doctor and must be evaluated every three weeks.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. **Religious Observance:** School administrators are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.

#### **TARDIES**

It is very important for students to be on time to school and class. Students who are late to school or class disrupt class and lose valuable instructional time. Additionally, students who are late to school jeopardize their driving privileges.

#### **CHECK OUTS**

Early dismissals are only excused for medical and dental appointments, court-ordered legal proceedings, school-organized athletic events, and as a senior privilege. Early dismissals for athletics are considered excused. Instruction continues until the end of the day, so everyone is expected to complete any missed work and to maintain silence outside of the classrooms.

Early dismissals are classified in PowerSchool as tardies in the same way that a late arrival to school appears. In each instance, for an early dismissal to be excused, proper documentation from the doctor/dentist's office is required within 48 hours. Early dismissals due to illness will only be excused once the school has received parent communication sent to SWA's attendance email address: [earlycheckout@SWAKE.org](mailto:earlycheckout@SWAKE.org).

We encourage parents to make appointments for their child outside of school hours; however, if you must pick your child up from school early please notify the teacher in advance. Parents must sign students out in the main office. Students will only be released from school to authorized drivers for the student. Those NOT listed as an authorized adult on the list can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student. Students cannot be checked-out early from school over the phone. **Proof of identity is required in order to pick up a student.**

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

The latest time a child may be picked up for early dismissal is 2:15 PM. Please schedule appointments accordingly and be mindful that students will not be dismissed after these times.

Please note:

- Unexcused tardies and early dismissals will reset at the end of each semester and the student will start fresh at the beginning of each semester (any unserved time will still need to be served).
- Students will not be marked tardy the first two weeks of school while car line procedures are settling in.
- Parents and students should plan accordingly for potential traffic either at the entrance of the school or along their route to school. It is the responsibility of both the parent and student to have their child in school on time on a daily basis.
- Tardiness due to traffic or lack of a police officer at the entrance will not be excused except for under extreme circumstances as determined by the Dean of Students (i.e. - accident on Old Powell Road blocking all traffic).

## **STUDENT HEALTH, WELLNESS, AND SAFETY**

### **HEALTH INFORMATION**

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

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

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

### **PREVENTION AND CONTROL OF STATE REPORTABLE COMMUNICABLE DISEASES**

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

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

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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 office so that appropriate action can be taken to protect these individuals when serious communicable disease outbreaks do occur.

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

- **Chickenpox (Varicella):** Students are 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 24 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 designated sick room until a parent can pick up. The parent/guardian may consult their medical provider or treat with an over-the-counter product. The student will be allowed to return to school with a note from his or her doctor stating that the student has no live lice.
- **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 24 hours after the symptoms have abated.
- **Pink Eye (Conjunctivitis):** A student who is exhibiting symptoms of pink eye should be evaluated by their medical provider. Students are allowed to return to school on approval of the physician. May return when treatment has begun, has minimal drainage & student is able to keep hands away from eyes.
- **Scabies:** Student is excluded until one (1) treatment with prescription medication has been completed for at least 24 hours.
- **Strep Throat (Streptococcal and Staphylococcal Infections):** Student is excluded from school until treated with a prescription antibiotic for 24 hours and has been fever free for 24 hours.

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

If notified that a student suffers from such immunodeficiency, the Dean of Students or designee 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 Dean of Students or designee 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.

### **HEAD LICE POLICY**

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

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

Screening for head lice will be done on an as needed individual basis when a student is detected with either nits or lice. Mass screenings are not recommended by the CDC and NASN (National Association of School Nurses) as they can lead to a breach in confidentiality and cause social stigmas against a child with lice which can lead to other emotional well-being issues in the student. Teachers are recommended to keep an eye on their classroom if a student is out with lice to help detect if others may have it and inform the Dean of Students or designee of the student's name to be screened individually. Parents/guardians will be notified of the presence of head lice individually pursuant to procedures established by the Head of School.

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

**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.

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

<b>Seventh Grade Entry Vaccine Requirements</b>	
DTaP	5 doses
Polio	4 doses
MMR (or 2 measles, 2 mumps, 1 rubella)	2 doses
Hepatitis B	3 doses
Varicella	1 dose
Tdap	1 dose
Meningococcal conjugate	1 does
*At all ages and grades, the number of doses required may vary by a child's age and when they were vaccinated.	

