



# Shining Rock Classical Academy

## SRCA Regular Board Meeting

Published on September 25, 2024 at 6:37 PM EDT

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### Date and Time

Wednesday September 25, 2024 at 6:30 PM EDT

### Location

2150 Russ Ave, Waynesville NC 28786

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>6:30 PM</b>
<b>A.</b> Record Attendance		Alyson Weimar	1 m
<b>B.</b> Call the Meeting to Order		Alyson Weimar	1 m
<b>C.</b> SRCA Mission Statement and Pledge of Allegiance		Larry Davis	3 m
			Shining Rock Classical Academy cultivates critical thinking skills and fosters a lifelong love of learning through rigorous academics, experiential education, and our core values of Integrity, Respect, Compassion, Responsibility, Wisdom, and Leadership.
<b>D.</b> Approve minutes	Approve Minutes	Alyson Weimar	2 m
			Approve minutes for SRCA Regular Board Meeting on August 28, 2024

	Purpose	Presenter	Time
<b>II. Presentation of potential board member</b>			<b>6:37 PM</b>
<b>A.</b> Robert Gevjan Board members have received Rob's application	Vote		5 m
<b>III. Old Business</b>			<b>6:42 PM</b>
<b>A.</b> Policies for approval We will have multiple policies to approve. We will defer the voting until the end of this meeting.	FYI	Alyson Weimar	1 m
<b>B.</b> Retirement portal August meeting, the board voted to approve moving forward with the new retirement portal for faculty and staff. Update on status.	FYI	Alyson Weimar	2 m
<b>C.</b> Communication policies (handbook) – SportsYou and ProCare - Addendum update Update on addendum creation  <a href="#">SRCA 2024-2025 Staff Handbook FINAL.pdf</a>  8.28 meeting J. Morgan - page 22 - communication with parents  Parent Square is the primary mode of communication between the school and parents. SportsYou is being used in trail for fall sports. P. Morgan will join as admin.  Pro Care - used by Wings for communication and pay  <b>Board recommends</b> - an addendum to the handbook -faculty must submit a request for administrative overview and approval of additional applications.  February 2025 - re-visit use of ProCare and SportsYou after fall trials.	FYI	Joshua Morgan	5 m
<b>D.</b> Sports Fundraising Update 8.28 Action steps - 1) review policies from local schools and Charters on fundraising 2) policy committee to review and revise policies on fundraising	FYI	Alyson Weimar	10 m

	Purpose	Presenter	Time
3) P. Morgan - will review additional platforms for comparison			
<b>IV. Head of School Report</b>			<b>7:00 PM</b>
A. Academic Review 2024	FYI	Joshua Morgan	15 m
<b>V. Financial Updates</b>			<b>7:15 PM</b>
A. August report	FYI	Joshua Morgan	5 m
<b>VI. SBG update</b>			<b>7:20 PM</b>
A. SBG Update	FYI	Kassie White	15 m
<b>VII. NEST</b>			<b>7:35 PM</b>
A. NEST updates	FYI	Joshua Simms	10 m
<b>VIII. Policy Votes - Second Reads</b>			

Policy revisions and additions were presented at the August board meeting.

The following were approved on a first read 8.28.

The board will move to vote on policy finalization with second read for the following:

[1900 Whistleblower.pdf](#)

Parent Bill Rights Policies

[1439 Parent Notifications.pdf](#)

[1420 Required Parental Consent.pdf](#)

[1430 Parent Guides.pdf](#)

[1450-F Material Request Form.pdf](#)

[1450 Special Procedures for Parent Requests Curriculum.pdf](#)

[1435 Annual Reporting.pdf](#)

[1460 Parents Concerns Regarding Health.pdf](#)

[1410 Parent Bill of Rights.pdf](#)

Immunization

[4100 Immunization and Health Records.pdf](#)

Mental Health

[9600 Mental Health Policy.pdf](#)

