



# ENO RIVER ACADEMY COMPREHENSIVE MANUAL

Revised as of Feb 27, 2020

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# Mission Statement; Our School

## Mission Statement

Eno River Academy will nurture a community of academic and artistic distinction, as it enriches each student's cultural literacy.

## Our School

Founded in 1997, and one of the original one hundred charter schools allowed in North Carolina, Eno River Academy (ERA), formerly Orange Charter School, a public school of choice, offers young people in Kindergarten through 12th grade a center for learning in which they develop a strong intellectual, emotional, physical, and social foundation. Our program is characterized by a strong commitment on the part of staff and parents to nurture a community of academic and artistic distinction, as it enriches each student's cultural literacy.

ERA utilizes a STEAM (Science, Technology, Engineering, Art, and Mathematics) approach to curriculum delivery that is aligned to the Common Core Standards for Math and English Language Arts and North Carolina Essential Standards, in order to prepare students for high school and citizenship in our national and global community. The STEAM approach utilizes Project Based Learning in the classroom and across disciplines to equip our students with 21st century skills. Spanish for grades K-12, a class differentiated music program, and physical education multiple times per week (all K-12 students) augment the NC Essential Standards and Common Core Standards. Teachers combine proven educational materials such as Everyday Math, Wilson Reading, and Accelerated Reader with a variety of teaching methods and differentiation in order to tailor the instruction to the needs of each class and individual students.

The small size of the ERA school body and classes, as well as the low ratio of students to teachers, allows more individualized instruction and attention. Having a close knit community also encourages positive character formation. This setting and the approach it affords helps to develop young people with the skills that indicate "21st Century Learners:" effective written and oral communication, technological proficiency, creative and critical thinking, ethical behavior and the ability to collaborate with others as well as work independently.

ERA families are involved in generating and supporting creative ideas for enhancement of the learning experience through an effective Board of Directors, Committees, and Task Groups that bring parents, teachers and administration together.

In short, the education program at Eno River Academy prepares young people for further learning and citizenship by combining the best of tradition and innovation in a community of caring and engaged staff, parents and children.

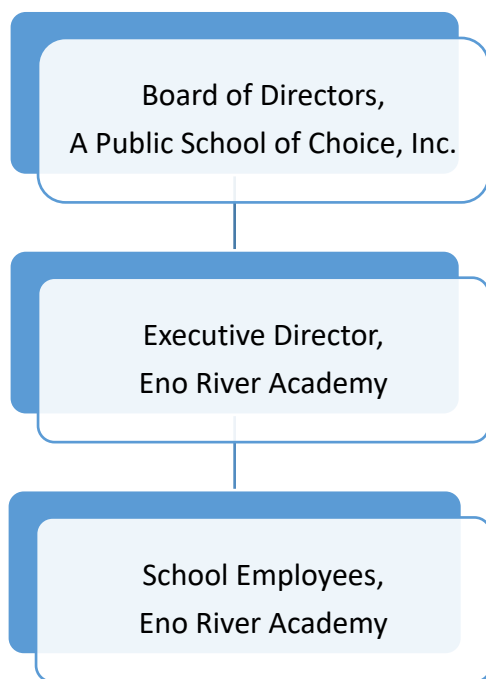
## Section 1: School Information

### Section 1.1 Introduction to the Comprehensive Manual

This Comprehensive Manual is provided to present an overview of the policies, regulations and procedures followed at Eno River Academy. This Comprehensive Manual is not intended to restrict in any way the authority of the school's administrators, teachers or staff to make additional rules and policies, not inconsistent with this Comprehensive Manual, that they are authorized by law to make for the operation of the school or classes. The Board of Directors encourages and supports the right of the school's administrators to employ a variety of disciplinary actions which may include, but are not limited to, suspension from school events and activities and out-of-school suspension.

Throughout this Comprehensive Manual, the Board of Directors may be abbreviated as "BoD" or "Board". Eno River Academy may also be abbreviated as "ERA".

### Section 1.2 Organizational Chart



### Section 1.3 Introduction to Charter School Governance

Under North Carolina charter school law, the state grants charters for charter schools to operate. The charter is given to, and owned by a non-profit corporation. The non-profit that owns our school's charter is called "A Public School of Choice, Inc." Per the by-laws of the corporation, Eno River Academy is governed by a Board of Directors described below and as described in North Carolina statutes.

Charter schools are not part of any school district; rather they are considered independent Local Education



Agencies (LEA's). As such, charter schools are accountable to the Department of Public Instruction (DPI) rather than the local school district. DPI monitors charter schools through the Charter School Office and other DPI departments. The State Board of Education (SBE) may revoke a school's charter if they do not abide by DPI policies and applicable laws.

## **Board of Directors**

Eno River Academy is governed by a Board of Directors. The voting members of the Board of Directors consist of: (a) six parents<sup>1</sup> elected by the members of the corporation,<sup>2</sup> (b) one non-parent community member elected by the members of the corporation, and (c) the one immediately preceding chair of the Board who may be elected by the Board to serve an additional one-year term at the Board's discretion. In addition to the voting members, the Board Directors also includes three non-voting members, consisting of the Executive Director, the Upper School Principal and the Lower School Principal. Board elections take place each spring.

"Governance" refers to policy making, and strategic and financial planning. The BoD must ensure that the school conducts itself within the bounds of North Carolina law and our Charter, which was granted based on our original application in 1997. Our BoD has multiple committees which facilitate the work of the Board by gathering information relevant for decision making. Committees also perform tasks as directed by the Board.

All parents are encouraged to be involved with the work of the Board Committees.

<sup>1</sup> "Parent" includes legal guardians.

<sup>2</sup> All "Parents" are members of the corporation.

## **The Executive Director and other Administrators**

Eno River Academy is run by the Executive Director who is hired by the BoD. Day to day operations, including implementing rules and policies not inconsistent with this Comprehensive Manual, developing and implementing procedures and plans, hiring and supervising administrators, faculty and staff, interacting with parents, etc., are under the purview of the Executive Director. The BoD relies on the Executive Director's expertise as an experienced educator and administrator in performing the day to administrative operations of Eno River Academy.

The Executive Director shall hire School Principals to assist the Executive Director in carrying out the administrative work of operating Eno River Academy. The term "School Principal" refers to the principal of the ERA Lower School or the principal of the ERA Upper School, as applicable. As Eno River Academy grows, the Executive Director may also hire assistant principals to assist the School Principals. The term "administrators" refers collectively to the Executive Director, the School Principals and any assistant principals.

## **Teachers**

In keeping with Charter School legislation in North Carolina, ERA teachers are encouraged to take a significant role in decision making at ERA, especially in the area of classroom instruction. ERA teachers are creative and energetic educators who strive to meet the individual needs of each class and student.

The BoD encourages teachers to be involved in BoD Committees, so that plans and policies are shaped with their input as well as that of parents. Teachers and Staff are entitled to vote in BoD elections if parent voting reaches a 40% involvement threshold.

## Section 1.4 Charter Agreement

The initial Charter Agreement was entered into by Eno River Academy, formerly Orange Charter School, in 1997. A copy of this charter agreement may be found as Addendum 1 of this document.

## Section 1.5 Current Charter

The current Charter is effective from July 1, 2017 to June 30, 2027. A copy of this Charter may be found as Addendum 2 of this document.

## Section 1.6 By-Laws

A copy of the current By-Laws may be found as Addendum 3 of this document.

## Section 1.7 Volunteering and Parent Involvement

Applicable North Carolina statute: N.C. Gen. Stat. § 95-28.3. Leave for parent involvement in schools. “(a) It is the belief of the General Assembly that parent involvement is an essential component of school success and positive student outcomes. Therefore, employers shall grant four hours per year leave to any employee who is a parent, guardian, or person standing in loco parentis of a school-aged child so that the employee may attend or otherwise be involved at that child's school...”

Like most schools, ERA encourages parents to be involved in the school. However, parent involvement is broader and more crucial at Eno River Academy because parents elect the BoD, give input regarding school governance, and lead important fundraising efforts that ensure the school's financial stability. Parental involvement can help enrich the learning environment in many ways. ERA expects parents to volunteer a minimum of three hours per month.

Procedures for volunteering or visiting during the school day: All visitors and parent volunteers must report to the main office and sign in, even if you have a scheduled meeting. Please wear one of our visitor nametags as well. This will insure a safe school environment for all our students.

## Section 1.8 Committees

ERA committees operate under the direction of the BoD. These committees play an important role by gathering information, making recommendations and completing tasks as directed by the BoD and defined below. Committees are empowered to make recommendations to the BoD but the BoD has the sole authority to review, discuss and make decisions regarding any such Committee recommendations.

### Section 1.8.1 Eno River Academy Policy on Committees

The following policy is to be used for standing and ad hoc Committees at ERA.

1. General. ERA Standing Committees will each have a description set forth in Section 1.8.2 of this policy.

- a) Standing Committees will have scheduled meetings open to all members of the community, and will operate in compliance with the North Carolina Open Meetings law.
- b) ERA Committees may move into closed session to discuss items which warrant confidentiality pursuant to Article 33C, Section § 143-318.11(a) of the North Carolina General Statutes.
- c) Ad Hoc Committees will have their purpose and duration set forth by BoD majority vote.
- d) Committees are empowered to make recommendations to the BoD but the BoD has the sole authority to review, discuss and make decisions regarding any such Committee recommendations.
- e) Committees can at no time have a quorum of voting members of the BoD.

2. Current Board Committees:

- a) Current Standing Committees are listed below. Descriptions may be found in Section 1.8.2 of this Manual.
- b) Community Grievance
- c) Employee Grievance
- d) Finance
- e) Parents and Teachers Helping (PATH)
- f) Future Visions

3. Committee Meetings- Visitors and Decorum. ERA Committees are open meetings that are to be conducted in accordance with the North Carolina Open Meetings law. All members of the ERA community and other members of the public are welcome and encouraged to attend Committee Meetings. The Chair of the Committee will, at the beginning of the Committee Meeting, determine if visitors are present and if such visitors care to make a public comment. If so, the Committee Chair will add a Public Comment section to the Committee Meeting Agenda. In order for everyone to be heard and in order for the Committee to complete its other work, the Committee Chair may limit the comment period for each visitor wishing to speak. Visitors may also, at the discretion of the Committee Chair, participate in the discussions and activities at the Committee meeting outside of the Public Comment period but only in so far as such participation does not interfere in the Committee's completion of its work or disrupt the decorum of the meeting. Any visitor or Committee Member who disrupts the meeting will first be warned by the Committee Chair and then, if such disruption continues, will be asked by the Committee Chair to leave the Meeting. If the person causing the disruption does not leave the Meeting after being instructed to do so, the Committee Chair may take such action as he or she deems necessary including, but not limited to, adjourning the meeting to a later date or until order is restored or relocating the meeting to another location. Committees may move into closed session in accordance with the North Carolina Open Meetings Law.

4. Committee Chairs, Board Liaisons and Committee Members.

- a) The BoD will appoint Committee Chairs, Board Liaisons and members of each Committee by majority vote as set forth below. (Members of the Community Grievance and Employee Grievance Committees and Chairs of Standing or Ad-Hoc Committees will be appointed by majority vote of the BoD by September of each school year and as needed throughout the school year.)

- b) Participation on any Board Committee is at the sole discretion of the BoD and any Committee Chair, Board Liaison or member of any Committee may be removed at any time by majority vote of the BoD.
- c) Committee Chair. Committee Chairs are to be appointed by a majority vote of the BoD, and in accordance with the Committee Description in Section 1.8.2. Chairs are responsible for keeping minutes or appointing a committee member to keep minutes. All final minutes once approved by the committee will be sent to the BoD Secretary by the Committee Chair for posting on the website. Notation shall be made in the minutes identifying any closed session, in accordance with North Carolina Open Meetings law and Article 33C, Section § 143-318.11(a) of the North Carolina General Statutes. Prospective Committee Chairs must have attended a minimum of six (6) meetings, or half of the held meetings, in the past twelve (12) months, of the Committee which they would like to Chair. (The Board Liaison may serve as the interim chair until the member selected by the BoD as Committee Chair has met these criteria.)

Committee Chairs have the ability to form teams to coordinate and undertake specific events and activities. Examples of this include, but are not limited to,

- i) Annual Book Fair and Read-A-Thon Team (PATH)
  - ii) Spring Carnival Team (PATH)
  - iii) Grant Research and Coordination (Finance)
  - iv) Annual Fund (Finance)
  - v) Hillsborough Holiday Parade (Future Visions)
  - vi) Last Fridays (Future Visions)
- d) Board Liaison. The Board Liaison for each Committee shall be appointed by majority vote of the BoD. Board Liaisons shall attend meetings of their appointed Committee and shall facilitate communication between the Board and their appointed Committee.
  - e) Committee Members. The Board Liaison for each Committee shall, as directed by the BoD, from time to time provide the BoD with a list of prospective Members of that Committee. The BoD will review such lists, and approve by majority vote such new member(s) to the Committee as it deems appropriate to meet the then current needs of ERA and the Committee.

## Section 1.8.2 Committee Descriptions and Duties

### Community Grievance Committee

- 1. Committee Membership
  - a) The Community Grievance Committee shall be chaired by an appointed member of the BoD. The committee shall also consist of two members of Eno River Academy as selected by the Chair of Grievance. All committee members of the Community Grievance Committee shall be appointed by the BoD by the September BoD meeting each year.

2. Meeting Requirements
  - a) The Community Grievance Committee shall meet as needed.
  - b) All meetings shall be held as defined by the Community Grievance Procedure.
3. Description and Duties
  - a) The Community Grievance Committee is commissioned by, and responsible to, the BoD to
  - b) Provide a forum for complainants with issues that have been unable to be resolved individually.
  - c) Recommend to the BoD possible resolution(s) after careful consideration of all information provided and/or collected.
4. Additional Policies
  - a) The Community Grievance Committee members shall be removed or appointed in accordance with the Eno River Academy Policy on Committees.

### **Employee Grievance Committee**

1. Committee Membership
  - a) The Employee Grievance Committee shall be chaired by the appointed Chair of the Community Grievance Committee, who shall be a member of the BoD. The committee shall also consist of the Vice-Chair of the BoD and an appointed member of the BoD. Members shall be appointed by the BoD by the September meeting each year.
2. Meeting Requirements
  - b) The Employee Grievance Committee shall meet as needed.
  - c) All meetings shall be held as defined by the Employee Grievance Procedure.
3. Description and Duties
  - d) The Employee Grievance Committee is commissioned by, and responsible to, the BoD to
  - e) Provide a forum for complainants with issues that have been unable to be resolved individually.
  - f) Recommend to the BoD possible resolution(s) after careful consideration of all information provided and/or collected.
4. Additional Policies
  - g) The Employee Grievance Committee members shall be removed or appointed in accordance with the Eno River Academy Policy on Committees.

### **Finance Committee**

1. Committee Membership
  - a) The Finance Committee shall be chaired by the appointed BoD Treasurer. The committee shall consist of the BoD Treasurer, ERA Executive Director and at least one Staff member of Eno River Academy.
2. Meeting Requirements
  - a) The Finance Committee shall meet as needed, and at least once per quarter.

3. Description and Duties

- a) The Finance Committee shall be commissioned by, and responsible to, the BoD to assume the responsibility for advising it on matters pertaining to finance, fundraising and budgeting. The Finance Committee shall coordinate with the accounting firm as chosen by the BoD. The Finance Committee shall maintain a continuing review of the financial affairs of Eno River Academy. Using this information, the committee shall make appropriate recommendations to the BoD regarding financial matters.
- b) The Finance Committee shall
  - i) Review the monthly budget spreadsheet provided by the accountant
  - ii) Make recommendations for revisions to the budget to the BoD
  - iii) Monitor any annual surplus and make recommendations to the BoD for short and long term investments, subject to majority vote by the BoD
  - iv) Coordinate with and monitor the accounting firm and banking institutions as appointed by the BoD
  - v) Coordinate with other committees as appointed by the BoD to plan for current and future needs of the school.
  - vi) Research and propose grant opportunities and coordinate with ERA staff and committees in submission of grants.
  - vii) Work with the ERA Executive Director and BoD to coordinate annual fundraising efforts.

4. Additional Policies

- a) The Finance Committee members shall be removed or appointed in accordance with the ERA Policy on Committees.

**Parents and Teachers Helping Committee (PATH)**

1. Committee Membership

- a) The Parents and Teachers Helping Committee (hereinafter “PATH”) is a standing committee of the BoD that shall be led by a Steering Committee. The PATH Steering Committee shall be comprised of some or all of the following members: Path Lead (Committee Chair), Teacher Appreciation Lead, Community Events Lead, K-5 Lead, Junior High 6-8 Lead, High School Lead, Social Development Lead, Data Lead, Treasurer, Secretary, Board Liaison and the Executive Director. The PATH Steering Committee may operate from time to time with fewer than all of the above-listed positions filled.
  - i) The PATH Committee Lead/Chair shall be an ERA community member appointed by the BoD. The Lead/Chair shall be responsible for overseeing and coordinating PATH activities; ensuring consistent meetings; ensuring active involvement of the Steering Committee members; interacting and communicating with the Executive Director and the BoD on behalf of PATH; recruiting ERA families as members of PATH; and creating and maintaining a notebook of PATH activities and procedures to pass on to succeeding Leads/ Chairs.
  - ii) The PATH Lead/ Chair shall present a list of ERA Community Members to the BoD for appointment to the PATH Steering Committee. The BoD shall review such proposed List and shall by majority vote approve such proposed PATH Steering Committee members as it deems in the best interest of PATH and the ERA community.
  - iii) The PATH Chair/Lead be responsible for keeping track of all PATH budget matters

and regularly updating the Executive Director. The Executive Director keeps the PATH budget including an accurate and detailed account of all the monies received and paid out on behalf of PATH including donations and any event proceeds in conjunction with ERA staff; ensuring funds are counted in conjunction with ERA staff and responding to Auditor or BoD Finance Committee requests.

- iv) The Data Lead/Secretary shall be an ERA community member approved by the BoD. The Data Lead/Secretary will record minutes of PATH general meetings and Steering Committee meetings and shall be responsible for distribution of minutes in a timely manner.
- v) The BoD appointed Liaison shall provide coordination between the BoD and PATH.

- b) General PATH committee members shall consist of any Eno River Academy staff person or ERA Community member. There is not a limit to the number of general committee members for the PATH Committee.
- c) The PATH year shall run from the beginning of June to the end of May each year. Each March, the current Steering Committee and any other members of PATH interested in discussion shall meet to create a list of recommended Steering Committee members and their proposed roles. Only the current Steering Committee shall vote on the members to be recommended to be appointed by the BOD. The nominations will be given to the BoD in March and the Steering Committee members of the PATH Committee shall be reviewed by the BOD at their April meeting. Additional appointments may be made at any BoD meeting, as deemed appropriate by the BoD.

## 2. Meeting Requirements

- a) The PATH Committee shall set its meeting schedule in January of each year and shall meet according to the schedule for that year and as otherwise needed but at least three times each year. PATH subcommittees shall meet as needed during the course of the year.
- b) The PATH Steering Committee shall meet as needed but at least bi-annually.
- c) All meetings shall be open to the membership of Eno River Academy and the general public.

## 3. Description and Duties

- a) The PATH Committee shall operate under the direction of, and shall be responsible to the BoD. The primary function of the PATH Committee is to coordinate internal activities to support and enhance the educational and social experiences of the children and families of ERA. The Path Steering Committee Lead/Chair shall regularly coordinate with the Executive Director of ERA in meeting PATH'S annual goals as well as presenting monthly reports including financial data to the Executive Director and BoD.
- b) The PATH Committee, upon recommendation of the PATH Steering Committee and approval of the Bod by majority vote, may from time to time create additional PATH task teams to better serve the purposes of PATH and carry out any additional requests from the BoD. Each such additional task team shall have a team Lead approved by the BoD.

## Future Visions Committee

### 1. Committee Membership

- a) The Future Visions committee shall be chaired by an Eno River Academy member as

appointed by the BoD. The committee shall also consist of an appointed Liaison from the BoD. Additional members may also consist of any Eno River Academy staff person or Community member. All committee members of the Future Visions Committee shall be appointed by the BoD. Appointments of the Chair and Board Liaison to the Future Visions Committee shall be made by the BoD by the September BoD meeting of each year. Additional appointments may be made at any BoD meeting, as deemed appropriate by the BoD.

2. Meeting Requirements

- a) The Future Visions Committee shall meet as needed but at least three times each year.