<b>Twelfth Grade Entry Vaccine Requirements</b>	
DTap	5 doses
Polio	4 doses
MMR (or 2 measles, 2 mumps, 1 rubella)	2 doses
Hapatitis B	3 doses
Varcella	1 dose
Meningococcal conjugate (Effective 2020-2021 School Year)	2 doses
*At all ages and grades, the number of doses required may vary by a child's age and when they were vaccinated.	

If you have specific questions regarding your child, please contact the School Dean, your child's health care provider, or your local health department. For more information regarding required immunizations, please visit <http://immunize.nc.gov/schools/k-12.htm>.

#### **GARRETT'S LAW**

Garrett's law was enacted in 2004. It mandates schools provide parents and guardians with information about meningococcal meningitis and influenza and the vaccines that protect against these diseases. The law was expanded in 2007 to mandate that information also be provided about human papillomavirus (HPV) and the vaccines available to protect against HPV.

Please see the school website for more information on these diseases.

#### **ADMINISTRATION OF MEDICATION**

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

#### **Rationale**

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

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

- All medications administered by school personnel during school hours must be prescribed by a licensed healthcare provider
- 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 “**Southern Wake Academy Request for Medication Administration in School**” form properly completed and signed by the doctor. The medication must be received in an appropriately labeled container. To protect your student's well-being, there will be no exception to this policy.

## SELF-ADMINISTRATION OF MEDICATION

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

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

- A. The student's parent/guardian must submit a written treatment plan prepared by a healthcare provider for managing asthma, anaphylaxis, or diabetes. Examples include: asthma action plan, diabetic treatment plan, etc. The plan must state:
  - a. The student has a diagnosis of asthma, anaphylaxis, or diabetes
  - b. Self-administration of required medications is part of the student's treatment plan
  - c. The student has been instructed in, and has demonstrated to the healthcare provider, the skills necessary to self-administer the medication
  - d. The name or type of medication that the student may self-administer while in school or during school sponsored activities
- B. The student's parent/guardian must submit a completed "**Southern Wake Academy Request for Medication Administration in School**" form
- C. The parent/guardian must provide to Southern Wake Academy backup medication that will be kept in the health office to which the student has immediate access in the event the student does not have the required medication.
- D. When medication such as asthma inhalers, diabetes medications, and emergency medications will be self-administered, an appropriate "Individualized Health Care Plan" (IHCP) will be completed by the school in partnership with the parent/guardian and student.
- E. The student must demonstrate to the Dean of Students or designee the knowledge, competence, and skills necessary to self-administer medication.
- F. Students will be required to sign a "**Student Agreement for Self-Carried Medication**" form acknowledging their role in self-carrying as well as a commitment to communicate to school staff when he/she is experiencing difficulty or adverse reactions. The student will agree to keep their medication secure.
- G. Students must dispose of contaminated sharps in accordance with OSHA guidelines.

## McKINNEY-VENTO

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

For more information on the McKinney-Vento Act and students educational rights please visit:

<https://nche.ed.gov/wp-content/uploads/2018/10/introduction.pdf>

## **DRUG AND ALCOHOL POLICY**

Southern Wake Academy is dedicated to maintaining a safe educational environment. Thus, Southern Wake Academy has implemented a drug and alcohol-free school policy, which prohibits anyone from being under the influence of alcohol or illegal/misused drugs on school grounds or attending a school related event. Alcoholic beverages are never to be consumed on School grounds, at School events, or during field trips. Alcoholic beverages are never to be consumed in vehicles of transportation owned or operated on behalf of the School, or by their drivers while they are responsible for the operation of such vehicles. Southern Wake Academy students will be free from illegal drugs, alcohol, or the abuse of prescription or over-the-counter drugs (including the possession of hemp or hemp-related products) at SWA and while attending or participating in any school-sponsored event.

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

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

## **SMOKING OR VAPING ON CAMPUS**

Southern Wake Academy is a smoke free campus. In keeping with Southern Wake Academy's intent to provide a safe and healthy work environment, smoking is prohibited on Southern Wake Academy property at all times. (including the possession of e-cigarettes, and tobacco/vaping items). This policy applies equally to all employees, parents, students, volunteers and visitors.

## **SCHOOL SAFETY**

The School will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. The School will also obtain all necessary certificates and licenses prior to opening for each School year. Southern Wake Academy has 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 of Operations & Security oversees the Crisis Management Team and it is the responsibility of the Dean of Students to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures.

The administration 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. The Head of School is responsible for communicating these procedures to the Board of Directors.