	Purpose	Presenter	Time
Substance, Searches , and Reporting Policies <a href="#">4050 Controlled Substances.pdf</a> <a href="#">4300 Student Searches v2.pdf</a> <a href="#">4335 Criminal Behavior.pdf</a>			
Parental Leave <a href="#">6350 Paid Parental Leave.pdf</a>			
<b>IX. Revisions- Policies and Plans</b>			<b>7:45 PM</b>
<b>A.</b> Administering Medicine to Students Policy - Ammendment / Second Read  <a href="#">9125 Administering Medicines to Students.pdf</a>	Vote	Alyson Weimar	5 m
<b>B.</b> Policy 1400  Policy was missed in the Parent Bill of Rights series from August meeting and needs approval.			5 m
<b>X. Closed Session Pursuant to NCGS 143-318.11</b>			<b>7:55 PM</b>
Closed Session Pursuant to NCGS 143-318.11			
<b>A.</b> Closed Session Pursuant to NCGS 143-318.11 (6)  Closed Session Pursuant to NCGS 143-318.11 (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.		Alyson Weimar	5 m
<b>XI. Voting Agenda</b>			

	Purpose	Presenter	Time
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**XII. Closing Items**

<b>A. Adjourn Meeting</b>	Vote		
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Next Scheduled Meeting:  
October 23, 2024 @ 6:30 pm  
2150 Russ Ave. Waynesville

# Coversheet

## Approve minutes

**Section:** I. Opening Items  
**Item:** D. Approve minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for SRCA Regular Board Meeting on August 28, 2024



# Shining Rock Classical Academy

## Minutes

### SRCA Regular Board Meeting

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#### Date and Time

Wednesday August 28, 2024 at 6:30 PM

#### Location

2150 Russ Ave, Waynesville NC 28786

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#### Directors Present

A. Adeleke (remote), A. Weimar, A. Wilkins, B. Mullinix, J. Schleifer (remote), L. Davis

#### Directors Absent

S. Messer

#### Ex Officio Members Present

J. Morgan

#### Non Voting Members Present

J. Morgan

#### Guests Present

Christina White, Phillip Morgan, Rob Gevjan, T. Gresham, T. Inman, Travjs Gresham

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#### I. Opening Items

##### A. Record Attendance

##### B.

### **Call the Meeting to Order**

A. Weimar called a meeting of the board of directors of Shining Rock Classical Academy to order on Wednesday Aug 28, 2024 at 6:37 PM.

### **C. SRCA Mission Statement and Pledge of Allegiance**

Shining Rock Classical Academy cultivates critical thinking skills and fosters a lifelong love of learning through rigorous academics, experiential education, and our core values of Integrity, Respect, Compassion, Responsibility, Wisdom, and Leadership.

### **D. Approve minutes**

A. Weimar made a motion to approve the minutes from SRCA Regular Board Meeting on 07-24-24.

B. Mullinix seconded the motion.

[Minutes for SRCA Regular Board Meeting on July 24, 2024](#)

The board **VOTED** unanimously to approve the motion.

## **II. Old Business**

### **A. Previous business review**

[5300 Artificial Intelligence.pdf](#)

2nd read

### **B. Policies for approval**

L. Davis made a motion to approve AI policy.

A. Wilkins seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **III. Head of School Report**

### **A. August report**

[School Report August 2024.pdf](#)

J. Morgan presents HOS report.

## **IV. Financial Updates**

### **A. August report**

[SRCA Finance Report July 2024.pdf](#)

J. Morgan presents finance report



## V. Retirement portal

### A. Upgrade recommended for retirement portal

[SRCA Consolidation of Retirement Proposal.pdf](#)

[SRCA Retirement Proposal Comparision.pdf](#)

J. Morgan - We need to update the retirement portal with an increased dollar amount in the fund. This will better serve our employees.

Recommend updating the portal and fund management.

Three plans reviewed - updating to Plan Premier Bundled will reduce our HR workload but also greatly improve the employee experience. Minimal price difference for us.

T. Gresham will move forward with this upon board approval.

A. Weimar made a motion to Update the retirement portal to PlanPremier Bundled.

L. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

## VI. SRCA and SRJA updates

### A. Update on collaborative relationship

J Morgan -J Simms is the last board member on the SRJA board. We need more participation on the SRJA board. Consider SRCA board members to sub-committee for SRJA board.

Also consider SRCA teacher and admin to represent SRCA/SRJA collaboration.

J Morgan- a clean merger is complicated with our non-profit status and funding.

A Weimar - have any teachers shown interest?