3. Description and Duties

- a) The Future Visions Committee is commissioned by, and responsible to, the BoD to draft policies and procedures as directed by the BoD by majority vote. The Future Visions Committee shall coordinate with BoD to revise the Strategic Plan during the Spring of each school year.
- b) Future Visions Committee shall
  - i) Draft policies and procedures as directed by the BoD. Drafts may be worked on by individual members, but shall be completed during scheduled meetings for input by all members.
  - ii) Present draft policies and procedures to the BoD for comments. After the BoD meeting, revisions by the BoD members shall be incorporated into the draft. Draft policies and procedures will be provided to the Board Secretary in a format that can be posted with the minutes for the BoD meeting. Draft policies and procedures will also be sent via email to the members and employees of ERA and/or posted to the School website until the following BoD meeting.
  - iii) A final draft of any policy or procedure will be completed at the next Future Visions Committee meeting following the BoD meeting where the draft was presented.
  - iv) Final drafts will then be presented to the BoD for adoption.
  - v) Final approved policies and procedures will be saved electronically with the date of adoption, will be posted with that month's BoD minutes, issued to members and employees of ERA and any affected manuals or handbooks will be amended.
  - vi) The Strategic Plan shall be reviewed no later than February and goals met, needing extension, or no longer valid will be noted. Minor updates or additions to the Strategic Plan may occur at any time, provided they are approved by the BoD.
- c) The Future Visions Committee is also responsible for community outreach activities. Teams may be formed by the Committee Chair to coordinate these activities. ERA Community Outreach activities should annually include, but not be limited to,
  - i) The Hillsborough Holiday Parade
  - ii) Hillsborough Last Friday booth and activities

4. Additional Policies

- a) Future Visions Committee members shall be removed or appointed in accordance with the Eno River Academy Policy on Committees.



## Section 2: School-Wide Policies and Procedures

### Section 2.1 Eno River Academy Policy on Bullying and Harassment

#### Section 2.1.1 Prohibition of Harassment, Intimidation, and Bullying

Eno River Academy (ERA) is committed to a safe and nurturing educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. At ERA, bullying or harassment of any member of the community - for any reason - is not acceptable and will not be tolerated. Every staff member, teacher, volunteer and student associated with this school is expected to treat their fellow colleagues, students, peers and classmates with respect and compassion regardless of differences.

‘Person’ shall include, but not be limited to, parents, students, staff, volunteers, and guardians.

#### Section 2.1.2 Definition of Harassment, Intimidation and Bullying

Pursuant to North Carolina General Statute § 115C-407.15 (a), bullying or harassing behavior is defined as: "any pattern of gestures or written, electronic or verbal communications, any physical act or threatening communication, that takes place on school property, at any school-sponsored event or on a school bus, and that:

1. Places a person in actual or reasonable fear of bodily harm or damage to his or her property; or
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. For the purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior."

In accordance with NC General Statute § 115C-407.15 (a):

- "No person shall be subjected to bullying or harassing behavior by school employees or students."
- "No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior."
- "A person who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official."
- "Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by an actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics."

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions.

“Intentional acts” refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

In recognition of state and federal laws protecting freedoms of speech and religion, including NC General Statute § 115C-407.18 (a)<sup>1</sup>, this policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment.

Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules. However, pursuant to ERA policy on Non-Discrimination in the Curriculum and Classroom, “there will be mutual respect for any cultural or religious differences ....” Therefore, teachers and other figures of authority in the ERA community will not intentionally promote or denigrate any religious, political or world views in a way that creates a hostile environment for any individual student or group of students or other ERA community members.

### Section 2.1.3 Reporting and Corrective Action

Any person who has witnessed or has reliable information that a student or school employee has been subject to an act of bullying or harassing behavior should report the incident to the Teacher, other staff member in charge or the School Principal. In the case of sustained bullying or harassment the School Principal is to be notified in addition to the Teacher or staff member in charge. If a teacher has been subject to an act of bullying or harassing behavior, the incident should be reported to the School Principal.

Students are free to report bullying or harassment to the teacher or staff member with whom they feel most comfortable. Students may also file a formal grievance according to the ERA Grievance procedures.

Students have a right to report without fear of reprisal, therefore such reports may be made anonymously. Anonymous reporting means that the identity of those who report will not be shared with those suspected of bullying or their parents unless express permission is given, but it may be shared with the School Principal or other staff members as appropriate.

Counseling, corrective discipline and/or referral to law enforcement may be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation against any person for reporting harassment, intimidation or bullying also constitute violations of this policy.

Parents who believe that they or their child is either the victim or perpetrator of bullying they should act in accordance with the ERA Grievance Procedure by speaking first to their child's teacher about their concerns. If the situation does not improve, parents should take their concerns to the School Principal. If they feel the situation is not resolved they may file a formal grievance with the ERA Community Grievance Committee.

Employees of ERA who feel they have been the victim of bullying or harassment by other employees or volunteers at ERA should refer to the ERA Employee Handbook and Employee Grievance Procedure for policies and procedures related to this issue relative to employees.

### Section 2.1.4 Proactive Measures to Reduce or Eliminate Bullying at ERA

A copy of this policy shall be given to all employees. This policy will also be included in the Comprehensive Policy.

Teachers will actively promote awareness of bullying and strategies for dealing with bullying that are age appropriate and responsive to the prevalence of bullying in each class. They may use instructional time to lead

discussions or activities designed to raise awareness of and skills for coping with and reporting bullying. They may call upon other staff members who have specific training about this issue to help in their classroom. Teachers will explain the concept of anonymous reporting to all students in a class where any act of bullying is suspected or has been witnessed by or reported to a staff member.

The administrators will collectively evaluate the prevalence of bullying or harassment at ERA and the extent of training and skills for dealing with these issues on the part of staff members to ensure an adequate level of specific training among the staff as a whole. The administrators may use funds designated for continuing education and/or designated staff development time to enhance staff awareness and skills related to this issue.

- <sup>1</sup> This Article shall not be construed to permit school officials to punish student expression or speech based on an undifferentiated fear or apprehension of disturbance or out of a desire to avoid the discomfort and unpleasantness that always accompany an unpopular viewpoint.

## Section 2.2 First Aid Plan

### Section 2.2.1 Introduction

The health and well-being of the student is of paramount concern at Eno River Academy. The school, acting in loco parentis, must assume certain responsibilities when accidents or sudden illness occur. Each situation will determine the action to be taken, based on the individual circumstances of each accident or illness. Since first aid is the immediate care given to an injured or ill person before the services of physician can be secured, caution needs to be exercised in all emergency care. First aid includes knowing what not to do as well as what to do. The school personnel must be able to respond quickly and provide first aid to minimize further injury to the student while present in the school environment.

### Section 2.2.2 Guidelines

The following are first aid guidelines for the care of sick or injured students:

1. Have a staff members certified in first aid and CPR who are designated to assume responsibilities in first aid situations.
2. Parents should be notified in all cases of accidents or sudden illnesses. Notification should be done in such a manner as not to create undue panic.
3. A responsible person should remain with the student until the parent assumes responsibility. NEVER LEAVE A STUDENT UNATTENDED.
4. If the parent/guardian or emergency contact persons cannot be reached, an administrator should assume responsibility for the disposition of the case.
5. Appropriate documentation must be made on school records. After immediate care in the the decision will be made whether the student should stay in school. Some guidelines to follow are:
  - will it interfere with learning (pain, eye injury, abdominal pain, malaise)?
  - will it be a hazard to the health of classmates (communicable disease)?
  - will it interfere with the student's mobility (sprained ankle)?

Medical care is the responsibility of the parent/guardian. The hospital, medical clinic, or health department will not treat a student who is not accompanied by a parent/guardian.

A Serious Medical Emergency Includes:

1. Difficulty breathing or stopped breathing.
2. Bleeding which appears difficult to control.

3. State of shock due to:
  - Excessive bleeding.
  - Severe pain.
  - Insulin reaction or diabetic coma.
  - Physical or emotional trauma.
  - Allergic reaction.
4. Unconsciousness (beyond fainting).
5. Excessive burns.
6. Drug/alcohol overdoses.
7. Poisonings.
8. Fractures.
9. Complication of pregnancy/labor and delivery.
10. Animal bites.

Emergency Procedures to remember are:

1. Someone should remain with an ill or injured student until the situation is corrected or the parent/guardian has come for the student.
2. All serious accidents and illnesses must be reported to an administrator.
3. If 911 is called, the Executive Director, the parent (if possible), and school health coordinator must be notified. This can be done after the student has been given emergency care.

Action to be taken:

1. Call 911 and begin first aid/CPR as situation indicates.
2. Contact the parent/guardian or emergency contacts.
3. Do not move the student if there is suspected injury to the neck or spine unless necessary to prevent further injury.
4. Maintain open airway. If bleeding from mouth or jaw, or if vomiting, turn head to the side.
5. If possible, raise feet 8-12 inches. If this causes problems with breathing or additional pain, lower the feet.
6. Place a blanket over student to prevent chilling. Do not allow student to overheat.
7. Do not give fluids or food.
8. If unconscious, do not place anything under the head.
9. Record extent and duration of unconsciousness.

Additional Instructions:

1. If parent/guardian cannot be contacted, call emergency contact person listed on emergency card.
2. If unable to contact either parent/guardian or their emergency designee, notify an administrator.
3. If student is to be transported via ambulance and the parent is unavailable, an appropriate school representative should accompany the student to the hospital. Be sure to take a copy of the emergency card giving permission to hospital personnel for treatment.
4. In case of an injury occurring at school, a Student Injury Report Form should be completed by school staff.
5. School health staff treating the student should share the pertinent (what, when, where, how and time) information to assure accuracy in reporting.

### Section 2.2.3 Emergency Protocol

Immediate treatment and mobilization of emergency medical services are required for the following:

1. Acute Airway Obstruction

2. Severe Chest Pain or Shortness of Breath
3. Unconsciousness
4. Near Drowning
5. Massive External and/or Internal Hemorrhage
6. External or Internal Poisoning
7. Severe Allergic Reaction/Anaphylaxis
8. Suspected Neck, Back, or Head Injury
9. Severe Wounds of the Eye
10. Heat Stroke
11. Penetrating/Crushing Chest Wounds/Multiple Trauma
12. Chemical Burns, Second/Third Degree Burns

#### School Emergency Plan

1. Call 911 and begin first aid/CPR as situation indicates
2. Call Parent/Guardian
3. Notify an administrator

#### Telephone Numbers

1. Local Fire/Rescue: 911
2. Poison Control: 1-800-282-3171
3. Animal Control: (919) 644-3050 or (919) 942-6300 (Orange County Sheriff's Department)

## Section 2.3 Blood Borne Pathogens

### Blood Borne Pathogen Exposure Control Plan

OSHA, the Occupational Safety and Health Administration, requires that you to use Universal Precautions when you come into contact with any type of bodily fluids. Universal Precautions require using a barrier between yourself and any type of bodily fluid.

#### Exposure Determination

Any ERA employee may be exposed.

#### Compliance Methods

All employees are expected to:

1. Wear gloves when:
  - a) You come into contact with open cuts, nicks, and skin abrasions, including dermatitis (inflammation of the skin) and acne (inflammations of the oil glands of skin, producing pimples).
  - b) Any contact with the mucous membranes of the mouth, eyes, or nose that visibly show blood.
  - c) Cleaning up diarrhea or vomit.
2. Remove gloves in a way that decreases contamination:
  - a) With both hands gloved, peel one glove off from top to bottom and hold it in the gloved hand.
  - b) With the exposed hand, peel the second glove from the inside, tucking first glove inside the second.
  - c) Dispose of the entire bundle promptly.

3. Dispose of gloves in a covered plastic-lined waste container.
4. Thoroughly WASH HANDS each time gloves are removed.
5. Clean spills by wearing gloves and using a soap and water solution to clean area and then a bleach and water solution to disinfect.
6. Follow Universal Precautions. Treat every incident as if the person is infected with infectious blood diseases.
7. Blood stained or vomited on children's clothing must be placed in a plastic bag and sent home with the parents. Any staff member who has blood on clothing will be allowed to go home and change clothes. Blood stains on children's clothing are never rinsed at school.
8. Report all blood exposures, and fill out an Accident report and log the exposure.
9. Wash hands before eating, after using the toilet, after changing a diaper, and whenever soiled. Use gloves when handling food.

The School Administration will:

1. Provide gloves in accessible areas and in first aid kits in classrooms and on the playground.
2. Review exposures in the accident log book.
3. Discuss all exposures with a medical professional to determine need for follow-up testing.
4. Provide training for the staff or see to it that they all obtain training. Keep records of training.
5. Assure clean-up of spills and accessibility of equipment to clean up the spill.
6. Make a copy of the plan available to all staff members at all times.
7. If syringes are used at school, they will be taken home by the parents to be disposed of as domestic use.

### **Hepatitis B Vaccine**

Staff members certified to administer first aid are required to receive the Hepatitis B vaccine. ERA will cover the cost of the vaccination. In the event that student staff has a blood exposure while on the job, they should immediately contact a health professional.

## **Section 2.4 Wellness Policy**

### **Physical Education and Activity**

A certified physical education teacher shall teach physical education.

Participation in the physical education program shall be required of all students for approximately two hours per week.

Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of science, math, social studies, and language arts. To promote learning, staff will incorporate physical activity within the school day with the goal of limiting extended periods of inactivity. Ideas for easily integrating physical activity into the classroom setting can be found at the Energizers website offered through East Carolina University. [www.ncpe4me.com/energizers.html](http://www.ncpe4me.com/energizers.html)

Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge. Students at all grade levels will have access to a physical education curriculum which includes opportunities to learn, meaningful content, and appropriate instruction.

Physical education classes shall have a student/teacher ratio similar to other classes. Adequate equipment is available for all students to participate in physical education.

The school provides a physical and social environment that encourages safe and enjoyable activity for all students, including those who are not athletically gifted.

Every nine weeks, information will be provided to families to help them incorporate physical activity into their student's lives.

The certified physical education teacher is the only Eno River Academy teacher who may require students to run laps, or complete pushups as a part of the physical education program.

No school personnel may use physical activity as a form of punishment.

### **Eating Environment**

The students shall be provided with adequate time to eat their meals. The National Association of State Boards of Education recommends that students should be provided with twenty minutes to eat their lunch from the time the student is seated.

The lunch period will be scheduled as near the middle of the school day as possible. Food is not used as a reward or punishment for student behaviors, unless it is detailed in a student's Individualized Education Plan (IEP).

Dining areas have enough space for seating all students.

The school will provide students the opportunity to wash their hands before and after eating meals or snacks.

The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.

The Kindergarten, first, and second grade students will have their recess period first, followed by their lunch period. Studies have shown that early elementary students consume more of their lunches when their lunch period follows their recess period.

### **Healthy and Safe Environment**

School buildings and grounds, structures, and equipment shall meet all current health and safety standards.

Eno River Academy shall maintain an environment that is free of tobacco (including electronic cigarettes), alcohol, and other drugs.

### **Nutrition Education**

Nutrition education will be integrated into other areas of the school curriculum such as math, science, language arts, and social studies.

Nutrition education will involve sharing information with families and the broader community to positively impact students and the health of the community. Eno River Academy will provide information to families that encourage them to teach their children about health and nutrition and to provide nutritious meals for their families.

Eno River Academy will provide parents “helpful hints” relating to childhood obesity, diet, and health activities monthly in the “Orange Peel”. In addition, Eno River Academy will display information posters on each floor of the school building and cafeteria that illustrate concerns associated with obesity, diet, and healthful activities.

### **Daily Recess Period**

Eno River Academy will provide daily recess for Kindergarten through fifth grade students, preferably outdoors, during which the school will encourage moderate to vigorous physical activity through the provision of adequate space and equipment. Exceptions may be made by the School Principal for circumstances such as shortened days, special events, and altered schedules.

Children will only be able to bring items from home that would be considered outside toys (e.g., balls, jump ropes, Frisbees, etc.) to be used during the recess period.

Recess must be supervised.

Appropriate equipment and space is to be made available so that students can be physically active and safe.

Staff will be encouraged to limit using recess time for students to make up work or as a time to administer discipline to a maximum of ten minutes. A student’s recess period may be used as a time for disciplinary action at the discretion of School Principal.

Hazard Analysis and Critical Control Points (HACCP) plans and guidelines are implemented to prevent food illness in schools.

### **Foods and Beverages**

Eno River Academy is encouraged to consider wellness issues and student allergies when planning incentive and promotional activities.

ERA will discourage students from sharing their food or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children’s diets.

Parents are encouraged to provide healthy food choices or non-food items for birthday celebrations at school. School birthday parties will not occur until after the end of the last lunch period of the day.

### **Compliance**

The Eno River Academy administration is responsible for providing for annual notification of this policy and procedure to staff, students, and parents.

The school-based instructional staff and administrators are responsible for the delivery of the written curriculum in the classroom.

The administration will ensure that opportunities for physical activity are provided during the school day in accordance with this policy.



Food fundraisers may be held at the discretion of the administration.

## **Rewards**

Eno River Academy will not use foods or beverages as rewards for academic performance or good behavior, and will not withhold food or beverages as a punishment under it is detailed in a particular student's Individual Education Plan.

Non-food reward ideas may be found at the Constructive Classroom Rewards website:

[www.cspinet.org/nutritionpolicy/constructive\\_rewards.pdf](http://www.cspinet.org/nutritionpolicy/constructive_rewards.pdf)

## **Staff Wellness**

Eno River Academy is encouraged to offer educational activities for school staff members on healthy lifestyle behaviors, eating, physical activity, and injury prevention.

Eno River Academy is encouraged to offer periodic screening at school for blood pressure, blood cholesterol, body mass index, and other health indicators.

Encouragement of staff members to set medical appointments for screening for cancer, heart disease, diabetes, and other diseases.

Healthy Workforce 2010: An Essential Health Promotion Sourcebook for Employers, Large and Small, Partnership for Prevention. [www.prevent.org/publications/HealthyWorkforce\\_2010.pdf](http://www.prevent.org/publications/HealthyWorkforce_2010.pdf)

## **Section 2.5 Non-Discrimination in the Classroom**

Eno River Academy embraces diversity, respects the belief/value systems of all members of the ERA Community, advocates artistic expression, and a well-rounded educational experience. ERA and/or ERA staff will not promote a specific religion or belief nor discriminate against any student or parent based upon their beliefs. ERA also has the expectation that within the ERA community (faculty/staff, students and families) there will be mutual respect for any cultural or religious differences of any of its members.

Subject areas covered in the ERA Curriculum, as posted on the ERA website for reference for all members of the ERA community and/or a syllabus sent home with the students by the teachers at the beginning of the school year or term, fulfill all requirements of the North Carolina Standard Course of Study (NCSCS) which is required by the statutes of the State of North Carolina. As such, any challenges to specific areas of ERA curriculum content which are required by the NCSCS by an ERA student and/or their parents/guardians based on religious or cultural grounds, will require approval from the subject/grade teacher and/or the ERA administration. Challenges must be made within one week of the school day/week in which the challenged subject area will be taught. This will allow the subject/grade teacher to arrange an alternative, but closely related subject that will fulfill NCSCS requirements for the student. The student may require relocation to another classroom or a common area (with adult supervision) for the alternative assignment. The alternative assignment may or may not be presented didactically by the student's teacher (i.e., reading a book chapter, hands-on project, other teacher, other media, etc.). The student will be expected to master the alternative material to the same degree as the standard class material.

ERA students and/or their parents/guardians challenging the ERA curriculum who disagree with decisions on the challenge by the teacher and/or ERA administration can file a formal grievance with the ERA Grievance Committee

where a decision will be made in conjunction with the ERA BoD.

## Section 2.6 Anti-Nepotism Policy

1. No voting members of the BoD shall be an employee of a for-profit company that provides substantial services to ERA for a fee.
2. No employee of ERA shall be immediate family to any member of the BoD.
3. No employee of ERA, whether hired by the BoD or a management company, shall be a voting member of the BoD.
4. No teacher or staff member that is immediate family of the Executive Director shall be hired without the BoD evaluating their credentials and establishing a structure to prevent conflicts of interest.
5. Before any immediate family, as defined in G.S. §115C-12.2, of any member of the Board or a charter school employee with supervisory authority shall be employed or engaged as an employee, independent contractor, or otherwise by the Board in any capacity, such proposed employment or engagement shall be:
  - (i) disclosed to the Board and
  - (ii) approved by the Board in a duly called open-session meeting.

## Section 2.7 Technology Plan

It is the policy of ERA to update the Technology Plan as prescribed by the NC Department of Public Instruction. The 2012-2014-LEA/Charter Technology Plan Notes and Guidelines for Completion may be found as an addendum to this Manual.