#### **WEAPONS, THREATS AND VIOLENCE**

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, vandalism, arson, sabotage, use of weapons, carrying weapons and replicas of weapons onto school property, or any other act, which, in the School's opinion, is inappropriate to SWA. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures. Weapons are defined to include firearm, knife, destructive device, and/or any item (regardless of its nature) used to threaten or cause actual harm.

#### **ASBESTOS MANAGEMENT PLAN**

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

#### **HAZARDOUS CHEMICALS**

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

## **VOLUNTEERS/VISITORS**

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

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

## **VOLUNTEER PROCEDURES**

The person applying to volunteer at any SWA campus will complete the initial volunteer form and indicate whether they are applying for Level I, II or III privileges. Level I and II volunteer applicants will be submitted to the National Sex Offender registry database for review every school year. Level III volunteers will be submitted to the contracted Background Investigative Bureau, LLC (BIB) that aligns with the comprehensive background check requirements of Southern Wake Academy that stays current. A yearly renewal is not necessary for Level III once an application has been submitted.

- Level I: Guest speakers, Class speakers, Contractors (supervised at all times)
  - Level II: Eating lunch with student, helping in classroom/school/special event (supervised interactions only)
  - Level III: Chaperones and all unsupervised contact with students (small group tutoring, day or overnight field trips, therapy service providers)
1. All volunteers at SWA are required to:
    - Have a background check including a Sex Offender Registry Check performed through SWA's third-party vendor on file dated within the last two calendar years.
    - Complete, sign, and date the Volunteer Policy and Confidentiality Agreement Acknowledgement.
    - Confirm in writing that they have been provided with a copy of, read, understand, and agree to comply with this policy.
  2. The Head of School or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at SWA. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at SWA.
  3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
  4. The Head of School or her/his designee will review all criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at SWA. The Head of School will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Head of School shall determine whether the results of the review indicate that the volunteer (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a volunteer. The Head of School shall document the decision.
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5. All volunteers must report directly to the SWA office when they arrive and should sign in as visitors. The SWA office and/or the background check company will provide an official badge identifying the volunteer that must be worn always.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request SWA administration and staff. Volunteers are expected to abide by all Board policies, procedures, SWA rules when performing their assigned responsibilities.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency, it must immediately be communicated to someone in authority at SWA.
9. Volunteers shall not use information learned or acquired during volunteering for any reason other than in furtherance of their volunteer efforts at SWA. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for serving as class parent.
10. Volunteers are to serve as positive role models. SWA volunteers must always:
  - Use appropriate language
  - Dress appropriately
  - Discuss age-appropriate topics
  - Refrain from inappropriately touching students
11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
12. Volunteers are prohibited from administering medications of any kind to students.
13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of SWA personnel.
  - Volunteers are expected to be prompt and dependable. Volunteers should notify the School office if an illness or emergency prohibits them from attending a volunteer assignment.
  - Volunteers may not take students off School property without the written permission of parents and School personnel.
  - Volunteers must leave children not enrolled at Southern Wake Academy at home when volunteering.

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

#### **VISITORS**

Due to the unique nature of Southern Wake Academy, we expect that members of the community will want to learn more about our program. Parents and guests are welcome and are encouraged to participate in school events. To plan for such visits, kindly schedule a visit or tour in advance with our secretary based on administrative approval. Visitors are required to sign-in with the secretary at the front office. Anyone, parent/guardian or otherwise, wishing to see an

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administrator should schedule an appointment at least 24 hours in advance. Any meeting with a teacher also requires a scheduled appointment time.

## **STUDENT RECORDS**

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION**

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

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

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

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If Southern Wake Academy decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if SWA 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, SWA 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 SWA 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.

## **STUDENT TRANSCRIPTS**

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

## **EMERGENCY DATA**

Every family must provide Emergency Contact Information to the school. Please communicate any changes to the information throughout the year by emailing SWA's Data Manager.

## **SCHOOL DIRECTORY**

Southern Wake Academy 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 SWA not release directory information about his/her student, s/he must inform the Head of School in writing.