J Morgan - yes - kindergarten teachers have shown interest.

## VII. NEST

### A. NEST updates

Josh Simms will be the NEST - board liaison.

No updates this month.

## VIII. Sports Fundraising

### A. Fundraising for Sports - Phill Morgan, Highschool AD

[3695 Gifts and Bequeaths.pdf](#)

[3600 - Fund-Raising by Affiliated Organizations.pdf](#)

Phill Morgan -

45-50% students participate  
6 - aim for 8 high school (varsity) teams  
18-22 games per season - competitive performance

Costs-  
side goals \$29K  
New nets \$5-9K  
Warm ups/uniforms/coaches polos - \$3K+  
Hurdles \$440  
Travel and food costs

Athletic Boosters - initial meeting spring 2023 - low attendance  
Consider other modes -efficient, effective, secure  
Vertical Raise - online platform for raising sports funds

B. Mullinix - Clarify how many sports programs do we have.  
States concern for students leaving over sports.

Weimar - What percentage do they take? 15%  
Weimar - would this be used in MS or HS or both? HS  
Davis - is this a passthrough account? yes

P Morgan - this would be an athletic fundraiser, not just a certain sport.

Weimar - we want you to be successful and this to be sustainable. We need to have a solid process for launching this

Action steps -

- 1) review policies from local schools and Charters on fundraising
- 2) policy committee to review policies on fundraising
- 3) P. Morgan - will review additional platforms for comparison

## IX. Policies Discussion

### A. Whistleblower Policy

[1900 Whistleblower.pdf](#)

Temporary Approval 1st Read as allowed by Policy 2420

L. Davis made a motion to Approve temporary first read (pursuant to policy 2420) of the Whistleblower policy.

B. Mullinix seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B.

### **Parent Bill Rights Policies**

[1439 Parent Notifications.pdf](#)

[1420 Required Parental Consent.pdf](#)

[1430 Parent Guides.pdf](#)

[1450-F Material Request Form.pdf](#)

[1450 Special Procedures for Parent Requests Curriculum.pdf](#)

[1435 Annual Reporting.pdf](#)

[1460 Parents Concerns Regarding Health.pdf](#)

[1410 Parent Bill of Rights.pdf](#)

L. Davis made a motion to Approve temporary first read (pursuant to policy 2420) of the Parent Bill of Rights policies (1439,1420,1430,1450, 1450-F, 1435, 1460, 1410).

B. Mullinix seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. Immunization Policy**

[4100 Immunization and Health Records.pdf](#)

A. Wilkins made a motion to Approve temporary first read (pursuant to policy 2420) of the 4100 immunization policy.

A. Weimar seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **D. Mental Health Policy and Plan**

[9600 Mental Health Policy.pdf](#)

[SRCA Mental Health Plan 24-25.pdf](#)

Policy to comply with the current process (mental health plan)

Mental Health Plan - board to review and discuss/vote at September 2024 meeting

L. Davis made a motion to Approve temporary first read (pursuant to policy 2420) of the 9600 policy.

B. Mullinix seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **E. Substance, Searches, and Reporting Policies**

[4050 Controlled Substances.pdf](#)

[4300 Student Searches v2.pdf](#)

[4335 Criminal Behavior.pdf](#)

L. Davis made a motion to Approve temporary first read (pursuant to policy 2420) of policies 4050, 4300, and 4335.

B. Mullinix seconded the motion.

The board **VOTED** unanimously to approve the motion.

**F. Communication policies (handbook) – SportsYou and ProCare**

[SRCA 2024-2025 Staff Handbook FINAL.pdf](#)

J. Morgan - page 22 - communication with parents

Parent Square is the primary mode of communication between the school and parents. SportsYou is being used in trail for fall sports. P. Morgan will join as admin.

Pro Care - used by Wings for communication and pay

Board recommends - an addendum to the handbook -faculty must submit a request for administrative overview and approval of additional applications.

February 2025 - re-visit this

**G. Fundraising Policies – sports and clubs fundraising**

Policy committee in the process of review and creation of updating policies - update at September 2024 meeting

**H. Parental Leave Policy**

[6350 Paid Parental Leave.pdf](#)

L. Davis made a motion to Approve temporary first read (pursuant to policy 2420) of the 6350 parental leave policy.

B. Mullinix seconded the motion.

The board **VOTED** unanimously to approve the motion.