## Section 2.8 Crisis Plan

The BoD will review and perform any necessary updates to the Crisis Plan at the July BoD meeting each year.

### ENO RIVER ACADEMY CRISIS PLAN

#### **For ERA Staff Members**

ERA staff members are required to keep a copy of this plan at home.

Emergencies affecting students and staff fall into several general categories:

1. On-campus threats to the safety of students and/or staff
2. Medical emergencies occurring on campus
3. Accidents off campus involving a student or staff member
4. Weather-related emergencies or fire during the school day
5. Weather-related or fire damage to the school during off hours
6. Disasters away from school that affect a larger number of people and will be major (and upsetting) news stories (major natural disasters, terror attacks, etc.)

#### **Emergencies That Occur During School Hours**

Once the immediate emergency passes, the ERA Crisis Team will convene if further action is necessary.

#### **ERA Crisis Team**

If the Executive Director is not available, the next person on the Crisis Team will take the lead position in

facilitating the response.

1. Executive Director
2. School Principal
3. School Counselor

#### **Steps To Follow In Case of an ERA Emergency During School Hours**

1. If a lockdown is necessary, it will be announced via intercom according to the procedure listed below, and either an administrator or the office manager will call 911. In the event of a medical emergency, the staff member closest to the affected person calls 911 immediately (after calling for assistance in dealing with the situation if necessary).
2. The Executive Director will notify the Board Chair of the situation as soon as practical.
3. If the situation does not present immediate danger to students or staff, the Crisis Team will meet to assess the situation and decide which actions should be taken.
4. The Crisis Team will inform the staff of the decisions made.
5. All media inquiries will be referred to the Executive Director. If the Executive Director is unavailable or otherwise occupied, media inquiries will be referred to another administrator. ('We have no comment at this time' shall be the response if Principal is unavailable).
6. The Crisis Team will determine when and how students will be told of the crisis. All staff members will be instructed by the Crisis Team regarding procedures for informing students of each crisis.
7. Crisis Team will determine if specific individuals need intervention, who will deliver intervention, in what room.

#### **Steps To Follow After the Crisis**

1. The office manager will complete all appropriate paperwork (i.e., 'Student Injury Report').
2. Copies will be filed with the school office and (where applicable) parents and government agencies.
3. Schedule follow up meetings with ERA Crisis Team, staff, and any other affected individuals to debrief.

#### **In Case of Early School Dismissal**

If school is dismissed early for any reason, parents/guardians will be notified via the automated telephone notification system of dismissal time. Students remaining at school after car riders leave will be held in the cafeteria. The office manager will be responsible for manning the office phone. During non-business hours, the out-going message on the school's answering machine will provide all necessary information.

#### **In Case of Tornadoes or Very High Winds**

ERA Tornado Drill goes into effect:

- Follow the tornado plan posted in the classrooms.
- Teachers will take students and attendance list to assigned area.
- Teachers ensure all students are out of the room, close door and turn off lights.
- The Executive Director and/or the School Principal will notify teachers and students when it is safe to return to class.

#### **In Case of Fire**

ERA Fire Drill goes into effect:

- Follow the exit plan posted in the classrooms.
- Teachers will take students and attendance list to assigned area.
- Teachers insure all students are out of room, close door, and turn off lights.

- The Executive Director and/or the School Principal will determine which alarm was set off and notify teachers as to when students may return to the building.

### **Bomb Threat**

During a Bomb Threat students will remain in the classroom unless otherwise directed to evacuate the building. If someone receives a bomb threat, they must immediately notify the Executive Director and/or the School Principal who will contact 911. Make sure students have turned off all cell phones and electronic devices. If evacuated, remain as far away from the building as safely possible until ALL CLEAR is announced.

### **Lockdown Procedures**

1. Lockdown alert to staff: A call on the intercom will instruct staff members to lock or secure rooms. No code words will be used. Instructions will be clear and specific. Teachers supervising recess or physical education will be notified via walkie-talkie. If there is a threat of violence, time is of the essence; therefore any member of the staff is empowered to call for a lockdown. To initiate a lockdown, call or text the main office to notify the School Principal or the office manager of the situation.
2. P.E. K-5—Teacher takes students to classrooms. P.E. Middle School—Teacher will take students to the equipment closet or closest classroom and then report the location to the principal and/or office manager via walkie-talkie or telephone.
3. Recess – The assigned teachers on duty will take students to classrooms and wait with students.
4. The School Principal or their designee will check hall bathrooms.
5. Staff will place a green card in their door and exterior viewing windows if the room is secure with no emergencies, and a red card if immediate assistance is needed.
6. The School Principal (or office manager if the School Principal is unavailable) will secure the main entrance if it has been open for drop-off or pick-up.
7. The office manager or the School Principal will call 911.
8. When immediate crisis is over: Administration will notify each classroom in person. The Crisis Team will then meet to plan post-crisis communication.

### **Communications regarding School Cancellations, Delays or Early Releases**

In the case that school is cancelled, delayed or a decision is made for an early release, an administrator or office manager will issue an automated telephone voice broadcast message and will post notices on the ERA website and the school' Facebook page. In addition, delays and closings will be posted with WRAL and WTVD television stations.

### **Review**

This plan shall be reviewed at least once during the course of the school year at ERA Staff Meetings.

## **Section 2.9 Public Conduct Policy**

No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct cause disruption of any lawful function, mission or process of the school.

Individuals who fail to follow this policy shall be subject to the restriction or revocation of the following privileges:

1. Presence on Eno River Academy (ERA) campus

2. Presence at any ERA sponsored function, including off-campus field trips
3. Appointment to or participation in ERA committees
4. Board membership

Pursuant to N.C.G.S. § 143-318.17, the Open Meetings Law does not give members of the public the automatic right to speak or participate in an official meeting. In fact, if a person interrupts, disturbs, or disrupts an official meeting, the presiding officer may direct that person to leave the meeting. If that happens and the disruptive person refuses to leave, he or she may be charged with a misdemeanor.

If the BoD decides to restrict or revoke privileges, it shall cite the specific breach(es) of the Public Conduct Policy. The BoD as a body may decide by majority vote to restrict or revoke privileges of ERA community members as outlined in bullets one through four above. The duration of the restriction or revocation will be at the discretion of the BoD.

## Section 2.10 FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under that law, parents of students or students, if they are at least 18 years of age, have both the right to inspect records kept by the school about the student and the right to request that the school correct inaccuracies in the records. Requests to review student records should be made in writing to the School Principal. The School Principal will schedule the review as early as possible but in no case later than 45 days from the date of the request. The review will take place in the main office or a designated location and a school official qualified to interpret student records will be present at the review. ERA may allow copies of the review to be available after the review and may charge a fee for copies. Access to the records by persons other than the parent or an eligible student is limited and generally requires prior consent by the parents of the student. ERA Board policy governs all the rights of parents or students under FERPA. Eno River Academy classifies the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Height of members of athletic teams
- Current grade level
- Photographs of students or groups of students that do not contain other identifying information

School officials may release directory information to any person without the consent of the parent or the student. School officials will notify the parent or eligible student about the release of this information. Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing, the School Principal within ten (10) days after the date of this notice. The objection must state what information the parent or student does not want classified as directory information. If no objection is received within ten days, the information will be classified as directory information until the beginning of the next school year.

Parents or eligible students who wish to request the school amend a student record should write the School Principal, clearly identify the part of the record that they want amended, and specify why it should be amended. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a meeting with the School Principal. If the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

## Section 2.11 Community Grievance Procedure

### **Step 1: Attempt to Privately Resolve Issue**

Request a face-to-face meeting with the individual with whom you have a grievance.

### **Step 2: Meet with the School Principal and/or Executive Director**

If there is no resolution with the individual, request a meeting with the School Principal and/or the Executive Director. The School Principal or Executive Director, as applicable, shall provide a brief written summary of this meeting to the complainant and the Vice Chair of the BoD (i.e. Chair of Personnel Committee) when this meeting is regarding an employee of Eno River Academy.

If the grievance is with the Executive Director specifically, and you have already met with him/her, you may submit directly to the Community Grievance Committee (CGC) as outlined in the following steps.

### **Step 3: File Grievance**

If there is still no resolution, submit a written detailed account of the grievance which includes supporting documentation, any policy or procedure violations and a goal of resolution to the CGC. This document may be shared with the respondent(s) by the CGC within three (3) business days of receipt.

### **Step 4: CGC Arranges Hearing**

The CGC sets up a hearing to take place within 14 calendar days of receipt of the letter of request from the complainant.

### **Step 5: Hearing**

Present at the hearing are the CGC, the complainant and the respondent. The procedure for the hearing as follows:

- a) The complainant presents his/her grievance. (Content outside that of the original complaint will not be heard)
- b) The respondent is given time to respond.
- c) The CGC is given time to ask questions as needed.
- d) The respondent and the complainant are dismissed.
- e) CGC deliberates and begins to write a recommendation, and/or seeks additional information.

### **Step 6: Resolution**

- a) Within five (5) business days, the CGC sends its recommendation to the school board, the complainant and the respondent.
- b) At the next school board meeting, the recommendation is either placed on the consent agenda or discussed by the Board. If necessary (i.e. if time is a concern), an emergency or special school board meeting may be called to address the grievance.
- c) If the Board approves the recommendation, it is implemented and the process is finished. d) If the Board rejects the recommendation by majority vote, an immediate executive (closed) session is called to re-hear the grievance (in the same format as Step 5). Immediately following this executive session the entire attending Board reconvenes and decides by a majority vote to accept or reject the new recommendation. The process is finished when the new recommendation is accepted and implemented.
- d) A copy of the final resolution shall be provided to the school's attorney.

Addendum: Documents

Where applicable, documentation of any decisions, resolutions and any actions taken by the BoD or the applicable administrator shall be placed in the personnel record of any Eno River Academy staff member against whom a grievance was filed.

## Section 2.12 Public Comment Policy

The Eno River Academy Board of Directors encourages community involvement and welcomes public comment during open board meetings. In order to provide an opportunity for input while conducting an efficient meeting, individuals and group may provide comments in accordance with the following policy.

Members of the public wishing to speak during the public comment period should fill out the Public Comment Form, including their full name and general nature of their comments, prior to the start of the Board Meeting in which they wish to speak. Comments must be related to legitimate school business. The Presiding Officer or his/her designee will recognize the public member(s) to speak during the scheduled public comment period (usually held near beginning of the board meeting) in the order in which they had completed their request to speak on the Public Comment Form.

In order to allow as many individuals as possible to speak and to ensure the Board of Directors have appropriate time to address all agenda items, individuals will be allowed a total of up to three (3) minutes to speak about their identified topic. No individual may transfer any remaining time to another individual that is also signed up to speak. A total of up to fifteen (15) minutes will be provided for individuals to speak and no person may speak more than once during the public comment portion of the agenda. The Board reserves the right to modify the time for public comment at any open board meeting.

If a public member requests an extended discussion, it will be at the discretion of the Presiding Officer as to whether to grant further public comment and how much time is allotted.

*For the indefinite future while board meetings are conducted online, the School's Public Comment Policy shall be adapted to allow public comments to be made by email (preferred) before the meeting in adherence with the process and timeframe provided before each meeting or by verbal participation during the public comment period after recognition by the presiding board officer.*

*Public comments provided by submission of email communication shall be sent to the board Secretary, subject to any additional procedures established by the Administration. Such email comments will be available for board member review.*

*Comments must conform to the Policy's general requirements regarding courtesy and respect; failure to abide by these requirements may preclude acceptance or require redaction of non-permissible content, to the extent legally permissible.*

All speakers should be courteous in language and demeanor, respectful and present themselves in a professional manner during their allotted time. Speakers should not speak about any individual student, teacher, staff member or board member by name and may not engage in any personal attacks. Any speaker who does not abide by this policy and creates disorder will be asked to leave the meeting. Under North Carolina law (General Statute, N.C.G.S. § 143-318.17), there can be legal consequences for individuals who do not adhere to public meeting protocol. *"A person who willfully*

*interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.” (1979, c.655, s.1; 1993, c.539, s.1028; 1994, Ex. Sess., c.24, s.14(c).) Adopted April 16, 2013.*

## Section 2.13 Field Trips

Field trips are defined as travel away from the school premises, under the supervision of a staff member or approved club leader, for the purpose of affording students a direct learning experience not available in the classroom. Eno River Academy recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools.

Field Trips fall under three (3) defined categories:

1. **Routine Field Trips.** School-sponsored, school-chaperoned trips in the community or in the metropolitan area which can be conducted in one day.
2. **Extended Field Trips.** School-sponsored, school-chaperoned trips which will take students a distance greater than 150 miles from school.
3. **Overnight Field Trips.** All school-sponsored, school chaperoned field trips which necessitate that students be away from home overnight.

### For parents

- Each student will bring home a permission form for parent signature. A signed form is required for each participating student and must be received at least three (3) days in advance of the trip or five (5) days in advance for extended and overnight field trips.
- There are different field trip permission forms for specialty field trips. Students will bring home the appropriate permission form for each field trip.
- Our parents often play an important supervisory role on school sponsored field trips. A completed Volunteer Packet is required for each participating parent chaperone.
- Student must leave from the school on school transportation to be counted present for that day. Parent/Guardian or designee must sign students out from the field trip before leaving the field trip site in their personal vehicle.

### For staff

- In order for planning approval and final administrative approval, any proposed trip must meet the criteria for a school sponsored field trip.
- A signed parental permission form is required for each participating student and must be received at least three (3) days in advance of the trip or five (5) days in advance for extended and overnight field trips. Send a Field Trip Permission Form home with each student after filling in the destination,



purpose, date, time, and type of transportation for the field trip.

- Field Trips must be approved 30 days in advance and any travel outside of the State of North Carolina must be approved three (3) months in advance. Other types of field trips require specific permission forms or applications.
- Failure to follow these procedures will result in a denial of the field trip request. Staff should refrain from discussing proposed field trips with students and parents prior to approval from the appropriate administrator.
- While the value of field trips is recognized, it is equally important that field trips not supplant the learning and curriculum objectives for students in a specific classroom, nor should they serve to supplant the learning and curriculum objectives for students of other course disciplines within the school.

## Section 2.14 Chaperones for School-Related Activities

Eno River Academy acknowledges the need for chaperones to support staff during school- related activities. ERA defines a chaperone as an employee, parent, or adult community member who volunteers to work on a temporary basis at a school site or off-campus event for the purpose of supporting the school in its education of students.

Chaperoning is a very serious commitment, especially for off-campus events like field trips. If you do not wish to be responsible for students other than you own, please do not volunteer.

No child will be left alone with a chaperone who is not his or her parent or legal guardian.

There are times a field trip will allow only a certain number of adult chaperones. Should a class have more chaperones than are allowed, a lottery will be held.

Chaperones will work with students under the immediate supervision and direction of a certified teacher or staff member, and are expected to comply with all rules and regulations set forth by ERA administrators and the ERA Board of Directors.

ERA approves the use of staff, parental, or community members as school chaperones, and will consider any chaperone a volunteer of ERA.

At the discretion of the administration, non-employee chaperones may be required to undergo a criminal history background check.

All chaperones must be at least 21 years of age and be willing to abide by all school rules. A chaperone cannot transfer responsibility of students to another person during the activity. ERA requires one (1) chaperone per ten (10) students during any field trip.

Please see Section 5 for the Chaperone Background Check Form.

## Section 3: Student Policies and Procedures

### Section 3.1 Admissions and Enrollment

Eno River Academy conducts a lottery each February to determine student placement for the upcoming school year. The lottery application period is open from the first Monday in January thru the third Friday in February. The lottery is held on the last Friday in February each year. Space limitations require that admission to the school be governed by a random placement lottery. Lottery placement provides the strongest guarantee of equity in access.

Student names are randomly pulled from the total pool of applicants for each grade level. Siblings of students that are currently enrolled in the school have first preference. Students who are being pulled from the pool then fill the remainder of spaces available for each class. Each student pulled after the class has been filled will make up the waiting list for each perspective grade. Waiting lists will be reconfigured for the next academic year during each lottery cycle. This means that parents on the waiting list must reapply each year if their student is not offered enrollment into the school from the current year.

A letter of intent will be mailed to the parents of all current students in early January, and a response will be due to the school office no later than the last school day in January. Failure to submit intent to return does not automatically remove the enrolled student. We will make every effort to contact you to confirm intent.

After the lottery, Eno River Academy will attempt to contact all parents/guardians with the results using the information provided in the pre-lottery application. If we are unable to reach parents after several attempts, we will move on to the next student on our list. Once contact with a parent/guardian is made, the family will have 48 hours to make a decision. Should the parent/guardian not respond to our attempt to contact them, we will move on to the next student on the list. Parents/Guardians are encouraged to attend scheduled tours before applying to the lottery.

Should openings become available during the summer or after the school year begins, we will fill those open seats from the waiting list. The same 48-hour time frame will apply.

Eno River Academy is a public school funded with local and state revenue. There is no cost to attend our school. The school is open to any North Carolina resident child that is age appropriate to his or her respective grade.

Eno River Academy does limit the total number of students that may attend. Enrollment priority is given to children of staff and is not to exceed 15% of the general population. A student's admission will not be based on their race, religion, nationality, sex, disability, or any other characteristic protected by law.

Parents/guardians must submit an application for each student they want to be considered for enrollment.

### Section 3.2 Attendance and Tardiness

#### **Absentee Notes**

When a student is sick, we encourage parents to phone or email the school and inform the office of the student's illness. However, a note must be presented to the Records Manager on the day the student returns from said absence, or the absence will be counted as unexcused. The note should include 1) the absent student's name, 2) the reason for the absence, 3) the dates of the absence, and 4) the parent's/guardian's signature.

## **Tardy to School**

If arriving late to school, a student must pick up a tardy slip in the main office before reporting to class. Students who are not in their classrooms at the designated time are considered tardy and must report to the office to sign in and pick up a tardy slip in order to be admitted to class. On the day following a student's third unexcused tardy in one grading period, the student will be suspended from school the day following the third tardy—UNLESS it is necessary for the student to be in school on that day (e.g., testing). ERA requests that parents help model good work ethics by making sure students arrive on time each day. If student arrives after 11:00 AM, the student is counted as absent for the day (per North Carolina statute).

## **Tardy to Class**

Middle school and high school students who are tardy to class will be referred to the office and may be subject to discipline.

## **Excused Absences**

Absences due to personal illness, death in the immediate family, medical appointments, emergencies, and subpoenas to court are excused. An absence may also be counted as excused if it is previously approved by the school as an academic learning experience. If a student will be out for this reason, s/he must inform the office at least three days in advance, to inquire if such an absence can be approved. Please come by the office for an Academic Absence Form. Such approval may involve something that the student produces based on the experience, which can then be evaluated by the teacher.

## **Excessive Unexcused Absences**

For excessive absenteeism, a letter will be sent home to parent/guardian and the Orange County District Attorney's Office and Department of Social Services using the following procedure:

3rd unexcused absence:	Notification letter sent to parent/guardian
6th unexcused absence:	Second notification letter sent to parent/guardian
Excessive Absence Letter:	Sent to parent/guardian
10th unexcused absence:	Third notification letter sent to parent/guardian and copied to the Orange County District Attorney's Office and Department of Social Services

## **Section 3.3 Student Pick-Up and Drop Off**

### **Student Pick-up From School**

To locate or pick up a student from school at any time before dismissal, please report directly to the main office.

### **Early Dismissal of a Student**

To be counted as present for the school day, a student must be in school until 11:00 AM (per North Carolina statute)

Persons signing out students early from school must sign in at the office and pick up an early dismissal slip. Staff members will not release students to parents unless they have a signed early dismissal slip from the office. Parents or guardians must call or write the office if they wish other adults to pick up their children. As a safety measure, ERA staff members will check the driver's license of adults with whom we are not familiar that are picking up students. ERA staff members will not release students to unauthorized adults.

High school students who drive themselves to school must bring a note signed by the parent to the main office, including a contact number for the parent.

### **Car Riders**

Drivers are asked not to drop off students until thirty (30) minutes prior to the opening bell. Parents are welcome to park (in designated parking spaces) and walk children into the building. Drivers coming to pick up students are asked NOT to arrive at the school prior to thirty (30) minutes before for the final bell.

### **After-School Program Students**

ERA offers an after-school program. The after-school program offers academic support, structured physical activities, games, crafts, technology enrichment, and a Leadership Training Program for selected middle school students. A second after-school program, more limited in scope and consisting solely of a supervised study hall, is available to ERA high school students as well as to ERA middle school students who are not interested in the more expansive after-school program. Additional information about the after-school programs, including the tuition/fee schedule, is available on the ERA website.