## **THE PROTECTION OF PUBLIC RIGHTS AMENDMENT**

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

- Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):
  - Political affiliations or beliefs of the students or student's parent
  - Mental or psychological problems of the students or the student's family
  - Sexual behavior or attitudes
  - Anti-social, demeaning, illegal, or self-incriminating behavior
  - Critical appraisals of others with whom respondents have close familial relationships
  - Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
  - Religious affiliations, beliefs, or practices of the students or parent
  - Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a student out of the following:
  - Any other protected information survey, regardless of funding
  - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by Southern Wake Academy 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)
  - Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others

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

Southern Wake Academy 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. Southern Wake Academy will directly notify parents of these policies at the beginning of each school year and after any substantive changes. Southern Wake Academy 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

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

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

- 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

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

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

## **THE PROTECTION OF PUBLIC 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. For more details, please visit the Policies and Procedures tab on the SWA website.

## **STUDENT LETTERS OF RECOMMENDATION**

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

## **ARRIVAL/DISMISSAL AND AFTER SCHOOL CARE PROCEDURES**

### **ARRIVAL/DISMISSAL**

Campus Drop-off and Pick-up Procedures Due to liability and safety concerns, students who are dropped off at the school must remain on campus until a parent picks them up. Once the student is dropped off, he/she may not leave school property unless approved by the parent and school administration. Students leaving without permission will be considered to be skipping school.

Southern Wake Academy is also restructuring our policies for drop off and pick up so please read carefully. These changes are being implemented to ensure the safety of all our students and the security of our campus. Cars are NOT permitted on campus until 7:25 am. No students are to be dropped off (released from their vehicles) or arrive on campus (student drivers) prior to 7:30 am. Therefore, if you arrive at school at 7:25 am, you are to remain on campus with your child until 7:30 when there is adequate staff available at school to supervise the students.

At 7:30, your students will dismiss to the following areas:

**Grades 6 -10:** Gym in building 4

**Grades 11- 12:** Multi-purpose room - building 4

Do not release your students from your car until a staff member directs you to do so. In the afternoon, carpool will begin at 2:35 pm. Parents will have until 3:15 pm to arrive on campus to pick their students up from school. At 3:15, any students remaining on campus (unless on campus for aftercare, sports, clubs, etc.) will be escorted to a designated area where parents will have to come to sign their student out. Students are not allowed to remain on campus unsupervised. If students are attending an evening event, they must leave campus and return at the appropriate time for that event.

Please do not have your students walk to Sheetz or meet you in the neighborhoods in order to avoid carpool. The Town of Fuquay will no longer permit cars from SWA to sit and wait on any roadways.

### **THIRD PARTY TRANSPORTATION PROVIDERS**

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

### **FIELD TRIPS, OVERNIGHT TRIPS, AND STUDENT EVENTS**

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

No SWA 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 SWA 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. High School Students not in good academic standing may not be allowed to participate in field trips, which involve missing instruction time.

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

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

Overnight trips are optional for all students. Students not in good academic and behavior standing will not be able to attend trips as they are offered. Deposits and payments made towards trips are nonrefundable as vendors are paid well in advance of trips and will not refund the money to the school. Student accommodations will be made on trips per the student's IEP or 504 Plan, but special accommodations for dietary requests (unless it is necessary due to food allergies or restrictions for reasons such as religion, etc.), rooming preferences, and parent or student desires will not be honored.

## **STUDENT EVENTS, FIELD TRIPS, AND FIELD TRIP FEES**

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

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

No Southern Wake Academy student will be permitted to leave a field trip early except in the case of an emergency or unless requested by a member of the Southern Wake Academy staff for disciplinary reasons. All students must remain with the group for the duration of the field trip. Due to the responsibilities of a chaperone to supervise the students in their care, we are not able to accommodate bringing additional children that are not in the designated class or course. Students and families should be aware that any student who chooses to participate in a school-sponsored field trip is subject to search of their room or belongings if there is a reasonable suspicion that the student may be in violation of school policy or law. Local law enforcement may also be called to investigate if there is a belief that the student's behavior violated the law. Students who have been involved in serious disciplinary action may lose the opportunity to participate in future field trips scheduled in the same school year. High School Students not in good academic standing may not be allowed to participate in field trips, which involve missing instruction time.

### Eligibility for Overnight Trips

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

### Financial Assistance

If there is a financial hardship in the family, the parent/guardian should fill out the form on the school's website under the Lion's Closet tab. The Lion's Closet has been developed to help address student's needs and connect them to resources.

### School Event Eligibility

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

## **LUNCH, FOOD, AND DELIVERY GUIDELINES**

### **LUNCH**

Southern Wake Academy utilizes My Hot Lunch Box for lunch services. Students may order and pay for their lunches on the My Hot Lunch Box website. Lunches must be ordered following the guidelines set forth by My Hot Lunch Box. Students in **grades 6 - 8 will use their 4th period teacher** and students in **grades 9 - 12 will use their 3rd block teacher**.