**I. Administering Medicine to Students Policy**

[9125 Administering Medicines to Students.pdf](#)

A. Wilkins - recommends amendment - policy should clarify who may carry medications (i.e. staff/faculty only if not self-carry)

C White - this is in the faculty handbook

A Weimar - the policy should reflect the handbook

J. Morgan - we will amend the policy for second read

B. Mullinix made a motion to Approve temporary first read (pursuant to policy 2420) of the 9125 administering medicine to students policy with amendment as discussed.

L. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

**J.**

### **Clerical Revision - 1999-F**

[1999-F.pdf](#)

Was labeled as 1099 - vote to rename

A. Weimar made a motion to change clerical error to 1999 from 1099.

L. Davis seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **X. Closed Session Pursuant to NCGS 143-318.11**

### **A. Closed Session Pursuant to NCGS 143-318.11 (6)**

Closed Session Pursuant to NCGS 143-318.11 (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

L. Davis made a motion to move to closed session.

A. Wilkins seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **XI. Voting Agenda**

### **A. Approval of HOS contract goals 24-25**

A. Weimar made a motion to Approval of HOS contract goals 24-25.

A. Wilkins seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **XII. Approve Personnel report**

### **A. Personnel**

A. Weimar made a motion to personnel.

B. Mullinix seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **XIII. Closing Items**

### **A. Adjourn Meeting**

L. Davis made a motion to adjourn.

A. Weimar seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,  
A. Weimar

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### Documents used during the meeting

- 3200 Investment of Excess Capital.pdf
- 5300 Artificial Intelligence.pdf
- School Report August 2024.pdf
- SRCA Finance Report July 2024.pdf
- SRCA Consolidation of Retirement Proposal.pdf
- SRCA Retirement Proposal Comparision.pdf
- 1900 Whistleblower.pdf
- 1439 Parent Notifications.pdf
- 1420 Required Parental Consent.pdf
- 1430 Parent Guides.pdf
- 1450-F Material Request Form.pdf
- 1450 Special Procedures for Parent Requests Curriculum.pdf
- 1435 Annual Reporting.pdf
- 1460 Parents Concerns Regarding Health.pdf
- 1410 Parent Bill of Rights.pdf
- 4100 Immunization and Health Records.pdf
- 9600 Mental Health Policy.pdf
- SRCA Mental Health Plan 24-25.pdf
- 4050 Controlled Substances.pdf
- 4300 Student Searches v2.pdf
- 4335 Criminal Behavior.pdf
- SRCA 2024-2025 Staff Handbook FINAL.pdf
- 6350 Paid Parental Leave.pdf
- 9125 Administering Medicines to Students.pdf
- 1999-F.pdf
- 3695 Gifts and Bequeaths.pdf
- 3600 - Fund-Raising by Affiliated Organizations.pdf

Next Scheduled Meeting:  
August 28, 2024 @ 6:30 pm  
2150 Russ Ave. Waynesville

# Coversheet

## Academic Review 2024

**Section:** IV. Head of School Report  
**Item:** A. Academic Review 2024  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Academic Test Summary 2024.pdf



### Test Score Summary Report Academic School Year: 2023-24

Grades 3-8 Grade Level Proficient		
	2023	2024
All Students	55.8	53.5
Reading	55.8	51.4
Math	51.0	52.3
Science (Grade 5 and 8)	65.8	64.9
Grades 9-11 Grade Level Proficient		
	2023	2024
All Students	60.7	46.1
English II	77.4	73.9
Math I (9-12)	21.4	17.4
Math III (9-12)	70.0	38.9
Biology	58.8	58.3

Grades 3-8 Career and College Ready		
	2023	2024
All Students	38.2	35.0
Reading	37.7	33.3
Math	30.9	30.6
Science (Grade 5 and 8)	57.3	55.7
Grades 9-11 Career and College Ready		
	2023	2024
All Students	42.7	15.8
English II	54.8	30.4
Math I (9-12)	-	< 5
Math III (9-12)	40.0	5.6
Biology	50.0	33.3