### **Parking**

If you are visiting the school, please park in marked spaces and please leave the spaces nearest the building for school staff.

## **Section 3.4 Parents and School Communication**

### **Emergency Contact Information**

Families are expected to update emergency contact information yearly or whenever changes occur. If parents are out of town, please contact the office to let them know who will be the responsible party while they are traveling.

### **Telephone Calls**

Parents and guardians who need to contact their children or their child's teacher during school hours, please feel free to call and leave a message. As we try to protect instructional time, teachers, school staff, and students will not be asked to leave their classrooms during school hours except in the case of an emergency. Students will not be allowed to call home without a valid reason. Students will be allowed to call home for legitimate reasons such as sickness.

### **Cell Phones**

Cell phones are discouraged at Eno River Academy during instructional hours. However, we do realize that most of

us have become dependent on them for safety and communication.

Eno River Academy has a place designated for the use of cell phones. This place is called the “cell phone zone” and is located just outside the front office.

This area is the only place students are allowed to use their cell phones for any reason. In order for a student to be allowed in this area they must have written permission from their teacher/staff member.

Any student that is caught using any cell phone outside of the cell phone zone or without permission from a staff member will be required to surrender the cell phone and will not be allowed to have a cell phone on campus for the remainder of the year. If the cell phone belongs to someone else the same rules apply. Therefore, please do not loan you cell phone to others.

### **ERA Video/Parent Notification Policy**

Before a teacher shows a videotape to a class, s/he will send home a permission form with a description of the content. If the parent or guardian chooses not to allow their student to see the videotape, a relevant activity of equivalent educational value will be provided as an alternative.

### **General Announcements**

To stay informed on bulletins and events at ERA, please read the school newsletter. You may also check our school website.

### **Inclement Weather**

If school must be delayed or canceled due to inclement weather, information will be posted on the school website, on the school’s Facebook page and via automated telephone voice broadcast message. In addition, delays and closings will be posted with WRAL and WTVD television stations.

### **After / During School Special Activities:**

If a student is counted absent from school the day of a special activity the student will not be allowed to attend/participate in said activity without permission from the School Principal.

A special activity could be but is not limited to: Athletic events, concerts, plays, afterschool clubs, field trips and special guest.

## **Section 3.5 Medical Information**

### **Medications from Home**

Students taking medication of any kind (prescription or over-the-counter) while at school, must bring a completed AUTHORIZATION OF MEDICATION FOR STUDENTS form, signed by a doctor and parent. Medication shall be kept in the main office. Additional forms are available in the main office.

### **Lice**

To reduce the incidence of lice in our school, ERA has a No Nit policy. No student will be allowed to stay in school if nits (lice eggs) are found in his/her hair.

### **Contagious conditions**

Any student appearing to have a serious contagious condition (e.g. rash, pink eye), may be sent home immediately. Students should remain at home until they are free from fever and/or vomiting for 24 hours, or are cleared to return to school by a medical professional.

### **Hygiene**

Good hygiene and cleanliness help us maintain a proper learning atmosphere. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good safe school environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, a parent or guardian will be called to remedy the situation.

## **Section 3.6 Miscellaneous**

### **School property loaned to students**

ERA books, Chromebooks, and other ERA property provided to students are provided on a loan basis to the students. Each student is responsible for any such school property assigned to him/her. If ERA books, electronics or other property are lost or damaged beyond expected wear and tear, students are expected to pay to repair or replace the property.

### **Book bags and Lockers**

Middle school and high school students will be provided with a few minutes passing time between periods to get any materials for their next class. Middle School and high school students may put locks on their lockers so long as locker combinations are provided to an administrator. Lockers are subject to search by school staff with reasonable suspicion.

### **Prohibited Items**

Eno River Academy prohibits video and/or audio taping on school premises by any student.

Audio or video devices, cameras, playing cards, trading cards of any kind, or cosmetics are discouraged as they interrupt the learning environment. In addition, balls, stuffed animals, iPods, game cartridges, hand-held video should not be brought to school without the permission of the School Principal and/or a staff member.

ERA staff may allow students to bring particular audio devices and toys as is needed for classroom activities. When doing so, these objects are to be kept in the classroom or learning environment, not among the general school population. Audio devices, toys, and trading cards can be lost, stolen, or distracting. School staff will not be responsible for the loss or damage of any items that are brought to school.

Eno River Academy reserves the right to confiscate any item brought to school that is not used in the proper way.

Any confiscated items will be kept in the school office until a parent picks them up. If the item is found on school property again, it will be kept in the office for the remainder of the school year.

**Public Displays of Affection**

Hand holding, kissing, and other similar physical contact is not permitted.

**Media/Photographic Release Authorization**

ERA students may be photographed and videotaped by ERA school personnel, media personnel or others authorized by the school for the purpose of education, public relations or any other school related purposes. Students may have their name and/or image included on the ERA website. Parents may opt out of having their student participate in media releases and on the school website by contacting the school.

**IMPORTANT NOTICE**

School rules are enforced uniformly, yet ERA tries to treat each incident and student on an individual basis. Therefore, the application of all policies and rules in this handbook are ultimately subject to the discretion of ERA administration.

## Section 3.7 Student Code of Conduct

**Discipline Plan**

The common thread of successful discipline plans is clear communication regarding expectations for student behavior and the consistent application of fair consequences. Teamwork between school personnel and parents is also essential. ERA maintains the highest expectations for student achievement and behavior. ERA demands that every student take full responsibility for his or her learning and behavior. Maintaining a safe and orderly learning environment is our highest priority. Discipline will be administered in a respectful manner.

**General Provisions**

All students are expected to comply with all rules governing behavior and conduct. It is the responsibility of the School Principal to investigate fully the cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the School Principal.

These policies apply to all incidents that transpire at any time on the property of Eno River Academy. School activity buses are also considered an extension of ERA jurisdiction. This policy applies to all students except as otherwise provided for in the IDEA, Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act. Procedures on implementing requirements for students with disabilities are found in Policies Governing Services for Children with Disabilities and Section 504 Procedures and Guidelines handbook.

During the period that a student is suspended, he/she is prohibited from entering the grounds of Eno River Academy or from attending any school-related functions, without expressed permission of the School Principal. During a period in which a student is absent for the entire school day, the parent must petition the School Principal before the student can participate in any after school activity. Once a student is expelled from Eno River Academy; he/she is permanently trespassed from the property of Eno River Academy unless permission to enter the property is granted by the Executive Director.

If the decision of the Executive Director is not acceptable to the parent, the parent may appeal the decision, in writing, to the Eno River Academy Grievance Committee within seven (7) school days from the date of the decision of the Executive Director. To contact a member of the Grievance Committee, please contact the school

and we will provide your information to a committee member that will then contact you.

**Daily School Rules**

1. Abide by classroom and teacher rules at all times.
2. Walk in the school building.
3. Carry a pass when unescorted by an adult.
4. Speak softly in the hallway.
5. Respect self, property, and others, especially in lunchroom and bathrooms.
6. Play safely on school grounds.
7. No profanity (this includes cursing audibly to oneself).
8. Be on time.
9. Dress appropriately.
10. Leave audio devices and toys at home.
11. No public displays of affection.
12. No instigating fights or instigating other negative behaviors.
13. Students will not chew gum in the school building.
14. Sexual or racial harassment is not tolerated.
15. Students are required to come to class prepared with all necessary materials.
16. Abide by ERA cell phone policy



## Violations and Consequences

### CLASS I VIOLATIONS

Behaviors that do not significantly violate the rights of others, and do not appear chronic.

Dress Code Violation

Falsification of Information

Gambling

Insubordination

Inappropriate Items on School Property

Inappropriate Language/Disrespect

Medication

Possession of Tobacco

Truancy / Tardiness / Leaving the Property

Network Acceptable Use Violation

Academic dishonesty (copying homework, cheating on an assessment, plagiarism)

Grade	First Offense	Second & Repeated Offenses
K-5	This violation will result in disciplinary action as determined proper by the School Principal to include documentation of notification to the parent/guardian.	This violation may result in short-term suspension or other disciplinary measures as deemed necessary by the School Principal.
6-12	This violation will result in disciplinary action as determined proper by the School Principal to include documentation of notification to the parent/guardian and/or In-School Suspension.	This violation may result in short-term suspension or other disciplinary measures as deemed necessary by the School Principal.

## CLASS II VIOLATIONS

Behaviors that significantly violate the rights of others or put others at risk of harm.

Aggressive Behavior  
Bullying – Verbal or Cyber  
Communicating Threats to a Student  
Disorderly Conduct  
Disruptive Behavior  
Extortion  
Harassment – Verbal or Cyber  
Hazing  
Possession of Alcohol  
Possession of Chemical/Drug Paraphernalia  
Possession of Counterfeit Items  
Property Damage - Less than \$1,000.00  
Theft  
Use of Counterfeit Items

Grade	First Offense	Second Offense	Third Offense
K-5	This violation may result in short-term suspension or other disciplinary measures as deemed necessary by the School Principal.	This violation may result in short-term suspension up to 10 days.	This violation may result in continuation of short-term suspension or consideration for long-term suspension as deemed necessary by the School Principal.
6-12	This violation may result in assignment to In-School Suspension and/or short-term suspension.	This violation may result in In-School Suspension and/or short-term suspension.	This violation may result in long-term suspension.

### CLASS III VIOLATIONS

Behaviors that significantly violate the rights of others or put others at risk of harm, and violate ERA policies, or North Carolina policies or laws.

Assault with Injury	Possession of Controlled Substance/Selling
Affray	Property Damage – More than \$1,000.00
Assault Involving Use of a Weapon	Rape
Assault on School Personnel	Robbery With a Dangerous Weapon
Assault on Student	Robbery Without a Dangerous Weapon
Assault/Other	Sexual Assault
Breaking/Entering a School Building/Property	Sexual Misconduct
Burning of a School Building	Sexual Offense
Communicating Threats to an Adult	Under the Influence of Alcohol/Controlled Substance
False Fire Alarm	Unlawfully Setting a Fire
Fighting	Use of and/or Distribution of Alcoholic Beverage
Gang Activity	Use of Controlled Substance
Harassment – Sexual	
Kidnapping	
Possession of a Weapon	

Grade	First Offense	Second Offense
K-5	This violation may result in out-of-school suspension for up to 10 days or Expulsion. Suspension for first time offense for drugs may be reduced if student enrolls in a recommended drug counseling program. (Not considered for distribution or selling of drugs)	Long-term suspension
6-12	This violation may result in out-of-school suspension for up to 10 days or Expulsion. Suspension for first time offense for drugs may be reduced if student enrolls in a recommended drug counseling program. (Not considered for distribution or selling of drugs)	Long-term suspension

#### CLASS IV VIOLATIONS

Behaviors that significantly violate the rights of others or put others at risk of harm, and violate ERA policies, or North Carolina policies or laws may/will result in Expulsion.

Assault Resulting in Serious Injury (to teacher, other school personnel, another student)

Bomb Threats (dynamite, cartridge, bomb, grenade, mine, or powerful explosive)

Death By Other Than Natural Causes

Possession of Firearm (gun, rifle, pistol, or other firearm)

Possession of Explosive Devices, Fireworks and Ammunition

Grade	First Offense and Subsequent
K-12	<p>Bomb Threats and Firearms: These violations will result in expulsion.</p> <p>Assault on school personnel resulting in serious injury, assaults another student if witnessed by school personnel, assaults and seriously injures another student: This violation will result in expulsion.</p> <p>Death by Other than Natural Causes will result in expulsion.</p>

## **Dress Code**

School is a place to learn. Any clothing that diverts attention from the learning process is inappropriate. All clothes or accessories must be worn in a style that reflects dignity in a school environment. All dress code violations are left to administrator and staff discretion. The school's administration reserves the right to interpret and/or make changes to this policy as fashion trends change and unique situations arise. Improper dress includes but is not limited to the following:

- bare midriffs
- backless dresses or tops, tube tops, spaghetti straps
- net shirts
- loose fitting tank tops
- no chains or extremely large jewelry
- no excessively tight shorts, tops, or pants
- no sunglasses
- no hats or other head coverings unless worn for religious observances
- any clothing which causes a distraction to the educational environment
- no excessively short shorts and skirts
- any clothing that shows inappropriate language, pictures, or themes
- shoes need to be worn at all times (no shoes with wheels are allowed, as they ruin floors)
- underwear may not be visible

## **Provisions for Enforcement**

**Disciplinary Action**-any action that includes but is not limited to: loss of privilege(s), removal from the regular classroom environment, community service, extended duties, in school suspension, out of school suspension, and expulsion.

**Temporary Suspension** – the immediate removal of a student from school pending an investigation.

**In -School Suspension**- suspension were a student is removed from their usual academic classes and contained in a singular environment for the entire school day. Students will have access to their teachers and will be able to complete any current work or make up any missing work as allowed by teachers.

**Short-Term Suspension** – suspension from school, school activities, and school grounds for a period up to and including 10 days. A short-term suspension does not include the removal of a student from class by the classroom teacher, School Principal or other authorized school personnel for the remainder of the subject period or school day and/or changing the student's location to another room or place on the school premises. All short term suspensions are excused absences. Students will be able to make up all work during the time of suspension. Teachers will require a 48 hour period to assemble work during longer suspensions.

**Long-Term Suspension**- suspension from school, school activities and school grounds for a period in excess of 10 days and up to the remainder of the school year.

**Expulsion** – permanent exclusion from Eno River Academy. Expulsion would be recommended by the Executive Director and approved by the BoD.

**Calculation of Days** – number of days refers to days when schools are in session for students.

**Notice of Two Class II Violations** - A parent of a student who has committed two Class II offenses or greater shall be given written notice that, on the finding by the School Principal that the student has committed a third suspendable offense, the School Principal may recommend the student be expelled from Eno River Academy.

**Mandatory Offenses Reportable to Law Enforcement** - The School Principal must immediately report to law enforcement officials and the BoD, and provide a written report to law enforcement within 24 hours of the offense of the following acts when they occur on school grounds, regardless of the age or grade of the perpetrator or victim:

- Assault resulting in serious injury
- Assault involving use of a weapon
- Assault on school personnel (not resulting in serious injury)
- Bomb threat
- Burning of a school building
- Death by other than natural causes
- Kidnapping
- Possession of alcoholic beverage
- Possession of controlled substance in violation of law
- Possession of a firearm or powerful explosive
- Possession of a weapon (excluding firearms and powerful explosives)
- Rape
- Robbery with a dangerous weapon
- Robbery without a dangerous weapon
- Sexual assault (not involving rape or sexual offense)
- Sexual offense

### **Due Process**

The ERA BoD mandates and the law requires that all students be treated fairly and honestly in resolving grievances, complaints, or suspensions/expulsions. Due process will be defined as fair and reasonable notices and approaches to all areas of student governance and discipline on the part of all school officials. The School Principal shall give full and complete consideration to the defense or excuses, if any, made by the student and dismiss the charges if not satisfied as to the guilt of the student or reduce the punishment if not satisfied as to reasonableness of the proposed disciplinary action under all the circumstances. The following due process procedure will be followed:

### **Reviews and Appeals/Time Restrictions**

**Appeals of Short-Term Suspensions (10 days or less):** If the parent or legal guardian alleges that the School Principal failed to provide the student with sufficient notice of the charges or an opportunity to explain or otherwise answer the charges, then the parent or legal guardian shall have the right to have the suspension procedure reviewed by an appointed subcommittee of the Eno River Academy Grievance Committee.

**Appeals of Long-term Suspension or Expulsion:** If the decision of the School Principal or Executive Director, as applicable, is unacceptable to the student and his/her parents or legal guardian, they may appeal to the Eno River Academy Grievance Committee, Section 2.11 of this Manual, in writing, within three (3) school

days from the date of the administrator's decision. The Hearing Officer in these instances shall be the Vice-Chair of the BoD. All members of the ERA Grievance Committee will have signed Confidentiality Waivers. The appeal shall be submitted to the administrator who will in turn notify the appointed Chair of the Eno River Academy Grievance Committee within twenty-four (24) hours of receipt of the written appeal.

### Section 3.8 Non-Discrimination Statement

It is the policy of the Eno River Academy not to discriminate on the basis of race, ethnic origin, sex, disability, or any other legally protected characteristics in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA). See Section 2.5 of the Comprehensive Manual for additional information.

### Section 3.9 Americans With Disabilities Act

Eno River Academy does not discriminate against any person on the basis of disability in admission or access to the programs, services, activities of the school, or in the treatment of individuals with disabilities or any aspect of operations. The school does not discriminate on the basis of disability in its hiring or employment practices. This notice is Americans With Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions regarding the ADA and Section 504 may be forwarded to the school office.

### Section 3.10 Safe and Drug Free Schools

It is the policy of Eno River Academy to promote the safety and well-being of all students, staff, and visitors in our school. Safe and secure schools are essential for students to reach their full academic potential and for teachers to maximize their instruction.

### Section 3.11 School Searches

Searches of a student's person or belongings are typically conducted when students are thought to be in the possession of alcohol, drugs, drug paraphernalia, tobacco, stolen items, weapons or any inappropriate materials or contraband. School personnel need what the law defines as "reasonable suspicion" to search a student's clothing or belongings. In the event of a search, students will be taken aside, and in the presence of at least two staff members, be asked to empty their pockets, purses, book bags, locker, and/or other personal belongings. Parents will be contacted in the event of a search involving their child. Student lockers are the property of ERA and may be searched by ERA administrators.

### Section 3.12 Transportation Plan

The Eno River Academy Transportation Plan is closely aligned with the school's size, environmental philosophy, multiple district boundaries, and finances. Bus service for students is not offered by Eno River Academy as the school receives students from multiple school districts. Given the great distances that can be traveled, it simply cannot commit to bus service.

Eno River Academy encourages parents and high school students to carpool to the extent feasible. If you are interested in carpooling, the school will keep a binder list in the front office of parents willing to car pool and

their address and contact information. When feasible, the school will assist in facilitating carpool arrangements by sharing family contact information for those who are interested. It is the responsibility of the families of students to arrange and coordinate car pools. Eno River Academy cannot manage or take responsibility for car pools.

Applicable North Carolina statute: § 115C- 218.40. Charter School transportation. “The charter school may provide transportation for students enrolled at the school. The charter school shall develop a transportation plan so that transportation is not a barrier to any student who resides in the local school administrative unit in which the school is located. The charter school is not required to provide transportation to any student who lives within one and one-half miles of the school.”

### Section 3.13 Afterschool Clubs

After-school clubs at Eno River Academy (ERA) are defined as student clubs organized by parents with an ERA faculty/staff advisor. ERA is facilitating formation of parent-led after-school clubs to provide opportunities for ERA students to experience new subject matter which will complement the ERA curriculum.

The goals of after-school clubs at ERA are the following: 1) providing opportunities for hands-on learning experiences and exploration to ERA student members, 2) providing another source of curriculum differentiation for ERA students identified as academically and/or intellectually gifted (AIG), 3) providing exposure to new areas at an age-appropriate level (didactic, reading, hands- on experiments, displays, etc.) from ERA parents/faculty as well as external experts, 4) providing a forum for informal discussion of ideas, 5) providing a venue for more intensive exposure to specific disciplines to build on the ERA curriculum, 6) helping students identify potential projects for the ERA Science Fair and other extracurricular activities and facilitate developing the project with the students, and finally 7) providing guidance for future careers.

Student eligibility based on age will depend on the subject matter of the club and will be determined by the organizers with input from the ERA faculty/administrator on age appropriateness. The goal will be to set eligibility requirements at such an age level as to maximize student participation.

After-school clubs will have a common organizational format characterized by parent facilitators, a faculty/staff advisor, and student members. An option to provide an opportunity for the participating students to feel some degree of ownership of the club would be to have all student members vote on club officers (President, Vice-President, Secretary/Treasurer). Officer elections could occur at the beginning of each school year, and terms would last until the end of that school year. Possible roles/responsibilities of the club officers would be: President: the student in this role would have primary responsibility in communicating student member interests/concerns onto the parent facilitators and faculty/staff advisors and/or organizing the student members; Vice-President: the student in this role would act as the backup to the club president; Secretary/Treasurer: the student in this role would be responsible for helping to organize fundraising efforts for the club, counting the club funds, and/or keeping minutes of club sessions. It is expected that student members will attend as many meetings as possible and suggest areas of interest/focus for future meetings.