### **FOOD ALLERGIES**

Lunch will be eaten in the classroom. There will be space designated for life-threatening allergies for lunch as needed. After lunch, all teachers must wipe down tables. Students may not be responsible for wiping down the tables after lunch.

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

### **FOOD FROM OUTSIDE VENDORS**

Students are **NOT PERMITTED** to order food from outside vendors and parents are **NOT PERMITTED** to deliver food from outside vendors during snack time or other times during the regular school day. Exceptions may be made for groups on special occasions with approval from a school administrator. Please do not deliver fast food meals to the school for lunch as we cannot deliver these meals and we cannot pull students out of class to retrieve them from the office.

### **STUDENT DELIVERIES**

To protect the integrity of the classroom environment, we do not accept the delivery of flowers, food, or gifts for students in the main office. Parents who deliver items for students (lunches, athletic equipment, etc.) should be aware

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that we do not deliver items to students. Every effort should be made to refrain from dropping off forgotten items. Only athletic uniforms on game days and eyeglasses will be accepted in the front office or middle school office. Homework, musical instruments and additional coats, or umbrellas will not be accepted unless there are extenuating circumstances. We believe in encouraging student responsibility and ask parents not to deliver forgotten items to the school.

#### **MISCELLANEOUS**

##### **INCLEMENT WEATHER/SCHOOL CLOSINGS**

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

### **PARKING LOT LIABILITY**

1. Parking lot related incidences are not covered under any insurance policy. The school does not assume liability for damage to cars
  - a. Parked in the parking lot during school hours
  - b. Parked in the parking lot after school hours
2. The only exception to this policy will be when an adult observes a student accidentally causing damage to a vehicle while engaged in a school activity, such as physical education equipment breaking a window (e.g. a ball)
3. Otherwise, liability is as follows:
  - a. If a student willfully causes damage (i.e. not an accident as described above), the student's parent or guardian is responsible.
  - b. If a parent or other visitor causes damage, that individual is responsible.
  - c. If an employee causes damage, the employee is responsible.
  - d. If an unknown person causes damage and there is no witness, the affected individual would determine if they have applicable coverage through his/her individual insurance policies.

### **PERSONAL ITEMS**

Southern Wake Academy 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 SWA or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until the parents retrieve them. All items, including backpacks or purses, brought onto SWA property or to an SWA event or on any SWA sponsored trip of any kind may be subject to search at any time in accordance with the law. SWA shall not be responsible for any items lost or damaged while in its possession.

### **DESTRUCTIONS OF PROPERTY**

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

### **Resolution of Student Issues**

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. Dean of Students
3. Dean of the Middle School or Dean of the Upper School
4. Head of School

**NON-DISCRIMINATION POLICY**

Southern Wake Academy provides equal educational opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, religious affiliation or any other protected class. SWA 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 its Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

SWA 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. SWA shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of education nor the local board of education assumes the duty to oversee the operations of the SWA except as may otherwise be required to monitor SWA for compliance with applicable laws and regulations.

## APPENDIX A

### ADMISSIONS, ENROLLMENT, AND LOTTERY

SWA is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, SWA will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. The Academy will open enrollment for applications by December 1. The open enrollment period may end before the end of February. The dates will be published annually. If needed, the lottery will occur within 30 days of the end of the open enrollment period. The lottery date, time and location will be published on the school's website by January 31st of each year.

No criteria for admission will be used except the completed application. The application may be completed online through our website unless a family is unable to access the site. In that case, the family may come to school to complete the online application. The application will include the student's name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, current grade level, their grade level for the coming year, student's date of birth, the name of any siblings already enrolled at the school, declaration of the student's residence in the state of North Carolina, confirmation of access to email, parent email address and an indication as to how the family would like their children entered into the lottery (i.e. surname option).

#### 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 Head of School 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 SWA. If the student is on the waitlist at the time the retention decision is made, they will be moved to the correct grade level and placed on the waitlist of their new grade based on the number they were pulled during the lottery.

#### SURNAME OPTION

The Surname option is based on the Charter School Lottery Laws of North Carolina. The parent may choose to Accept or Decline the Surname option.

If the parent uses the Surname option, then only one application is entered into a school lottery per surname sibling. The parent may enter several surname *siblings* into a lottery, the last application that is submitted will be the Primary Surname Application and it will be the only one visible in the list of applications before a lottery is run. However, the parent will still see all sibling applications in their account. They can change which application is the primary surname application before the lottery is run.