### School Performance Grade Report

	Achievement	Growth		Performance Score	Grade
All Students 2022	54.9	55.1		55	C
All Students 2023	55.8	81		61	C
All Students 2024	53.5	62.9		55	C
White 2022	57.8	55.5		57	C
White 2023	57.7	82.5		63	C
White 2024	52.0	62.1		56	C
Econ. Disadvantaged 2022	37.0	63.3		42	D
Econ. Disadvantaged 2023	42.4	80.0		50	D
Econ. Disadvantaged 2024	40.8	64.0		47	D
Reading 2022	55.5	63.3		57	C
Reading 2023	55.8	72.6		59	C
Reading 2024	51.4	74.1		56	C
Math 2022	48.1	53.5		49	D
Math 2023	51.0	86.3		58	C
Math 2024	52.3	59.5		54	C

**School Growth Report**

		Growth		Growth Status
All Students 2022		-6.90		Not Met
All Students 2023		0.42		Met
All Students 2024		-3.42		Not Met
White 2022		-6.65		Not Met
White 2023		1.03		Met
White 2024		-3.58		Not Met
Econ. Disadvantaged 2022		-3.33		Not Met
Econ. Disadvantaged 2023		0.01		Met
Econ. Disadvantaged 2024		-3.20		Not Met
Reading 2022		-3.34		Not Met
Reading 2023		-1.47		Met
Reading 2024		-1.18		Met
Math 2022		-7.85		Not Met
Math 2023		2.52		Exceed
Math 2024		-4.25		Not Met

# Coversheet

## August report

**Section:** V. Financial Updates  
**Item:** A. August report  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** SRCA August Finance Report 2024.pdf



## SHINING ROCK CLASSICAL ACADEMY CFA Budget Analysis Report (Reconciled)

Fiscal Year: 2025 - August

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
<b>Revenues</b>							
▶ Rev - State Revenue	5,000,616.93	455,620.99	815,449.51	4,185,167.42	16.31	5,023,274.07	
▶ Rev - Local	1,677,396.10	9,079.19	11,125.26	1,666,270.84	0.66	1,677,911.50	
▶ Rev - Pass-Through Revenue	155,000.00	13,690.12	22,632.12	132,367.88	14.60	176,236.12	
▶ Rev - Federal	339,109.00	22,402.05	22,402.05	316,706.95	6.61	339,109.00	
▶ Rev - Fund 5 Rev - B&A, Lunch(Full Pay)	190,000.00	17,450.00	19,958.00	170,042.00	10.50	190,000.00	
<b>Revenues</b>	<b>7,362,122.03</b>	<b>518,242.35</b>	<b>891,566.94</b>	<b>6,470,555.09</b>	<b>12.11</b>	<b>7,406,530.69</b>	

Account	Budget	Period Activity	YTD Activity	Remaining Budget	% Used	EOY Projection	Notes
<b>Expenses</b>							
▶ Salaries & Bonuses	3,532,305.00	274,072.91	562,960.34	2,969,344.66	15.94	3,544,193.75	
▶ Federal Salaries & Bonuses	0.00	25,958.04	42,173.65	-42,173.65	***	42,173.65	
▶ Benefits	935,873.38	63,678.79	136,460.68	799,412.70	14.58	941,709.55	
▶ Federal Benefits	0.00	6,987.73	11,833.38	-11,833.38	***	11,833.38	
▶ Books and Supplies	211,800.00	33,664.42	61,976.67	149,823.33	29.26	211,800.00	
▶ Technology	120,000.00	10,368.39	45,699.11	74,300.89	38.08	124,610.00	
▶ Equipment & Leases	85,000.00	11,262.66	17,633.76	67,366.24	20.75	85,000.00	
▶ Contracted Student Services	130,000.00	1,957.71	2,955.71	127,044.29	2.27	130,000.00	
▶ Staff Development	49,000.00	12,689.00	13,616.36	35,383.64	27.79	49,000.00	
▶ Administrative Services	205,600.00	43,622.35	71,399.82	134,200.18	34.73	212,095.00	
▶ Insurances	75,000.00	6,564.44	34,560.34	40,439.66	46.08	75,000.00	
▶ Rents & Debt Service	1,555,564.76	121,733.68	247,721.08	1,307,843.68	15.92	1,555,824.76	
▶ Facilities	160,400.00	11,123.00	25,600.96	134,799.04	15.96	160,400.00	
▶ Utilities	93,000.00	6,037.34	7,981.26	85,018.74	8.58	93,000.00	
▶ Nutrition & Food	113,000.00	2,272.33	2,272.33	110,727.67	2.01	113,341.16	
▶ Transportation & Travel	31,500.00	673.94	2,099.77	29,400.23	6.67	31,846.83	
▶ Before and After School Care (WINGS)	58,500.00	309.59	458.02	58,041.98	0.78	58,500.00	
▶ Summer WINGS Care	30,000.00	600.00	2,301.31	27,698.69	7.67	31,201.31	
▶ Pass-Through Expenses	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	
▶ Federal Grant Related Expenses	140,000.00	667.38	8,428.51	131,571.49	6.02	148,428.51	
▶ NC Safety Grant Expenses - 040	0.00	18,726.98	38,380.91	-38,380.91	***	38,380.91	
<b>Expenses</b>	<b>7,528,543.14</b>	<b>652,970.68</b>	<b>1,336,513.97</b>	<b>6,192,029.17</b>	<b>17.75</b>	<b>7,660,338.81</b>	
<b>Surplus/(DEFICIT)</b>	<b>-166,421.11</b>	<b>-134,728.33</b>	<b>-444,947.03</b>	<b>278,525.92</b>	<b>-5.64</b>	<b>-253,808.12</b>	