New after-school clubs will require the following approval process: Parents/guardians who are interested in organizing an after-school club will define an area of focus, identify a potential faculty advisor(s), draft a set of club guidelines/by-laws, and in conjunction with the ERA administrator and faculty (potential advisors and/or all faculty) gauge student interest in a club with that specific focus. If it is deemed that the level of



student interest is insufficient to allow for a functional club (i.e., on a case-by-case basis), the request will be denied until which time sufficient numbers of students show interest. Each student participating in an after school club will be required to have a parent/guardian-signed permission form. A general purpose ERA After-School Club permission form template will be generated in which specific points germane to a specific club can be added as needed. Specific policies may be developed to cover individual issues with after-school clubs as they arise. Clubs can be either ongoing or of a defined length of time. Clubs can be dissolved when a project is completed or the defined length of time has passed.

Clubs may have variable needs for funding which are not covered in the ERA budget. Therefore, fundraising may be necessary in some cases. Parent facilitators should contact the Fundraising Committee to present their club's fundraising needs with a written justification. Fundraising efforts for after-school clubs will be approved by and coordinated by the Fundraising Committee. Club dues are not planned at this time, but could be instituted in a case-by-case basis with ERA administrator approval. Parent facilitators will be responsible for keeping track of funds designated for club use. A savings account at a local bank is suggested for the safekeeping of the funds. All supply purchases will be recorded, and the records will be available for perusal by the ERA administration.

Meetings of after-school clubs should occur at least monthly, be 1-2 hours duration depending on the subject, and held immediately after school. Other times might be required, depending on the subject (weekends, longer times during week) and take home projects might be used. Other club meeting times will require approval by the majority of student members and will require the presence of parent facilitators and/or the faculty/staff advisor.

To be duly diligent to the safety needs of ERA students, parent facilitators will be required to undergo a basic criminal background check which ERA will request and pay all expenses. The criminal background checks will help ensure the safety of ERA students in these after school activities. Since parent facilitators will be background checked, visiting external presenters will not require these checks. Parent facilitators will always be responsible for the students in their care. Students will be supervised at all times by parent facilitators or ERA faculty/staff. Parent facilitators will be responsible for supervising all students until such time as their parents, guardians and/or arranged transportation (with prior notification of parent facilitators and/or the club faculty/staff advisor) has arrived. Clubs can set defined pickup times (e.g., pickup by 6:00PM), and parent facilitators have the authority to collect a late pickup fee (defined in the permission form). Parent facilitators will have parents, guardians, and/or designates sign out their children when they leave the club meeting. All official club activities will occur at the facilities of ERA (inside or outside).

Grievances regarding ERA after-school clubs will be handled through the normal ERA grievance policy: (speak with parent facilitators and faculty/staff advisors followed by speaking to an ERA administrator, then finally filing a grievance with the ERA BoD Grievance Committee where a decision on the grievance will be made in conjunction with the ERA BoD.

## Section 3.14 Academically and Intellectually Gifted

### **Policy for the Education of Academically and/or Intellectually Gifted (AIG) Students**

#### **AIG Programs and North Carolina Law:**

##### **General Statute 115C-150.5. Academically or Intellectually Gifted Students**

The General Assembly believes the public schools should challenge all students to aim for academic

excellence and that academically or intellectually gifted students perform or show the potential at substantially higher levels of accomplishment when compared with others of their age, experience, or environment. Academically or intellectually gifted students exhibit high performance capability in intellectual areas, specific academic fields or in both intellectual areas and specific academic fields. Academically or intellectually gifted students require differentiated educational services beyond those ordinarily provided by the regular educational program. Outstanding abilities are present in students from all cultural groups, across all economic strata, and in all areas of human endeavor.

#### **General Statute 115C-150.7. Local Plans**

Each local board of education shall develop a local plan designed to identify and establish a procedure for providing appropriate educational services to each academically or intellectually gifted student. The plan may be developed by or in conjunction with other committees.

#### **Definition:**

“Academically or intellectually gifted students perform or show the potential to perform at substantially high levels of accomplishment when compared with others of their age, experience, or environment. Academically or intellectually gifted students exhibit higher performance capabilities in intellectual areas and specific academic fields. Academically or intellectually gifted students require differentiated education services beyond those ordinarily provided by the regular educational program. Outstanding abilities are present in students from all cultural groups, across all economic strata, and in all areas of human endeavor.” (Article 9B, the North Carolina State Constitution).

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Eno River Academy (ERA) believes that the exceptional needs of our most capable students (i.e., challenging curriculum and teaching environment) must be met in order for them to become effective world citizens. ERA will recognize, nurture, seamlessly provide challenging academic opportunities, and respond to the academic, social, and emotional needs of our gifted students in the context and fulfillment of the ERA mission. The goal will be to provide the most challenging curriculum to AIG students as possible within the constraints of the resources available at ERA.

#### **Student Identification**

Potential ERA AIG students will be formally referred to the Academically/Intellectually Gifted (AIG) Education Committee by their primary, as well as, individual subject class teachers in grades K-8 and if approved by the AIG Committee will be eligible for curriculum differentiation. Parents/guardians can also refer their children to the committee. The ERA AIG Committee shall consist of an administrator, an EC teacher, an elementary school teacher, and a middle school teacher. Parents/guardians will be formally notified if their children’s AIG referral for a differentiated curriculum is approved. The ERA AIG Committee will document details of the referral and justify referral approval or refusal. The AIG student’s grade teacher in conjunction with the ERA AIG Committee will define an AIG student education plan. The AIG student’s grade teacher will be responsible for making sure their student is following the AIG student education plan. The following ERA forms will be used to document the AIG program: AIG Consent to Evaluate Form, Referral for Gifted Assessment Form, and the Differentiated Education Form (DEP). An AIG student’s program, as defined in the DEP, will be reviewed twice a year.

Due to the inherent difficulties in identifying AIG students in grades K-3 the criteria that should be considered prior to referral is slightly different than for grades 4-8 and will include: classroom observations by teacher, student interviews by teacher, classroom performance data and work samples, reading skills, ability to solve logic puzzles, formal test data (if available), and/or parent guardian referral.

Criteria needed for referral of potential ERA grade 4-8 AIG students to the AIG Committee include: high achievement level in classroom performance, results from end-of-grade (EOG) testing [High EOG score: 95th percentile in reading and/or math], reading scores and if available, nationally recognized standardized testing [High aptitude score: 95th percentile], very strong curiosity and problem-solving ability, teacher-observed gifted behaviors based on a research-based checklist [i.e., communication (highly expressive and effective use of words, numbers, and symbols), motivation (evidence of desire to learn), humor (conveys and picks up on humor), inquiry (questions, experiments, explores), insight (quickly grasps new concepts and makes connections, senses deeper meaning), interests (intense, sometimes unusual interests), problem-solving (effective, often inventive, strategies for recognizing and solving problems), memory (large storehouse of information on school or non-school topics), reasoning (logical approaches to figuring out solutions), and imagination/creativity (produces many ideas, highly original)].

Poor classroom behavior, health impairments, poor organizational skills, learning disabilities, race, gender, or ethnicity should not be considered during the identification/referral process for potential AIG students (grades K-8). More rigorous evaluation of potential AIG students might be required when there is limited or nonstandard English in the home, transience in elementary school (at least 3 moves in elementary school), economic disadvantage, and identified disability.

### **Differentiated Curriculum and Instruction**

See Appendix II of the AIG Plan.

### **Comprehensive Programming within a Total School Community**

The ERA AIG Program will function within the standard ERA curriculum seamlessly with the main difference being integration of curriculum differentiation. The total ERA community (administrators, faculty, support staff, and parents/guardians) are considered integral to a successful AIG Program. As such, a successful AIG program requires that all ERA staff (i.e., administrators, teachers, teaching assistants, and support staff) must be familiar with the ERA AIG program and this policy, process of delivery of differentiated services to AIG students, and all applicable regulations. ERA-associated (after school clubs) and/or external extra-curricular programs (local institutions and/or experts) should be encouraged in the AIG program.

### **Partnerships**

Parents/guardians need to be involved in the education and nurturing of their children. ERA encourages parents/guardians of children identified as gifted to provide, as much as physically possible, an intellectually challenging home environment to supplement their academic course load. Gifted students who have the support and interest of their parents/guardians are more likely to succeed/blossom in a differentiated curriculum. Parents/guardians will be involved early in the AIG referral process and will be given the opportunity to discuss their child including any special needs with the student's primary teacher. Parents/guardians can ask for input from the ERA faculty and/or the administration on how to encourage and sustain their children's academic

momentum.

### **Personnel and Professional Development**

ERA will employ an AIG-licensed consultant until which time an AIG-licensed faculty member is hired. ERA faculty staff development in the areas of curriculum differentiation and AIG education methods are strongly recommended for all faculty. ERA will provide opportunities for faculty to attend state and/or national gifted conferences and continuing education (e.g., on-line course on curriculum differentiation offered by the Hill Center, visits by external AIG experts to ERA, etc.). It is suggested that all faculty, as a minimum, should share and discuss current literature on best practices for gifted education.

### **Grievances**

The ERA AIG program goals/objectives, options, process, and results of the AIG referral process will be clearly communicated to parents/guardians. If there are any disagreements the following procedures should be followed: 1) Parent/guardian should initially approach the student's primary teacher to discuss any ambiguities that they might have, as well as any disagreement with the AIG referral process. 2) If the parent/guardian is not satisfied with the response from the student's primary teacher, they should speak with the applicable ERA administrator. 3) If the parent/guardian continues to be dissatisfied, they can file a grievance with the ERA Grievance Committee which in conjunction with the ERA BoD will make a decision.

### **Program Accountability**

Evaluation of the ERA AIG Program, as well as, individual AIG student performance (EOGs, teacher evaluations, grades) will be performed yearly. Individual AIG student yearly performance will be reviewed during a parent conference. The ERA AIG Program will develop and administer parent/student/faculty surveys on a yearly basis. A yearly evaluation of faculty professional development for effectiveness will be performed.

### **REFERENCES for the ERA AIG Plan**

- 1) North Carolina General Statute 115C-150.5.
- 2) North Carolina General Statute 115C-150.7.
- 3) Durham County North Carolina Public Schools Program for Academically and/or Intellectually Gifted Students Local Plan, 2007-2010.
- 4) Orange County North Carolina Schools Plan for Academically/Intellectually Gifted Program, 4th Generation, 2007-2010.
- 5) Wake County Public School System Academically Gifted Program Plan, 4th Generation, 2007-2010.
- 6) Parent Guide for Academically and Intellectually Gifted Education (AIG) in the Chapel Hill-Carrboro City School System

### **APPENDIX I**

### Points for Consideration:

- Students demonstrate gifted behaviors by using a variety of intelligences and often learn and think in non-traditional ways.
- Gifted students need intellectual interaction with each other.
- Giftedness exists within all ethnic, geographic, and socioeconomic groups.
- The wide range of gifted students' strengths requires a K-8 continuum of educational opportunities and experiences beyond, but connected to, the regular instructional program.
- Current research-based best practices for educating gifted students should be used as much as possible (resource-based) to identify gifted students, curriculum design, instructional approach, and student assessment.
- Gifted students need appropriate rigor, complexity, novelty, depth, and acceleration in their curriculum.
- All licensed faculty should be capable of recognizing the needs of gifted students.
- Teachers of gifted students need to: understand students intellectual and affective needs, engage students in enthusiastic learning, and maximize student achievement.
- Families need input on encouraging and sustaining the intellectual, social, and emotional growth of their gifted children.
- The differentiation of curriculum and instruction must be provided on an ongoing basis to ensure a robust and rigorous curriculum.
- In K-3 students, it can be difficult to determine which students are truly gifted. K-3 students who consistently reach/exceed expected academic benchmarks sooner than their peers are likely to benefit from a differentiated curriculum.

## APPENDIX II

Curriculum differentiation for K-8 students at ERA can be accomplished by using the following methods or a combination:

- Learning environments:
  - Cluster groups within the classroom.
  - Resource support in classroom (inclusion).
  - Cluster groups across classes.
  - Resource support outside classroom (pullout).
  - Subject acceleration (pretests on base knowledge).
  - Grade acceleration.
  - Electives for gifted students.
  - Independent study.
  - Individualized plan.
  - Special interest class (might require more resources; teachers, free time in school day, etc.).
- Content Modification:
  - Learning centers/thematic units.
  - Interest-based, differentiated, or mastery units.
  - Differentiated units.
  - Problem-based learning.
  - Curriculum acceleration.
  - Individualized plan.

- Independent study.
- Technology-related instruction.
- Enrichment opportunities:
  - North Carolina Virtual Public School (NCVPS; high school language and mathematics on-line courses).
  - ERA parent/guardian-based curriculum enhancement proposals.
  - Music/Art (e.g., Strings).
  - Subject area fairs, contests, or competitions.
  - Interest-based clubs.
  - Accelerated reader.
  - Individual/ small group investigation.
  - Community resources. \*
  - Mentor programs. \*
  - Others (i.e., Spelling Bee, Geo Bee, Chess Club, Superstars, MathCounts, Word Masters, Talents Unlimited, Math Olympiad, Odyssey of the Mind, Talent Identification Program, Future Problem Solving Program).

\* These enrichment opportunities may take place outside of the school setting and might entail costs that ERA will not be responsible.

### Section 3.15 Exceptional Children Program

The mission of the Eno River Academy Exceptional Children Department is to ensure that students with disabilities develop intellectually, physically, and emotionally through the creation and implementation of an appropriate individualized education program in the least restrictive environment. Eno River Academy uses a version of the Responsiveness to Instruction (RtI) model. Team members document data collected, monitor the results of scientifically research- based interventions, and make data-based decisions to ensure the success of all EC students. ERA provides specially designed instruction to children with a broad spectrum of abilities and disabilities. Our goal is to maximize our students' cognitive, physical, and social/emotional development.

Exceptional Children follow the same curricula for students in general education with modifications when necessary. The Individual Education Program (IEP) states in writing the special education programs and services to be provided to each Exceptional Children student.

Parents of Exceptional Children must provide all student records, along with the latest IEP documentation, to the school's Director of Student Services prior to admission. Special services will be rendered only to those students who hold prior exceptional certification and qualify for a 504 Plan or IEP. Parents should contact the Director of Student Services with questions regarding student assessment.

#### Federal Law: Parental Rights Regarding Section 504 of The Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 is a nondiscrimination statute that prohibits discrimination and is designed to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Under Section 504 an eligible student is a student who: 1) has a record of having, or 2) is regarded as having a physical or mental impairment that substantially limits a major life activity such as learning. It is the policy of Eno River Academy not to discriminate on the basis of disabilities in its educational programs, activities or employment practices as required by this Act. For more information

regarding Section 504, please contact the Director of Student Services.

### Section 3.16 Academic Dishonesty

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

### Section 3.17 Academic Standards

#### MIDDLE SCHOOL

The following information is intended to help identify those students who are not performing at their current grade level. If ANY of the following criteria are NOT met, a team that includes the student's teachers, parents and administration will consider retention of the student.

Criteria:

1. Attendance. Absences that number 20 or greater for the academic year will put a student in consideration for retention.
2. Academic Success in Core Classes. All students must pass Language Arts, Math, Science and Social Studies. The class yearly academic average must be 60 or above to be considered passing.
3. Academic Success in Elective Classes. Students must pass at least 50% of their elective classes for the academic year.
4. Academic Success on End of Grade Tests. ERA standards require students to pass both the Math and Reading EOGs (with a 3, 4 or 5) in order to move to the next grade level.

#### HIGH SCHOOL

In order to be promoted from 9th grade to 10th grade, a student must successfully complete 6 credits. In order to be promoted from 10th grade to 11th grade, a student must successfully complete 12 credits. In order to be promoted from 11th grade to 12th grade, a student must successfully complete 20 credits.

#### GRADING SCALE

Report card grades will be posted using a 10 point grading system. The Eno River Academy grading scale is as follows:

100 – 90	Excellent
89 – 80	Good
79 – 70	Fair
69 – 60	Needs Improvement
59 – 0	Unacceptable

#### COURSE WEIGHTS

The North Carolina Essential Standards assign different quality point weights to courses. Eno River Academy offers a variety of courses.

Standard courses receive 4 quality points for an A (3 for a B, 2 for a C, etc.).

Honors level courses receive 4.5 quality points for an A (3.5 for a B, etc.).

Advanced Placement (AP) courses and courses at institutions of higher education receive 5 quality points for an A (4 for a B, etc.).

These weightings affect Grade Point Average (GPA) calculations. Powerschool will only display GPA for courses students have fully completed.

### Section 3.18 Agency Cooperation

School authorities may be asked by law enforcement agencies, Social Services, Child Protection Agencies and others for permission to speak to ERA teachers, administrators and/or students as part of their investigative procedures. It is the position of Eno River Academy to cooperate with these requests. If a student is suspected of illegal behavior or activities while at school or school-sponsored activities, ERA administration reserves the right to notify local law enforcement. In addition, ERA teachers, administrators, and other school personnel will report any suspected child abuse as required by law.

### Section 3.19 Athletics

**THE ATHLETICS PROGRAM.** The purpose of the sports program at Eno River Academy is to allow our Middle School and High School student-athletes the opportunity to participate on school athletic teams to broaden their experience at Eno River Academy. Athletic participation is a privilege, not a right. With this right comes responsibilities: academic responsibilities, attendance responsibilities and behavioral responsibilities. The Athletic Division of Eno River Academy is committed to serving students in a manner that promotes technical development, tactical understanding, and interpersonal skills in a character-based environment that focuses on growth of the student athlete while maintaining rigorous academic requirements and encouraging leadership opportunities. In addition to the academic expectations, the health and safety of student athletes is of paramount concern to the Athletic Division.

**ELIGIBILITY.** Playing a sport at Eno River Academy is not a right, but a privilege. In order to have that privilege, ERA student-athletes must meet the student requirements for interscholastic athletic participation set forth by the North Carolina High School Athletic Association.

**ACADEMICS.** To be eligible for participation in a sport, a student must meet the scholastic requirements set forth by the North Carolina High School Athletic Association, including the requirement that a student have passed a minimum of three courses during the preceding semester (for schools on a block schedule).

**DISCLAIMER OF LIABILITY.** Eno River Academy disclaims any liability for any sports-related injury a student may sustain while participating in the athletic program.

**PHYSICAL EXAM.** Students who wish to participate in athletics must have an updated physical on file with ERA prior to any participation. Physicals are considered updated by the North Carolina High School Athletic Association if they were completed within the past 395 days. Physicals may expire mid-season causing a student to become ineligible. It is the student's responsibility to keep his/her physical updated.

**FAIR SHARE FOR ATHLETICS.** A contribution per student per sport will be requested by each student-athlete. This fee pays only a portion of sports expenditures such as practice/game field rentals, uniforms and referee costs. Additional monetary support for the athletic programs may be obtained from game admission fees, concessions sales, and occasional school-wide fundraising events. No student will be denied the opportunity



to participate on an athletic team for inability to make this contribution.

**FORMS.** Students are responsible for completing all required athletics forms before the start of each sport season including, but not limited to medical forms, registration forms, and travel permission.

**TRANSPORTATION.** Parent carpools and student drivers are the main modes of transportation for student athletes to and from athletic events. Athletic events include practices, games, matches, meets, and other team functions. If student transportation is by private vehicle, the vehicle owner's liability coverage is applicable to any vehicular accident. Parent, adult and student drivers should be aware that they may be held responsible for injuries to any individuals they are transporting and must certify that any private vehicle used is covered by at least the North Carolina state required insurance coverage. All student athletes who travel with the team to any athletic event must return to the school with the team. The only exception to this policy is when the coach is made aware that the student athlete will ride home with a parent/guardian.

**USE OF SCHOOL EQUIPMENT.** Team gear issued to a student by ERA remains the property of ERA. Failure to return the gear in proper order may result in the student being fined the cost of replacement gear. Team gear may only be used for team functions.

## Section 3.20 High School Graduation Requirements

Eno River Academy's graduation requirements are:

4 credits of Mathematics (Math I, Math II, Math III and one advanced math course)  
3 credits of Science (Biology, Earth/Environmental Science, and Physical Science)  
4 credits of Social Studies/History (World History, Civics and Economics, American History I & II)  
4 credits of English (English I, II, III, IV)  
1 credit of Healthful Living  
12 other credits  
Total: 28 credits

## Section 3.21 Honor Roll

Special recognition is given to students periodically for high academic achievement. Honor roll recognition is given for "A" Honor Roll (all A's for the quarter/semester) and "A/B" Honor Roll (at least one A and nothing lower than a B).