When the lottery is run, if the Primary Surname Application is selected for admission, then the secondary surname applications will be given preference in the lottery (moved to the top of their prospective waitlist). On the other hand,

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if the Primary Surname Application is waitlisted when the lottery is run, then the secondary surname applications will be placed at the bottom of the waitlist. After the lottery is run, surname siblings have the ranking of the Application Preference Group 'Applicant Siblings'.

### **RETURNING STUDENTS**

Current Southern Wake Academy students will not be required to re-enroll. They will be asked to sign an Intent to Return letter for the coming year in January.

### **ENROLLMENT PRIORITY:**

The Academy 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 the Academy 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 the Academy administrators may consider any factors they consider relevant in making such determination.

### **MULTIPLE BIRTH SIBLINGS**

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

### **OTHER SIBLINGS**

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

### **LOTTERY PROCEDURES**

Prior to the general enrollment lottery, the school will conduct a sibling lottery of the students admitted in the prior year *if* more siblings have applied than there are available spots. If there are more siblings that have applied than

there are spots available, a grade level wait list will be started and students not receiving spots will be added to the wait list in the order in which they are pulled.

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

### **LOTTERY RESULTS**

Lotterease will send results to the email submitted in the parent registration. Each applicant will receive an email from Southern\_Wake\_Academy@Lotterease.com with their personal lottery results, indicating whether the student has been selected or their numerical position on the waitlist. When a student is SELECTED in the lottery, the parent will have a limited time to CONFIRM the student's attendance in Lotterease, and will then receive an "Attendance Confirmed" email with further instructions, including a link for the student's ENROLLMENT PACKET and the time frame in which it is to be submitted. PARENTS ARE RESPONSIBLE for checking email updates from Lotterease *and* responding within the given time frame.

### **STUDENTS APPLYING AFTER THE OPEN ENROLLMENT PERIOD**

Any students applying after the open enrollment period has ended will be placed directly after any wait-listed students from the lottery in the order the application was received. If an opening becomes available, the student will be offered a seat in the order the application was received.

### **ENROLLMENT**

Students selected in the Lottery drawing, SWA Siblings selected before the Lottery drawing, and/or students selected from the waitlist will have 7 calendar days from the date their "Applicant Selected" email was sent to accept (*confirm*) or decline enrollment (*attendance*) and submit enrollment paperwork. If a student is selected after April 14, they will have 5 days to accept or decline enrollment at the school and return the enrollment paperwork. If a student is admitted after May 22, they will have 2 days to accept or decline enrollment at the school and return the enrollment paperwork. If the school does not receive enrollment confirmation and the paperwork back in the specified time period, the spot will move to the next student on the waitlist. If enrollment is declined and then a parent later decides they would like to send their student after all, they will be asked to submit a new application on Lotterease and they will be placed on the wait list in the next available space.

As spaces at the school become available, the parent/guardian of the student will be contacted via email from

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Lotterease. Upon acceptance, 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.

#### **THE ACADEMY'S RIGHT TO REFUSE ENROLLMENT**

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

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

#### **HANDLING OF ERRORS**

##### **THE ACADEMY ERRORS**

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

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

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the waitlist behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

**PARENT ERRORS**

If a student name is duplicated in the lottery and the Academy 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.

**Proof of residency**

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

- Copy of deed or record of most recent mortgage payment
- Copy of lease agreement
- A utility bill dated within the past 30 days
- A valid NC driver's license or NC photo ID card
- A vehicle or property tax bill dated within the past one year
- A bank or credit card statement with a NC address dated within the past 60 days

**WITHDRAWAL**

If a parent would like to withdraw their child from the Academy, they should visit the school, provide proof of identification, and complete the withdrawal form. Parents are also required to list their student's next school on the form at the time of withdrawal. A Request for Records must be received from the student's new school for withdrawal to be complete. If the student will be homeschooled, the state issued homeschool registration form must be provided for the student to be withdrawn.

**APPENDIX B**

**STUDENT HANDBOOK AGREEMENT FORM**

The Southern Wake Academy will exist:

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

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

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

As a **student** of Southern Wake Academy, I \_\_\_\_\_ willingly agree to uphold the Academy's Honor Code in order to achieve my own success, my peers' success, and Southern Wake Academy's success.

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

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

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

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