# Coversheet

## SBG Update

**Section:** VI. SBG update  
**Item:** A. SBG Update  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Final Proposal for Board Meeting--SBG.pdf

# SRCA Standards Based Grading Proposal

Date: September 25, 2024

## Proposal Overview:

The standards based grading (SBG) committee would like to propose a staggered roll out of standards based grading in the grades kindergarten through second grade in all core subjects to be voted on by the board. The staggered roll out would take place over the next 4 years in various stages. The SBG committee is requesting that teachers are given the opportunity to attend professional development in the area of standards-based grading prior to developing rubrics and implementation. The SBG committee would like to pilot standards-based grading in kindergarten within the second year of the timeline. While kindergarten is piloting standards-based grading, first grade will work on finalizing rubrics for their core subjects. First grade will then implement standards-based grading the following year, while second grade works to finalize their rubrics. Second grade will be the final year, within our proposed timeline. Once all three grades have implemented standards-based grading, the SBG committee will collect data and feedback from all stakeholders to determine if implementation needs to continue through additional grades. A detailed timeline of the SBG committee's proposed rollout is outlined below. Thank you for your consideration of implementing standards-based grading.

## Detailed Timeline:

(This timeline will begin after a vote and approval from the school board)

- **2024-2025 School Year**

- Upon approval from the board, the SBG committee will begin researching potential professional development opportunities in the area of standards-based grading. These opportunities will be presented to the necessary committees and stakeholders for approval. Once professional development has been approved, the elected teachers will attend with the expectation that they bring back any necessary information to the SBG committee.
- After completing professional development, the SBG committee will meet with the kindergarten, first and second grade teachers to share the expectations of standards-based grading, the grade level's specific timeline, and offer support as needed.

- **2025-2026 School Year**

- The kindergarten team will collectively work to interpret NC Standards for all core subjects, break each standard down and create rubrics for each standard.
- The kindergarten team will review the rubrics, finalize rubrics and look at instructional practices to see what changes will need to be made in order to collect data based on standards-based grading.

- **2026-2027 School Year**

- Kindergarten will pilot standards-based grading through the entirety of the year. They will meet with the SGB committee and the instructional coach to discuss how implementation is going and any changes that need to be made.
- First grade will work collectively to interpret NC standards for all core subjects, break each standard down and create rubrics for each standard. The kindergarten team will assist the first grade team as needed.
- The first grade team will review the rubrics, finalize rubrics and look at instructional practices to see what changes will need to be made in order to collect data based on standards-based grading.