## Section 3.22 Network Acceptable Use Policy

**BACKGROUND.** Internet access is available to students and teachers at Eno River Academy. Our educational model requires access to the large pool of data and instructional materials available through the global network, thus its availability is not only a high priority for the school but a necessary part of the daily educational process. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Eno River Academy will take precautions to restrict access to such materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial material. We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

**RESPONSIBILITIES.** The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that students are aware of the responsibilities they are about to acquire. Students are expected to abide by this Network Acceptable Use Policy as well as applicable local, state, and federal laws. If an ERA student violates any of these provisions, he or she may lose any and all computer access privileges (including use for school work) for a period of time based on the severity of the violation and/or face other disciplinary consequences. Severe violations and/or violations of state or federal laws will incur more serious consequences in accordance with those policies and the law. The signatures on the Acceptable Computer Use Agreement are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

**RISKS AND LIMITATION OF LIABILITY.** Since ERA has no campus library or media center, the Internet serves as a powerful and essential educational tool. However, students and parents must be informed of the potential dangers that exist on the Internet, including (but not limited to) child/sexual predators, scam artists, and hate-based materials. ERA school-based computer use policies have been developed to protect against these dangers, and student use will be monitored by school staff to enforce these policies. In addition, data that track individual student Internet activity can be made available to parents upon request. Students are hereby warned against giving out any personal information over the Internet, including physical description or photo of self, name, age, address, school attended, or any times when the student will be home alone (including after school before parents have returned from work). Students should never meet one-on-one with someone they have met on the Internet without first seeking guidance from their teacher/advisor and parent/guardian.

Unlike home-based Internet usage which may be for entertainment and other purposes, Internet usage at ERA is for educational purposes only. ERA reserves the right to block or filter Internet content that has no educational purpose, is obscene, contains pornography, or is harmful to minors. ERA makes no guarantee that the functions or services provided by or through the ERA network will be error-free or without defect. Eno River Academy will not be responsible for any damages a user may suffer including but not limited to loss of data, delays, nondeliveries, misdeliveries, or service interruptions caused by provider/user negligence, errors or omissions. ERA is not responsible for the accuracy or quality of the information obtained through or stored in the system or network. ERA will not be responsible for financial obligations arising through the unauthorized use of the system. Use any information obtained via the Internet at your own risk.

**ERA NETWORK ACCESS—TERMS AND CONDITIONS.** A responsible student user of the ERA Network:

- MAY USE the Internet to research assigned classroom projects.
- MAY USE the Internet to research or develop educational materials.
- UNDERSTANDS that NONE of his or her communications and information accessible through the ERA Network is considered private or confidential.
- UNDERSTANDS that his or her Internet activity may be tracked and monitored and made available for parental review.
- UNDERSTANDS that ERA staff may be silently observing his or her workstation or device and network activity at any time, and may intervene in this activity at any time.
- AGREES that he or she will NEVER disclose his or her password to any other student.
- AGREES to NEVER disclose his or her personal information or private information about another person over the Internet either by posting or by disclosing this information to another person met on the Internet.
- UNDERSTANDS that security on any computer system serving many users is critical, and it is the responsibility of all users to help safeguard the integrity of the system. This responsibility includes

the reporting of any potential security breach such as unauthorized or prohibited use. If you feel you can identify a security problem on the network, you must notify a teacher or an administrator.

- UNDERSTANDS that if any provision of the ERA Network Acceptable Use Policy is violated, the student may not be allowed to use the ERA network and disciplinary action may be taken.

1) **School Computer/Equipment Violations:** If a student uses a school-owned desktop, laptop, Chromebook or other technology equipment, the student must leave the equipment exactly as he or she finds it unless given specific permission from an instructor. Prohibited changes include, but are not limited to:

- Installing unauthorized software on any computer or anywhere on the network.
- Logging on as another user or allowing another individual the use of one's account or user ID.
- Stealing, vandalizing or defacing hardware (including keyboards, monitors, and headphones).
- Not reporting computer vandalism that one is aware of.
- Removing or replacing hardware or cables without authorization.
- Changing the screensaver or desktop backgrounds.
- Moving, adding, deleting, or changing icons on the desktop, including printer icons.
- Setting themes or sounds, changing the screen resolution or tampering with operational settings including the Start menu.

2) **Usage Violations:** Use of the ERA network must be in support of education and research and consistent with the educational objectives of Eno River Academy. The student is responsible, at all times, for its proper use. Improper use of the ERA network is prohibited. Uses of the ERA network that are prohibited include, but are not limited to:

- Use of ERA technologies in support of any illegal purposes.
- Intentionally uploading, creating, or spreading computer viruses or worms.
- Attempting to gain unauthorized access to the ERA network, or any other network, or to any secure data is considered hacking activity and thus is prohibited. Hacking activity includes students attempting to logon to the network/Internet as a faculty member or an administrator, including accessing a student or staff account that has been left open by mistake.
- Possessing and/or using or attempting to use hacking tools, including keystroke loggers and password/encryption tools.
- Not reporting network security violations or potential violations that you are aware of. If you become aware of a problem, do not demonstrate the problem to other users.
- Downloading and storing files on the network without authorization. Logging on as another user or allowing another individual the use of one's account or userID. When logged in properly, students have authority to download and store materials that do not violate other conditions of the agreement.
- Providing access to the ERA network to unauthorized individuals via one's own account, another's account, or otherwise.
- Using profanity, obscenity or language that is considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities. This includes retrieving, viewing, producing, posting, or sending (or attempting to post or send) material that is profane, obscene, lewd, sexually explicit or suggestive or pornographic in purpose, advocates or engages in illegal acts, threats, hate or violence, or potentially disrupts, causes damage, threatens or endangers students or staff. So-called "sexting" may result in criminal prosecution and registration as a sex offender.
- Spamming: Distributing mass e-mail messages and chain letters or sending e-mail to school address lists or other large numbers of people or a large volume of messages to one or more

individuals for the purpose of causing annoyance.

- Posting personal or private information about yourself or other people on the Internet. Violating any aspect of a student's, or staff member's right to privacy by disclosing confidential information including, but not limited to, a student's grades or test scores.
- Posting, sending, or disclosing over the Internet information that insults, defames, or harasses.
- "Re-posting" or forwarding personal communications without the author's prior consent.
- Chat rooms and instant messaging are off-limits during school hours except for classroom purposes. Arranging or agreeing to meet with a person you have met online without specific advance permission from a parent or teacher is prohibited.
- Using ERA technology to copy commercial software in violation of state, federal, or international copyright laws.
- Using the ERA network for financial gain or for the transaction of any business, commercial or lobbying activities.
- Using technology to cheat; to misrepresent another's work as one's own or to pass one's work on to another for the purpose of cheating.
- Plagiarizing (claiming another person's writings as your own) any information gained on or through the network or from the Internet. (This includes the downloading of reports or term papers purchased on the Internet and passing them off as one's own).

- 3) **Conduct Violations:** The use of the computer/device is a privilege, not a right, and inappropriate use will result in disciplinary action. The school administrators will deem what is inappropriate use, based on the explicit and implicit guidelines in the Network Acceptable Use Policy. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Do not be rude or abusive in your messages to others.
- Use only appropriate language. Do not swear or use vulgarities or any other inappropriate or offensive language.
- If you find a student or staff account that is left open or logged in, you must close the account immediately and notify a staff member. Accounts may contain personal or restricted information.
- Using technology for off-task activities during class (playing games, videos, music, or visiting websites not instructionally related) is prohibited without permission from your teacher.
- You must report to a staff member any unsolicited or inappropriate web site that pops up on your screen without your consent.
- It is your responsibility to keep your password confidential. IF YOUR PASSWORD IS COMPROMISED, YOU MUST CHANGE IT IMMEDIATELY! If you forget your password, see your teacher or advisor, who will help you create a new password. Choose a password you can easily remember.

### Section 3.23 Parking Pass Privileges (High School)

1. Parking at ERA is not a right, but rather a privilege and choice.
2. Students who wish to drive to school and park on campus must obtain a parking pass from the school. This is a lottery process and requires an application. Once a student receives a parking space, he/she must use that space in accordance with the student parking rules.
3. Driving to school/parking pass privileges may be revoked for more than a semester if deemed necessary by the ERA administration.
4. Student drivers are required to provide a copy of proof of insurance for the car or cars they will

- use while parking on campus.
5. A parking fee will be required for a student to obtain a parking pass.
  6. Student parking passes are non-transferable.
  7. Student drivers are required to have a valid driver's license at the time the pass is issued.
  8. Parking passes will not be given to any student who has an outstanding financial obligation to the school.
  9. Student drivers wishing to leave before the end of the school day must bring a signed note from a parent to check out. Students may not check themselves out of school unless emancipated. Students are not permitted to leave the school campus for lunch.
  10. Students who park on school grounds without a valid parking permit will face disciplinary consequences and towing at the student's financial expense.
  11. To protect the health and safety of all our students and staff, student vehicles parked on school property are subject to search by any authorized school personnel or law enforcement agencies when there is a reasonable suspicion that a student may be in violation of school policy or law.

## Section 4: Faculty and Staff related Policies and Procedures

### Section 4.1 Employee Handbook

#### Section 4.1.1 General Job Responsibilities\*

\*Applicable unless otherwise stated in individual contracts.

1. Required arrival & departure times. Teachers are to arrive no later than thirty (30) minutes before the opening bell; they are to depart no earlier than fifteen (15) minutes after the final bell each day.
2. Teaching Responsibilities:
  - a) Deliver the curriculum set forth by Eno River Academy.
  - b) Submit Emergency substitute plans to the Main Office.
  - c) Review students' Individual Education Plans (IEP's) at the beginning of each semester.
3. Administrative duties:
  - a) Keep attendance records
  - b) Send out report cards on time
  - c) Photocopy and keep an extra copy of report cards (front and back), each grading period
4. Extra Duties:
  - a) There are very few extra duties for teachers at ERA. They will be assigned on an as-needed basis. Below are duties that are necessary:
5. Middle school and high school teachers must supervise students in the halls before and after school, and during class changes.
6. All teachers must do pick-up duty at the end of the school day.
  - a) K-4 teachers will place students in cars at the downstairs exit;
  - b) All 5-8 teachers will report to the bridge (upstairs exit) at the end of the day to place students in cars.

#### Section 4.1.2 Parent-teacher Communication

1. Before the end of the first nine weeks, K-5 teachers will send home invitations for parent-teacher conferences.
2. Teachers must keep a log of official parent/teacher communication (phone calls and official meetings).
3. Middle School and High School teachers will send home Progress Reports in the middle of each grading period.
4. K-5 teachers are to develop their own reporting system for student progress reports (to be sent home in addition to quarterly report cards).

#### Section 4.1.3 Teacher- Teacher Communication

1. To maintain a high level of professionalism at ERA, teachers are encouraged to talk one-on-one when differences arise and follow the employee grievance policy when issues cannot be resolved.
2. Teachers are prohibited from discussing salary information, employee performance or other personnel issues, except as required in official confidential meetings (e.g.: Team Meetings, 360 evaluations, etc.), or with an administrator.
3. ERA Staff meetings are held monthly.
4. Team Meetings:
  - a) Middle school and high school teachers will meet at least monthly at a mutually agreed

- upon time.
- b) K-5 teachers will meet at least monthly at a mutually agreed upon time.

#### Section 4.1.4 Certification

Licensure and certification, and all relevant credentials are the responsibility of the employee. The Executive Director and other ERA administrators will provide assistance with licensure. ERA provides professional development opportunities in the form of monthly workshops, which take place on the third Wednesday of every month. For successful completion of these workshops, teachers receive continuing education credits (CEUs).

#### Section 4.1.5 Teacher Evaluation

Eno River Academy uses the North Carolina Educator Evaluation System. Information on the evaluation system is distributed annually during opening faculty meetings.

#### Section 4.1.6 Personnel Policy on ERA Executive Director's Yearly Review

The ERA Executive Director shall have a yearly performance review conducted during the final nine-week teaching period. The Executive Director's yearly performance review shall be used by the BoD in consideration of contract renewal and any potential year-end bonus for the Executive Director.

Feedback from staff (all teachers and support staff), parents/guardians (randomly chosen), the BoD, and the Executive Director's self evaluation are the tools utilized in this review process. An on-line survey tool is the preferred method for parental and teacher feedback, although feedback using other formats (e-mail, written/typed) are also acceptable, as long as that feedback addresses the Executive Director's roles in the ERA Community (e.g., overseeing the ERA educational program and extracurricular activities, discipline, staff management, public outreach/fundraising, facilities management, safety, transportation, etc.). A letter shall be sent out to six (6) randomly chosen parents/guardians from each grade letting them know how important their response is and that it is only one component of the review process for the Executive Director. A link will be provided via e-mail for the on-line survey tool to be used. All ERA staff members will receive an e-mail with an electronic link to the on-line survey tool. The Executive Director will receive an electronic self-evaluation form for completion.

The chair of the Personnel Committee (Vice Chair of the BoD) or designee will collate the feedback and prepare a performance review that will be provided to the Executive Director and the BoD. This information will also be submitted electronically to DPI via the following link:  
<http://www.ncpapa.org/forms/Evaluation%20Instrument.pdf> by the Personnel Committee chair or designee after the formal evaluation and after any edits made from the evaluation process.

### Section 4.2 Employee Related Policies and Procedures

#### Section 4.2.1 Nature of Employment

Employment with ERA is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause, and in keeping with an existing contract, if applicable. Similarly, ERA may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation

of an applicable contract or federal or state law.

Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between ERA and any of its employees. The provisions of the manual have been developed by the BoD and, except for its policy of employment-at-will, may be amended or canceled at any time, at the ERA BoD sole discretion.

These provisions supersede all existing policies and may not be amended or added to without the express written approval of the BoD of ERA.

### Section 4.2.2 Employee Relations

Not every problem can be resolved to everyone's satisfaction, but only through understanding and discussion of mutual problems can co-workers develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment. ERA is committed to providing the best possible working conditions for its employees, as staff morale is a priority to the school leadership. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint or question receives a timely response from ERA.

ERA strives to ensure fair and honest treatment of all employees. Employees are expected to treat each other respectfully. Employees are encouraged to offer positive and constructive criticism.

Concerns by employees of ERA about other employees should first be addressed between the employees. If a successful resolution cannot be found, concerns about other employees, work conditions or compensation, shall only be addressed to the School Principal, the Executive Director, or the Employee Grievance Committee. Any concerns shall first be taken to the School Principal to see if they can be resolved. If not resolved satisfactorily with the School Principal, the concern shall be taken to the Executive Director. If not resolved satisfactorily with the Executive Director, the chair of the Employee Grievance Committee shall be notified and then any concerns shall be discussed as appropriate within the Employee Grievance Committee. If the matter is not resolved satisfactorily with the Employee Grievance Committee, the chair of the Board shall be notified and then any concerns shall be discussed as appropriate with the Board.

### Section 4.2.3 Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at ERA will be based on merit, qualifications, and abilities. ERA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

ERA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

ERA is committed to provide equal employment opportunities to all qualified individuals and to promote diversity of the staff when hiring if all criteria of the hiring candidates is equal.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the ERA Executive Director. Employees can raise concerns and make



reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

#### Section 4.2.4 Business Ethics and Conduct

ERA will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises in which it is difficult to determine the proper course of action, the matter should be discussed openly with an ERA administrator for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every ERA employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

#### Section 4.2.5 Employee Medical Examinations

After an offer has been made to an applicant for employment at ERA, a medical examination will be performed at the employee's expense. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam. Additionally, all public school employees in North Carolina, upon initial employment (ERA is a public school employer) shall file, with their employing school, a health certificate from a physician licensed to practice medicine in the state of North Carolina. The physician certifies that the individual does not have tuberculosis or other communicable disease, physical or mental conditions which would impair the ability of the individual to perform assigned duties effectively. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially.

##### **Communicable Diseases**

ERA attempts to provide a safe and secure environment for all students and employees. Therefore, any employee who has been diagnosed with or displays the symptoms of having a communicable disease must immediately notify the School Principal so that appropriate decisions can be made on a case-by-case basis. The School Principal shall maintain an appropriate balance between the rights of students and employees and the control of the potential spread of a communicable disease.

##### **Blood Borne Pathogens Exposure Control**

ERA has a blood borne pathogens exposure control plan designed to minimize employee exposure to potentially infectious blood and other body fluids. All employees must comply with provisions of the blood borne pathogens exposure plan. Employees can reasonably anticipate coming into contact with blood or body fluids in the normal performance of their assigned work duties. Employees will receive appropriate training, be offered the Hepatitis B vaccination free of charge and use specific work precautions to minimize contact with potentially infectious body fluids.

##### **Drug Free Workplace**

ERA requires the maintenance of drug free environments in all of its schools and attendant properties and locations. Therefore, ERA prohibits the unlawful manufacture, transmission, conspiring to transmit, possession, use or being under the influence of any narcotic, drug, hallucinogenic drug, amphetamine,

barbiturate, marijuana, anabolic steroid, counterfeit drug, alcohol, intoxicants of any kind, or any other controlled substance as defined in schedules 1 through V of Section 202 of the Controlled Substances Act (21 USC 812) and further defines by regulation at 21 CFR 1300.11 through 1300.15. ERA prohibits the possession, use, transmission or conspiring to transmit drug paraphernalia. In addition, no employee shall be impaired by the excessive use of prescription or nonprescription drugs. Employees must not operate equipment while taking prescription drugs that may impair/limit their functional abilities.

### **Drug and Alcohol Testing**

The purpose of the drug and alcohol testing is to promote and maintain a drug free environment in the workplace and to protect employees, students and the public by ensuring that ERA employees are physically and mentally free from the negative impacts of such practices. All employees will be subject to drug and alcohol testing if reasonable suspicion exists that they have used drugs and alcohol on the job or are under the influence of drugs or alcohol on the job. Reasonable suspicion shall be determined by the School Principal. Employees involved in the transportation of students must pass a drug/alcohol test as a condition of employment; thereafter they are subject to random drug alcohol testing once employed under the guidelines set forth in the Omnibus Transportation Testing Act.

### **Smoke Free School Facilities**

School employees will not display or use any tobacco products (including electronic cigarettes) on school premises or at school sponsored events.

## **Section 4.2.6 Conflicts of Interest**

1. No ERA Board member, officer, or employee shall obtain any direct or indirect economic stake in any entity participating in the programs of ERA, and ERA shall not employ any individual who serves as a director or officer of such entity, or an individual who owns a stake in any such entity. It is the policy of ERA that no Board member, officer, or employee shall receive any personal or private benefit resulting from the activities of ERA or from the receipt by ERA of funds from the State of North Carolina or from any other source, apart from reasonable compensation for services rendered and reimbursement for reasonable expenses incurred in the conduct of the business of ERA. In furtherance of this policy, the Board shall have the power to make such rules and regulations concerning conflicts of interest as it deems appropriate from time to time.
2. If any ERA Board member has a potential monetary or non-monetary conflict of interest in a corporate decision, such Board member must make full disclosure to the Board of the potential conflict as soon as such Board member knows, or should know of its existence. Upon full disclosure, the Board may approve the transaction only by a good faith vote of a majority of the disinterested Board members at a Board meeting where a quorum is present. A quorum is present for the purpose of taking action under this section if a majority of the Board members who have no direct or indirect interest in the transaction vote to authorize, approve, or ratify the transaction. No such transaction may be approved if it would constitute self-dealing prohibited under sections 4941 of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws, or if it would result in the imposition of any excise tax under any other provision of Chapter 49A of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws. On any personnel matter pertaining to an administrator, the applicable administrator(s) shall recuse themselves from the Board discussion(s) and vote(s).
3. No voting member of the ERA Board shall be an employee of a for-profit company that provides

substantial services to ERA for a fee.

4. (a) Prior to hiring any employee or engaging any independent contractor who is an “immediate family member” of an ERA Board member or an ERA employee with supervisory authority, such proposed employment or engagement shall be: (A) disclosed to the Board, and (B) approved by the Board in a duly called open session meeting. The term “immediate family member,” as defined in G.S. 115C 12.2, means a spouse, parent, child, brother, sister, grandparent, or grandchild. The term includes the step, half, and in-law relationships.  
  
(b) The burden of disclosure of such a conflict of interest shall be on the applicable ERA Board member or ERA employee with supervisory authority. If and only if the requirements of this subsection are complied with, ERA may employ the immediate family member of the ERA Board member or ERA employee with supervisory authority.
5. A person shall not be disqualified from serving as a member of ERA's Board because of the existence of a conflict of interest, so long as the person's actions comply with:
  - (a) ERA's conflict of interest policy; and
  - (b) applicable law.
6. No teacher or staff member that is an “immediate family member” (as such term is defined above) of the Executive Director shall be hired without the ERA Board evaluating their credentials, establishing a structure to prevent conflicts of interest, and notifying the North Carolina Department of Public Instruction with evidence that this process has occurred.
7. The requirements of Chapter 55A of the General Statutes related to conflicts of interest are incorporated by reference herein.

#### Section 4.2.7 Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with ERA. All employees will be judged by the same performance standards and will be subject to ERA’ scheduling demands, regardless of any existing outside work requirements.

#### Section 4.2.8 Disability Accommodations

ERA is committed to complying fully with the American with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant’s ability to perform the duties of the position.

Post offer medical examinations are required only for those positions in which there is a bona fide job-related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis. ERA is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. ERA will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. ERA is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

#### Section 4.2.9 Job Posting and Employee Referrals

ERA provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although ERA reserves its discretionary right to not post a particular opening.

Job openings will be posted on the ERA website and remain open for 10 days. To apply for an open position, employees should submit an employment application to the Executive Director.

#### Section 4.2.10 Employment Categories

It is the intent of ERA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and ERA.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. Administrators are automatically exempt employees. The Executive Director and the personnel committee shall classify staff members as exempt or non-exempt, according to ERA policies and with written approval from the ERA Board

#### Section 4.2.11 Licensure and Certification

Licensure and certification, and all relevant credentials are the responsibility of the employee. ERA has Certification Mentors to assist. ERA may provide professional development opportunities in the form of monthly workshops. For successful completion of these workshops, teachers receive continuing education credits or "CEUs".

#### Section 4.2.12      Access to Personnel Files

ERA maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of ERA, and access to the information they contain is restricted. Generally, only the Executive Director and his or her designees of ERA who have a legitimate reason to review information in a file may exercise this privilege.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files in the ERA office in the presence of an individual appointed by the Executive Director.

#### Section 4.2.13      Employment Reference Checks/Background Checks

To ensure that individuals who are employed by ERA are well qualified and have a strong potential to be productive and successful, it is the policy of ERA to check the employment references of all applicants.

The Executive Director or a School Principal will respond to all reference check inquiries from other employers. Responses to such inquiries will be limited to factual information that can be substantiated by ERA records.

All staff will be subject to background checks prior to employment, and periodically during employment upon the request of an administrator or personnel committee.

#### Section 4.2.14      Personal Data Changes

It is the responsibility of each employee to promptly notify ERA of any changes in personnel data. Personal mailing address, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personal data has changed, notify the Executive Director.

#### Section 4.2.15      Employment Applications

ERA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in ERA's exclusion of the individual from further considerations for employment or, if the person has been hired, termination of employment.

#### Section 4.2.16      Employee Benefits

Eligible employees at ERA are provided a wide range of benefits. A number of the programs (such as social security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The Executive Director can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- State Teacher's Retirement
- Dental Insurance
- Holidays
- Jury Duty Leave
- Licensure Assistance
- Life Insurance
- Medical Insurance
- Personal Leave
- Sick Leave Benefits
- Vacation Benefits
- New Child Leave

Some benefit programs require contributions from the employee.

#### Section 4.2.17      Holidays & Vacation Benefits

ERA will grant time off to all employees on the days and breaks designated by the academic calendar. Vacation time for 12-month employees is indicated in the employee's job description and vacation plan.

#### Section 4.2.18      Worker's Compensation Insurance

ERA provides a comprehensive worker's compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, worker's compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform the School Principal or Executive Director immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither ERA nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by ERA.

#### Section 4.2.19      Sick Leave Benefits

Full-time employees who work for an entire school year are entitled to 10 sick days and 3 personal days for the term of employment covered by the employee's contract. For the purposes of the contract, "sick days" are defined as those days that an employee is unable to work due to a personal illness or the illness of an immediate family member. An immediate family member is defined as a child, parent, or spouse. A day is defined as one half of a day or more away from the job site. For the purpose of the contract "personal days"

are defined as a day an employee must take off in order to handle personal business that cannot otherwise be handled outside of normal business hours, that is not otherwise defined as a sick day. The employee must request the personal day two weeks prior to the date to be taken off, and the School Principal must approve or disapprove the request no later than five (5) days before the day to be taken off. If the contract is renewed between the employee and ERA, unused sick days may accrue and be carried over into the subsequent employment agreement (the maximum number of sick days that may be carried over is 30); personal days shall not accrue and shall not carry over into any subsequent employment contract. Employees will receive no credit or compensation for any unused sick or personal days remaining after the termination of employment.

ERA will not discriminate against any employee who requests an excused absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this manual and all applicable federal and state laws.

Request for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family and or personal leave.

#### Section 4.2.20 Employee Extended Leave

ERA values the health, longevity of employment, and morale of those we employ. Nevertheless, as a school it is imperative that ERA provide the best educational experience possible for our students. This employee extended leave policy aims to balance these two critical objectives.

After three (3) consecutive school days of illness, an employee shall be required to contact the School Principal and/or Executive Director (i.e., face-to-face, mail, phone conversation/ text or e-mail) to provide an update on their condition and discuss their status for returning to work, providing teaching plans for a substitute teacher, etc. An employee may be required, at the discretion of the School Principal or the Executive Director, to provide a physician's note if said employee has been ill and away from the classroom for greater than three (3) consecutive school days.

If the employee has an illness or a medical procedure resulting in an absence greater than ten (10) consecutive school days, the employee may be required, at the discretion of the School Principal or the Executive Director, to receive clearance from a licensed physician prior to returning to work. If an employee is on extended leave and their absence interferes with the ability of ERA to acceptably educate all of our students, the School Principal and the Executive Director will have the discretion to reassign the employee to a temporary position in the school, receiving their contracted salary/benefits until they are cleared to return to work. If an employee is reassigned and another employee is hired into the aforementioned position said employee shall remain in the reassigned position until the end of their contract period. Renewal of the contract shall be at the discretion of the Executive Director and the BoD.

**ERA Family Medical Leave Act (FMLA) Eligibility:** As an entity ERA is eligible to offer FMLA coverage since it is a public school. However, since ERA has fewer than 50 employees, the employees of ERA are ineligible for FMLA coverage. If an employee is absent for greater than three (3) consecutive school days they will receive a letter from ERA stating that the school is eligible to offer FMLA coverage, but since the school has fewer than 50 employees the school's employees are not eligible for FMLA coverage.

**Process for non-paid leave:** If an employee has an extended illness they shall inform the School Principal or



the Executive Director as soon as practicable (see above), they shall use their accumulated sick leave days, and once all accumulated sick leave days are expended the employee shall meet with the School Principal and/or the Executive Director to discuss options for maintaining healthcare coverage.

**Voluntary Shared Leave:** Permanent ERA employees who have exhausted all accumulated paid leave may apply for Voluntary Shared Leave if they are likely to suffer financial hardship from a prolonged absence caused by a serious medical condition. The employee will require permission from the Executive Director to accept sick leave donations from another ERA employee. Donated sick leave shall not be used for retirement purposes. This will allow ERA employees to donate a portion of their earned leave to other eligible ERA employees. An employee must have  $\leq$  ten (10) days of sick leave available at the time of receipt of donated time. The donor employee must have  $\geq$  five (5) sick leave days at the time of the donation. The maximum number of sick days donated to a recipient shall not exceed twenty (20) days total per year. The donation of sick leave can have an impact on retirement credits for both donors and recipients. Members of the North Carolina Teachers' and State Employees' Retirement System shall receive an extra month of service credit for each twenty (20) days and an extra month if there is a remainder. Donation/receipt of sick days can therefore impact retirement.

This policy is by no means exhaustive and some specific situations may require a modified approach. If an employee has any questions or concerns they should feel free to speak with the Executive Director. Please keep in mind that all employee personnel/ healthcare discussions between the employee, the administration and the BoD are private and will remain confidential.

#### Section 4.2.21      New Child Leave

Eno River Academy will offer employees who become new parents through birth or adoption six weeks of paid leave within six months of the child's birth or the day an adopted child is placed for adoption. Leave may be extended to nine weeks for new mothers whose physicians prescribe additional recuperation time. If circumstances in an individual situation would warrant a different time frame for the New Child Leave to be taken by the parent this decision shall be left to the discretion of the Executive Director. If the Executive Director is the employee seeking a different time frame for the New Child Leave, the Personnel Committee will determine the time frame.

#### Section 4.2.22      Health Insurance

Health insurance benefits are a contractual item.

A change in employment status that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees. A copy will always be available in the Main Office.

#### Section 4.2.23      Wage-hour Timekeeping

Accurately recording time worked is the responsibility of every hourly employee.



Federal and state laws require ERA to keep an accurate record of time worked in order to calculate employee pay benefits. Time worked is all the time actually spent on the job performing assigned duties.

Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign their time records to certify the accuracy of all time recorded. The Executive Director will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the Executive Director must verify the accuracy of the changes by initialing the time record.

#### Section 4.2.24 Paydays

All employees are paid monthly no later than the fifth day of the month, following the end of each month's work. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday. If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

#### Section 4.2.25 Employment Termination

Since employment with ERA is based on mutual consent, both the employee and ERA have the right to terminate employment at will, with or without cause, at any time, limited only by applicable contract conditions. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

#### Section 4.2.26 Safety

##### Statement of School Safety Policy

- The safety of students, employees and the public is paramount in all operations
- Unsafe conditions will be corrected and/or reported to administration immediately.
- Safety will not be sacrificed in the interests of time or money.
- All safety laws or ordinances will be compiled as quickly as possible.
- Employees are responsible for safety.

To assist in providing a safe and healthful work environment for employees, customers and visitors, ERA has established a workplace safety program. This program is a top priority for ERA. The School Principal has responsibility for implementing, administering, monitoring the safety program for their school.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the School Principal. Employees who violate safety standards, who cause hazardous or dangerous situations, and who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the School Principal. Such reports are necessary to comply with laws and initiate insurance and worker's compensation benefits procedures. In a crisis or emergency the ERA Crisis Plan is put into effect by the ERA crisis team.

#### Section 4.2.27      Work Schedules

The work schedule is a contractual item, determined by each employee's contract or job description.

#### Section 4.2.28      Use of Phone and Mail Systems

Employees should practice discretion when making personal calls. Any and all e-mails sent using the ERA system are property of the school and are not confidential and can be reviewed by the administration.

#### Section 4.2.29      Meal Periods

All full-time employees are provided with one meal period each workday. The School Principal will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

#### Section 4.2.30      Use of Equipment and Vehicles

Employees must notify the School Principal if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The School Principal can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

#### Section 4.2.31      Inclement Weather Procedures (e.g. snow days)

If school must be delayed or canceled due to inclement weather, information will be posted on the school website, on the school's Facebook page and via automated telephone voice broadcast message. In addition, delays and closings will be posted with WRAL and WTVD television stations.

#### Section 4.2.32      Business Travel Expenses

Reimbursement for school related travel is determined by the administration on a case-by-case basis. Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual cost of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by ERA. Employees are expected to limit expenses to reasonable amounts.

Employees who are involved in an accident while traveling on school related business must promptly report the incident to the School Principal. Vehicles owned, leased, or rented by ERA may not be used for personal use.

With prior approval only, employees on school related travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of school related business objectives. Generally, employees are also permitted to combine personal travel with school related business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for all individual expenses.

Employees should contact their School Principal for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other school related business travel issues.

Abuse of this business travel expense policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

#### Section 4.2.33      Visitors in the Workplace

To provide for the safety and security of employees and the facilities at ERA, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter ERA at the front office. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors. All visitors must wear a sticker or tag indicating that they are visitors.

If an unauthorized individual is observed on ERA' premises, employees should immediately notify the School Principal or, if necessary, direct the individual to the front office.

#### Section 4.2.34      Computer and E-Mail Usage

E-mail may not be used to solicit others for commercial ventures, religious or political causes outside organizations or other non-business matters.

Employees may only use software on local area networks or on multiple machines according to the software

license agreement. ERA prohibits the illegal duplication of software and its related documentation.

Employees should notify the School Principal upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

#### Section 4.2.35 Workplace Monitoring

Workplace monitoring may be conducted by ERA to ensure quality control, employee safety, security and customer satisfaction.

Computers furnished to employees are the property of ERA. As such, computer usage and files may be monitored or accessed.

ERA may conduct video or audio surveillance of non-private workplace areas. Video and audio monitoring may be used to identify safety concerns, maintain quality control, detect theft and misconduct, or discourage or prevent acts of harassment and workplace violence.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because ERA is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring would be done in an ethical and respectful manner.

#### Section 4.2.36 Workplace Violence Prevention

ERA is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, ERA has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including administrators and temporary employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of ERA without proper authorization.

Conduct that threatens, intimidates, or coerces another employee, a customer or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to the School Principal or any other administrator. This includes threats by employees, as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

ERA will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as practical.

In order to maintain workplace safety and the integrity of its investigation, ERA may suspend employees, either with or without pay pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

#### Section 4.2.37 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, ERA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of conduct that may result in disciplinary action up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking on school property or school trips
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Excessive absenteeism or any absence without notice or when required approval
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Inappropriate conduct with a student as defined by the School Principal, the Executive Director or Board of Directors.

Employment with ERA is at the mutual consent of ERA and the employee and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

#### Section 4.2.38 Drug and Alcohol Use

It is ERA' desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on ERA premises and while conducting business-related activities of ERA, no employee may use, posses, distribute, sell or be under the influence of alcohol or illegal drug. The legal use of prescription drugs is permitted on the job if it does not impair an employee's ability to perform the essential functions of the

job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, including required participation in a substance abuse rehabilitation or treatment program and may include immediate termination of employment. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance, abides by all ERA policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave will not cause ERA any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify ERA of a criminal conviction for drug related activity occurring in the workplace. The report must be made within five (5) days of the conviction. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Executive Director without fear of reprisal.

#### Section 4.2.39 Sexual and Other Unlawful Harassment

ERA is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of unlawful harassment should promptly report the matter to the School Principal and/or the Executive Director. If the School Principal and Executive Director are unavailable or the employee believes it would be inappropriate to contact those persons, the employee should immediately contact the Chair of the ERA BoD. Employees may raise concerns and make reports without fear of reprisal.

Any employee who becomes aware of possible harassment should promptly advise the ERA School Principal or the Executive Director who will handle the matter in a timely and confidential manner.

Anyone engaging in any type of harassment will be subject to disciplinary action, up to and including termination of employment.

#### Section 4.2.40 Attendance and Punctuality

To maintain a safe and productive work environment, ERA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and ERA. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify the School Principal as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

#### Section 4.2.41      Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image ERA presents to parents, students, and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult the School Principal if you have questions as to what constitutes appropriate attire.

#### Section 4.2.42      Return of Property

Employees are responsible for all ERA property, materials or written information issued to them or in their possession or control. Employees must return all ERA property immediately upon request or upon termination of employment. Where permitted by applicable laws, ERA may withhold from the employee's pay or final paycheck the cost of any items that are not returned when required or which are returned damaged not accounting for normal wear and tear. ERA may also take all action deemed appropriate to recover or protect its property.

#### Section 4.2.43      Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by ERA may not solicit or distribute literature to any ERA student or staff member while on ERA property without the direct expressed authorization of the School Principal.

ERA recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during work time.

If employees have a message of interest to the workplace, they may submit it to an administrator for approval. All approved messages will be posted by the School Principal or designee.

#### Section 4.2.44      Progressive Discipline

ERA is committed to administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The best interest of ERA lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

Although employment with ERA is based on mutual consent and both the employee and ERA have the right to terminate employment at will, with or without cause or advance notice, ERA may use progressive discipline at its discretion.

Disciplinary action may call for any of the following four steps, determined by the severity of the problem

and the number of occurrences:

1. Written warning
2. A conference with the School Principal and/or Executive Director
3. Suspension with or without pay
4. Termination of employment

There may be circumstances when one or more steps are bypassed.

ERA recognizes that there are certain types of employee behavior that are serious enough to justify suspension of duties and/or pay and in extreme situations, termination of employment without going through the usual progressive discipline steps. While it is impossible to list every type of behavior that may be deemed a serious offense, the Employee Conduct and Work Rules Policy (section Section 4.2.36) includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples or unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and ERA.

#### Section 4.2.45 Life Threatening Illness in the Workplace

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS often wish to continue their normal pursuits, including work, to the extent allowed by their condition. ERA supports these endeavors as long as the employee is able to meet acceptable performance standards. As in the case of other disabilities, ERA will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. ERA will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Executive Director for information and referral to appropriate services and resources.

#### Section 4.2.46 Employee Grievance Procedure

The following procedure is to be used for Employee to Employee grievances.

##### **Step 1: Attempt to privately resolve grievance.**

Request a face to face meeting with the employee with whom you have a grievance and attempt to resolve the issue. If no resolution results from this meeting, proceed to step 2.

A third party may be present if agreed upon by both parties.

##### **Step 2: Meet with School Principal and/or Executive Director**

Request a meeting with the School Principal and/or Executive Director to discuss the issues. If no resolution



occurs after this meeting, proceed to Step 3.

The complainant and respondent must both be present at this meeting with the School Principal and/or Executive Director. The School Principal or Executive Director shall provide a written summary of the issue with information from both parties, and a written Action Plan with his/her recommendations and requirements to resolve the issue.

### **Step 3: Meet with Employee Grievance Committee (EGC)**

The complainant shall submit a written detailed account of the grievance which includes supporting documentation, any policy or procedure violations and a goal of resolution to the EGC. The respondent may also submit a written detailed account to the EGC. This Committee shall be comprised of the following Board of Director's members:

- Chair of Grievance
- Vice-Chair of the BoD (i.e. Chair of Personnel)
- Board Representative to the EGC

These seats shall be designated during the annual Board of Director's (BoD) meeting where Committee seats are determined.

The complainant and respondent have the right to request an alternate Board representative be appointed to the EGC if a conflict of interest can be proven between either party and a member of the EGC.

The complainant's written account shall in turn be shared with the respondent(s) by the EGC within three (3) business days of receipt. The EGC retains the right to distribute this letter to the involved parties. Any documents provided by the complainant and respondent shall not be distributed to any third party, other than respective legal representation, as these are part of a Personnel record.

The EGC may schedule mediation between the parties involved with the grievance. The mediator shall be screened for conflicts of interest and selected by the EGC. The mediation session shall be scheduled with a professional mediator at the time and location designated by the EGC. All appointments shall be kept by the involved parties. An agreed upon resolution reached during the mediation session shall be signed by all parties and followed by all parties. The agreed upon, signed resolution shall be provided to the EGC. The EGC will determine if further action shall be taken.

If no signed resolution is reached within 10 days after the mediation session the EGC shall proceed to Step 4.

### **Step 4: Presentation to the BoD**

The EGC may determine the need for a hearing. If no resolution is reached during Step 3, a hearing is mandatory. This hearing shall take place within twenty-one (21) calendar days of receipt of the grievance letter from the complainant or within fourteen (14) days from conclusion of mediation. Present at the hearing shall be the complainant and respondent. The hearing procedure is as follows:

- a) The complainant presents his/her grievances. (Content outside that of the original complaint and document shall not be heard or considered.)
- b) The respondent is given time to respond.

- c) The EGC members shall be given time to ask questions as needed.
- d) The complainant and respondent shall be dismissed.
- e) The EGC shall deliberate and write a recommendation.

## **Step 5**

Within five (5) business days, the EGC shall send its recommendation to the BoD. The BoD agenda shall indicate a closed session for a Personnel matter during the next scheduled meeting, or the Chair, Vice Chair or two (2) BoD members can call a special meeting for the closed session if time is a concern. The BoD shall deliberate on the recommendation. If the recommendation is approved, it shall be implemented and the process shall be finished.

If the BoD rejects the recommendation, the grievance shall be re-heard by the BoD in the same format outlined above in Step 4. Immediately following this hearing in a closed session, the BoD shall deliberate on a new resolution and decide by majority vote.

## **Addendum: Documentation**

All documents shall be placed in the personnel records of the complainant and respondent. This includes the original complaint and response, and where applicable, the administrator's Action Plan, any documents provided by the mediator, recommendations by the EGC, any signed resolutions and any action taken by the BoD.

## **Exceptions to this Procedure**

In instances where the grievance involves a threat of physical harm, sexual harassment, improper conduct with a student or other circumstances that involve an immediate response, the grievance shall be taken to the Executive Director, who will in turn notify the BoD.

If a grievance involves the Executive Director, it shall be taken directly to the Vice Chair of the BoD, Chair of the BoD, or a BoD member, if the Vice Chair or Chair is unavailable.

While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions that any employee may bring directly to the School Principal and/or Executive Director. This conduct may result in direct disciplinary action from the administration and/or BoD:

- Violation of State or Federal Law
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas

- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Violation of NC Educator Code of Ethics
- Violation of NC Educator Code of Professional Practices and Conduct

In such cases where the Executive Director and/or BoD determine that swift action is required or termination may be considered by the BoD, the Employee Grievance Procedure may not be followed.

#### Section 4.2.47 Employee Electronic Communication Plan

##### **Personnel Policy on Electronic Communication at Eno River Academy**

With the recent explosion in use of electronic media for communication, the Eno River Academy BoD and administration have decided to define and set certain limits on use of these technologies at ERA. These limits are not meant to curtail communication between students and teachers, but are for the protection of ERA faculty/staff as well as for our students.

**ERA Computer Usage:** ERA provides computers to staff members for use in school-related business and educational pursuits such as graduate school work and career development. ERA computers may not be used for personal business beyond occasional checking of personal e-mail or checking Web sites for news, weather, etc. ERA computers may not be used for visiting social networking sites, instant messaging or transmittal of personal or financial information except for purchases made for school supplies or for ongoing continuing education. Only attachments that contain information for school business (price quotations, employment resumes, catalogs, etc.) sent to school e-mail accounts may be opened on an ERA-supplied computer. Under no circumstances may any email attachment sent to a private e-mail account be opened or downloaded on an ERA-supplied computer due to the potential for transmission of computer viruses. ERA-supplied computers can be accessed at anytime by an ERA administrator. Electronic contents on ERA-supplied computers remain the possession of ERA.

**E-mail:** Any e-mails sent by an ERA staff member to a current or former ERA student ( $\leq 18$  years of age) shall be copied to the student's parents/guardian. E-mails shall be saved for up to one year prior to being deleted. ERA faculty/staff shall not provide personal e-mail addresses to students.

**Social Networking Sites:** Under no circumstances will ERA faculty and/or staff "friend" a current or former student ( $\leq 18$  years of age) on any social networking site (e.g., FaceBook, SnapChat, etc.).

**Photographs/Videos on ERA Property:** Photographs taken on school grounds may not be posted to any social networking site. Videos taken at school or at school events may not be posted to the Internet (YouTube, etc.) without written approval of the ERA BoD (e.g., an ERA promotional video is acceptable if the ERA BOD approves.).

**Phone usage/texting:** Faculty and /or staff of ERA shall not text message current or former ERA students ( $\leq 18$  years of age). ERA faculty/staff shall not provide personal phone numbers to students or accept student's personal phone numbers.

Failure of any ERA faculty/staff member to follow this policy may result in disciplinary action up to and

including dismissal.

#### Section 4.2.48      Beginning Teacher Support

The Beginning Teacher Support Plan shall found as Addendum 6 of this Manual.

#### Section 4.2.49      Employee-Student Relationships

Eno River Academy strictly prohibits relationships between employees and students other than customary and professional teacher-student and employee-student relationships. Prohibited relationships include, but are not limited to, acts of dating, courting, sexual involvement and sexual harassment. Any employee found to have engaged in such a relationship will be subject to disciplinary action, up to and including termination of employment.

## Section 5: Forms and Templates

### Section 5.1 Grievance Filing

#### Eno River Academy Grievance Filing Form

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

Date: \_\_\_\_\_ Date Received (*to be completed by Grievance Chair*): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you an employee of ERA (please circle one):            Yes      No

If yes, please state your position: \_\_\_\_\_

<b>History/Background Information</b>	
<b>Nature of Complaint</b>	
<b>ERA Policies and/or Procedures Considered Violated</b>	
<b>Actions Taken to Date</b>	
<b>Desired Resolution</b>	
<b>Additional Relevant Information, if any</b>	

## Section 5.2 Request for Public Documents

# Eno River Academy Public Records Request Form

*Please complete this form to request a copy of an existing public document.*

Section 1: Requestor Information		
*Name of Requesting Individual:		
*Firm or Organization, if any:		
Title Within Firm or Organization, if any:		
*Phone:	*Email:	
*Mailing Address:		
*City:	*State:	*Zip Code:
<b>*Required Fields</b>		
Section 2: Records Requested		
Describe the record you are requesting. Please be as specific as possible and include enough details to assist the ERA staff and/or BoD members in retrieving the record(s). You must identify or describe the records with sufficient specificity to enable the ERA staff and/or BoD members to determine if ERA is the custodian of the record and whether records exist that are responsive to your request.		
*Description of Records Requested (attach additional sheets, if necessary):		
Please specify the delivery date requested and preferred method of receiving the requested record(s). If possible, I would like to receive the requested records no later than _____. <i>Please note that ERA staff and/or BoD members will make every effort to comply with the requested deadline; however we will notify you if additional time is necessary.</i>		
I prefer to receive the record(s): <input type="checkbox"/> By postal mail at the mailing address listed above. <input type="checkbox"/> By email at the email address above, if electronic format is available for requested records and request is not too large for electronic transmission. <input type="checkbox"/> In person. <i>Please note that ERA is not required to custom format requests.</i>		
Have you contacted any other office or representative of the State of North Carolina about this request? Is so, list:		
By submitting this request in this manner, I certify that the information above is true and accurate to the best of my knowledge. I also understand that the submission of this request creates a public record that may be produced, if requested.		
Signature of Requesting Individual:		
This request may be submitted in person or by mail to: Eno River Academy, 1100 NC Highway 57, Hillsborough, NC 27278		

## Section 5.3 Volunteer Forms

### Section 5.3.1 Volunteer Checklist

Eno River Academy recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. We thank you for your assistance and support. To safeguard students and student records it is necessary that all volunteers be screened and informed regarding their involvement with students and school activities. Staff and volunteers should allow a minimum of forty-eight (48) hours after all forms have been completed and submitted for a volunteer applicant to receive clearance to begin serving as a volunteer. We thank you for your understanding of the need for these safeguards.

Please read and initial each of the statements below.

\_\_\_\_\_ Complete the Eno River Academy Request for Background Information and Criminal History Information form (please request from front office) and return to the school secretary. This form is good for two years.

Your signature below indicates your agreement to abide by all of the following expectations and that you have completed the above forms prior to providing volunteer services.

#### Role and Expectations

\_\_\_\_\_ Volunteers serve as helpers. I understand that all volunteer activities are to be conducted under the supervision of ERA staff, and that all instructional service is to be rendered under the control and supervision of certificated staff.

\_\_\_\_\_ Staff members will determine and notify volunteers if any specific training or direction is required before assisting with an activity. I will confirm assigned responsibilities and expectations with the supervising staff member before beginning any activity.

\_\_\_\_\_ Student problems which arise, whether of an instructional, medical, behavioral or operational nature, shall be referred to a regular staff member for final resolution.

\_\_\_\_\_ I will follow the building's procedures for signing in and out each and every time I volunteer at the school.

\_\_\_\_\_ I will wear an identification badge/tag/pin as required by the school.

\_\_\_\_\_ I understand that I am required to follow all ERA policies and procedures. I understand that failure to follow district policy and procedures, or any part of this Agreement, may result in my volunteer status being revoked and could in some cases subject me to legal liability.

\_\_\_\_\_ I understand that I cannot proselytize, invite students to events, or ask for students' contact information.

#### Use of ERA Technology

\_\_\_\_\_ I will not use computer systems, logins, or accounts that have been assigned to someone else. If authorized to use a school computer I will abide by the ERA technology User Agreement.

Confidentiality

\_\_\_\_\_ I understand that volunteers shall not discuss the performance, actions, or any other information about any student except with the student's teacher, school counselor, or School Principal. This is not only district policy but is also mandated by federal statute, The Family Educational Rights and Privacy Act, 34 CFR Part 99. I understand that confidentiality pertains to both written records and verbal statements.

Name of Volunteer (Please Print)\_\_\_\_\_

Children's Names - If Current ERA Students\_\_\_\_\_  
\_\_\_\_\_

Signature of Volunteer\_\_\_\_\_

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



## Section 5.4   Eno River Academy Liability Release for Optional School Activities

### Eno River Academy Liability Release for Optional School Activities

Student/Participant Printed Name\_\_\_\_\_

Student/Participant Address\_\_\_\_\_

This liability release pertains to all optional Eno River Academy activities (“Optional Activities”) that the Participant participates in during the current school year \_\_\_\_\_(*insert school year, example: “2017-2018”*), including ERA fields trips, athletics teams and other extracurricular activities.

The term “Participant” refers to the ERA student or other person who wishes to participate in the Optional Activities. The term “Parent” refers to a parent or legal guardian of Participant (if applicable). The term “School” collectively refers to Eno River Academy and its directors, administrators, employees and agents.

Participant desires to participate in Optional Activities made available by Eno River Academy during the school year listed above. Parent and Participant understand that Participant is not required to participate in the Optional Activities. Participation in Optional Activities is wholly voluntary. In consideration of the opportunity afforded Participant to participate in Optional Activities, Parent and Participant hereby release and forever discharge the School from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from or in connection with the Optional Activities whether resulting from the negligence of the School or otherwise. Parent and Participant acknowledge that potential risks to health and personal property may be associated with participation in the Optional Activities, and Parent and Participant voluntarily assume those risks.

Student/Participant Signature\_\_\_\_\_Date\_\_\_\_\_

(Or, if Student/Participant is under 18 years of age, Parent’s signature is required below)

Printed Name of Parent/Guardian\_\_\_\_\_

Signature of Parent/Guardian\_\_\_\_\_Date\_\_\_\_\_

## Section 5.5 Transportation in a Privately Owned Vehicle Permission Form

### **Eno River Academy Transportation in a Privately Owned Vehicle Permission Form and Liability Release**

Eno River Academy will, on occasion, provide transportation to school sanctioned events away from the school campus. However, in some instances of events involving a small number of students, privately owned vehicles are used. The parent or guardian driving the vehicle assumes personal liability for the students being transported in his/her car.

If your child will be transported to an Eno River Academy sanctioned event in a vehicle driven by someone other than your child's parent or guardian, this permission form and liability release must be signed and turned in to the sponsor of the activity prior to the event.

The \_\_\_\_\_ (*Name of Team, Club, or Class*) will travel to  
\_\_\_\_\_ (*Location*) on \_\_\_\_\_ (*Dates*)  
in a privately owned vehicle.

\_\_\_\_\_  
(*Coach, Teacher, or Sponsor*)

I give permission for my child, \_\_\_\_\_ (*Name of Student*), to travel in a privately owned vehicle to participate in the event(s) described above. Participation in the event(s) is voluntary. In consideration of the opportunity afforded to my child to participate in the event(s), I release Eno River Academy, its employees, and the vehicle driver from any and all liability, claims, and demands which may arise in connection with the transportation and/or the event(s) itself, whether resulting from negligence or otherwise.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

## Section 5.6 BYOD Parent/Student User Agreement

### **Purpose:**

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, Eno River Academy will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

### **Device Types:**

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smart phones. No gaming devices are allowed (e.g., Nintendo DS, PlayStation Portable PSP, etc.)

### **Guidelines:**

1. Any student who wishes to use a personally owned electronic device within Eno River Academy must get your parent to read and sign the agreement, and submit to the School Principal.
2. The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student complies with teachers' request to shut down the computer or close the screen.
7. Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
8. The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. During school hours the student should only use their device to access classroom related activities.
10. The student will use the guest wireless network. Use of 3G & 4G wireless connections is not allowed.

**As a student I understand and will abide by the above policy and guidelines. I further understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.**

**As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.**

---

Name and Type of Device

---

Device Serial Number

---

Parent's Signature

Date

---

Student's Signature (if Middle School or High School student)

Date

## Section 5.7 Facility Request Form

### Facility Rental Application

- 1) Complete one form for each event requested.
- 2) Return completed forms to the Office Manager 15 working days prior to the event.
- 3) Complete all of Part I, read Part II, read and sign the Facility Regulations. No events before 5:00 pm on school days or teacher workdays.

#### Part I

Contact Person(s): \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Non-Profit Tax ID#: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Purpose for use of space/describe event in detail:

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#### Space Requested (Check all that apply):

- ☐ Gymnasium   ☐ Cafeteria   ☐ Classroom(s)   ☐ Soccer Field   ☐ Playground  
☐ Parking Lot   ☐ Other

Space	Day(s) of Week	Begin Date	End Date	Start Time	End Time	Total Hours

Approximate number of participants and spectators: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Do you have liability insurance?   ☐ No. *This event may require purchasing of insurance.*

☐ Yes. *Please attach a copy of the certificate of liability insurance.*

Will participants be charged a fee? ☐ No ☐ Yes, amount \$\_\_\_\_\_

Will spectators be charged a fee? ☐ No ☐ Yes, amount \$\_\_\_\_\_

## Part II

1. A completed application must be submitted to the Eno River Academy (ERA) main office 15 working days in advance of the proposed event.
  2. Every non-school related group using a school facility must complete an application. There may be no advertisement or usage of the school property until written authority is given. No flyers, placards or signs are to be placed on school property except during the times the actual event is taking place or unless written permission is given.
  3. School administrator/Site designees will determine availability of the particular site and whether an application is approved or denied; however, permission to use school facilities shall not be based on the viewpoint or message of the applicant group. This contract may be canceled by the school administrator or designee at their discretion. No events involving non-school related groups, other than tutoring services provided under No Child Left Behind, will be scheduled prior to 5:00 pm on school days or teacher workdays.
  4. Applications may not be transferred from one group to another. Cancellations must be made at least 48 hours prior to the scheduled event.
  5. Applicants are to pay Eno River Academy in full and in advance, any quoted charge(s). Charges must be paid five working days prior to use of facilities; failure to do so will risk cancellation of this request. Fees are based upon costs of utilities, supplies, maintenance, custodial services and other personnel costs. If use exceeds the quoted charges, applicant will be billed for the additional costs.
  6. All activities must have appropriate adult supervision. The user will assume full responsibility for payment of damages to facilities and/or school owned equipment that occurs during use.
  7. The administrator at his/her discretion may require uniformed security officers from the Sheriff's Dept. or the Police Dept. for any event. Police protection, if needed, must be paid for by the group renting the school facility. The officers will take such measures as needed to protect the public and the school property while in their possession. You will not be permitted to use the school property again, if you fail to cooperate with law enforcement.
  8. If school furniture provided at a particular facility is used the user renting the facility may rearrange furniture with prior approval of the administrator/ designee. The user must return moved furniture and equipment to its proper location.
  9. Use of tobacco is prohibited; no visitor shall be permitted under any circumstances to use tobacco products (including electronic cigarettes) in or on the grounds. The use of open flames, and alcoholic beverages is prohibited. Absolutely no weapons of any kind are allowed on the premises. Gambling is also prohibited.
  10. Concession rights will be reserved for the school when facilities are used. The administrator may waive this right to the applicant.
  11. Fields cannot be used during inclement weather or at other inappropriate times.
  12. In the event of an emergency, administrators are authorized to use their discretion for cancellation of events, (ex. inclement weather).
- \*\*\*If the schools are closed due to weather, emergency, etc., all events and rentals are canceled until schools are officially reopened.\*\*\*
13. Every effort will be made to facilitate the heating and air conditioning needs for the event. Due to the nature of the ERA HVAC support, there will be no compensation for the failure of heating and air conditioning when you agree to rent or use DPS facilities.
  14. The applicant agrees to indemnify and hold harmless the ERA Board of Directors, and all their officers, employees, and agents from any and all claims, demands, suits, causes of action, or judgments any person had, now has, or may have in the future against the event which is subject to this agreement. Eno River Academy assumes no liability for personal injury suffered by reason of the use of such school property pursuant to the facility use agreement.
- I have read and agree to abide by the rules and regulations governing facility use at Eno River Academy.  
I agree to be billed for any additional hours utilized but not listed on this contract.

Amount Charged for Facilities Lease: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ **Request APPROVED.** No school function has been or will be planned that interferes with this request.

☐ **Request DENIED.** Explanation: \_\_\_\_\_

Administrator or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Section 5.8 Field Trip Permission

### Field Trip Permission Form

Dear Parent or Guardian,  
Your child is going on a field trip. Please read the information on this form, then sign and return the permission slip at the bottom of this form by \_\_\_\_\_.

Field Trip Information:

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

Location: \_\_\_\_\_

Purpose: \_\_\_\_\_

Cost: \_\_\_\_\_

Cash or check payable to: \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Leave school: \_\_\_\_\_ Arrive back at school: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

*Save this part of the form for future reference.*

*Cut here*-----*Cut here*

*Sign this part of the form and return it to your child's teacher.*

\_\_\_\_\_ has permission to attend a field trip to

\_\_\_\_\_ on \_\_\_\_\_ from

\_\_\_\_\_ to \_\_\_\_\_.

Enclosed, please find cash/check in the amount of \_\_\_\_\_ to cover the cost of the trip. In

an emergency, please contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

My student will: ☐ return via school transportation ☐ be signed out and not taken back to school\*

\*Relationship of person signing student out from field trip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I would like to chaperone for this field trip: (please circle one) Yes No

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Section 5.9 Chaperone Background Check Form

You will be working with schoolchildren of various ages at ERA and to ensure the safety of our students, ERA requires that you respond to the following questions:

Have you, in North Carolina or any other state:

1. Been convicted of any sex offense?

\_\_\_\_\_ Yes \_\_\_\_\_ No

2. Been convicted of any narcotics or drug offense?

\_\_\_\_\_ Yes \_\_\_\_\_ No

3. Been convicted of a felony?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Individuals answering “yes” to one or more of the above questions shall provide the School Principal or designee with details concerning said offense(s). Individuals misrepresenting or providing false information to the above questions are subject to immediate dismissal from any volunteer duties associated with ERA.

If you answered “yes” to any of the above questions, please explain:

### Waiver of Liability

By signing below you acknowledge that ERA does not provide liability insurance coverage for the resource person or volunteer for any loss, injuries, illness, or death resulting from the individual’s unpaid service. In addition, you agree to assume all risk of death or any loss, injury, illness or damage of any nature or kind arising from the volunteer’s service to ERA and agree to waive any and all claims against ERA, its officers, board, and employees for loss due to death, injury, illness, or property damage.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Volunteer



Section 5.10 Discipline Notice

**Eno River Academy**

**Discipline Notice**

**Student:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

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

**Reason for Referral:**

**Disciplinary Action Taken:**

**Comments:**

\_\_\_\_\_  
Signature of ERA School Principal

Please return this notice to your child's teacher with your signature below

\_\_\_\_\_  
Parent/Guardian

Please feel free to contact the School Principal if you have any questions or concerns

## Section 5.11 Eno River Academy Notice of Suspension from School

**TO THE PARENT(S)/GURADIAN:** This is to officially inform you that your child has been suspended from school for the following reason(s):

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

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

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### TYPE OF SUSPENSION

☐ **SHORT TERM**

Short term with...

<p>_____ (days suspended)</p> <p>Short term suspensions are not appealable. Parents are entitled to a conference with the School Principal.</p>	<p><input type="radio"/> <b>RECOMMENDATION FOR LONG TERM</b> _____ (length of suspension)</p> <p><input type="radio"/> <b>RECOMMENDATION FOR 365 DAYS</b> *See below for an explanation of your rights.</p> <p><input type="radio"/> <b>RECOMMENDATION FOR EXPULSION</b></p>
<p>Beginning Date: _____ Ending Date: _____</p> <p>No. of days suspended on this occasion _____</p> <p>May return to school on: _____</p> <p>No. of out-of-school suspension served this year: _____</p>	

Description of the nature of the offense:

**PLEASE BE AWARE** that any student under suspension from school may not appear on school property during the suspension period without permission from the School Principal.

<p><b>Is this student currently identified under the Exceptional Children's Program or Section 504?</b></p> <p><input type="radio"/> No <input type="radio"/> Yes* <input type="radio"/> In referral process*</p> <p><b>*Please to the Handbook of Parents' Rights for students in the EC program.</b></p>	<p><b>Will the proposed suspension result in a change of placement?</b> <input type="radio"/> No <input type="radio"/> Yes</p> <p><b>*If yes, an IEP or Section 504 committee meeting must be held to determine the relationship between the incident and the student's disability.</b></p>
--	---

\*If you wish to appeal this recommendation, you have **three school days** from the date of receiving this notice to contact the school at (919) 644-6272, who will schedule the hearing and send notification. You must notify the school in advance if you will be represented by an attorney. More information is located in the ERA Discipline Policy online or at the school.

School Principal Signature: \_\_\_\_\_

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

## Section 6: Addenda

Note: Addendum 6.1 through 6.5 are available electronically as separate .pdf files.

Section 6.1 Charter Application from 1997

Section 6.2 Current Charter 2017 through 2027

Section 6.3 By-laws

Section 6.4 Technology Plan

Section 6.5 Beginning Teacher Support