- **2027-2028 School Year**

- Kindergarten will continue to utilize standards-based grading throughout the year. The kindergarten team will adjust rubrics, instruction, and grading practices as needed.
- The first grade team will begin to implement standards-based grading through the entirety of the school year. They will meet with the kindergarten team, the SBG committee and the instructional coach to discuss how implementation is going and any changes that need to be made.
- The second grade team will work to interpret their NC standards for all core subjects, break down the standards, and create rubrics for each standard. The kindergarten and first grade teams will assist as needed.
- The second grade team will review and finalize rubrics and reflect on instructional practices to determine what changes will need to be made in order to collect data based on standards-based grading.

- **2028-2029 School Year**

- Kindergarten and first grade will continue to utilize standards-based grading throughout the year. The first grade will adjust instructional practices and rubrics as needed.
- The second grade team will begin implementing standards-based grading for the entirety of the school year. The second grade team will meet with the kindergarten team, first grade team, instructional coach and SBG Committee to discuss the outcomes of standards-based grading and any adjustments that will need to be made.
- Administration, the SBG Committee, and the school board will meet with the kindergarten, first grade and second grade teams to discuss outcomes and collect reviews from parents. This information will be used to determine if additional grades should begin using standards-based grading, with the expectation that one grade is added each year.



# Coversheet

## Administering Medicine to Students Policy - Ammendment / Second Read

**Section:** IX. Revisions- Policies and Plans  
**Item:** A. Administering Medicine to Students Policy - Ammendment / Second Read  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 9125 Administering Medicines to Students v2.pdf

## ADMINISTERING MEDICINES TO STUDENTS

Policy Number: 9125

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### Summary

School personnel should not administer medication to students unless necessary and where appropriate administration cannot reasonably be accomplished outside school hours. The parent or guardian shall be responsible for providing all medications to be administered to a student, except certain over-the-counter medications, which may be provided by SRCA.

### Prescription Medications

Prescription medication will be administered to students at school only on the specific written request of the student's parent or guardian *and* physician. The required Medication Administration form must be completed by the parent or guardian and physician for each medication or change of medication the parent wishes to have administered to the student. This form must be completed and turned into the school nurse before any medication is administered.

Completable copies of this form may be obtained from the Nurse's office, front office, or on the SRCA website on the School Nurse's information page. If a student must receive prescribed medication during school hours, the parent *must* furnish the medication in the original container. The label should state the student's name, medication, dosage, number and/or time(s) of doses at school, and the name of the prescribing physician. Either the school nurse or *unlicensed assistive personnel* (UAP) *only* in accordance with the instructions on the label, will administer medication.

SRCA students may not self-administer any medications during school hours except for rescue medications including:

- Rescue inhalers for asthma,
- Epipen for severe allergies (secured by the teacher), and
- Insulin (only under the supervision of the school nurse or UAP).

All prescription and over-the-counter medications must be taken to the Nurse's office, and the student can only self-administer after being approved by both the physician *and* the School Nurse.

### Rescue Medications

Rescue medications are prescribed by a physician. Examples are:

- inhalers for asthma or cystic fibrosis
- epipen for diagnosed, potentially fatal allergies
- emergency treatment for seizures or epilepsy

## Over-the-Counter Medications (OTC)

SRCA students may receive an over-the-counter medication when a Medication Administration Form is on file in the Nurse's office. This form *must* be signed by the parent *and* physician to be considered complete. The medication form will be good only for the school year in which it is signed by the physician. Over-the-counter medications that may be administered during the school day from the Nurse's office include:

1. Acetaminophen (brand name: Tylenol) -Acetaminophen is for temporary relief of minor aches and pains and as a fever reducer. This medication does not reduce inflammation.
2. Ibuprofen (brand name: Motrin or Advil) -Ibuprofen is for temporary relief of minor aches and pains and as a fever reducer. This medication is an anti-inflammatory.
3. Diphenhydramine (brand name: Benadryl) -Benadryl is for allergic reaction symptoms such as swelling, itching, hives, rashes, and motion sickness. This medication is an antihistamine.
4. Antacid (brand name: Tums) -Antacids is for indigestion, heartburn, or upset stomach.
5. Cough drops/throat lozenges -Cough drops and throat lozenges are for the relief of coughs or to soothe throat pain.
6. Hydrocortisone cream-Used to reduce localized itching of the skin.
7. Triple antibiotic ointment, antiseptic wipes, burn gel/cream- These are used for the care and dressing of minor wounds.
8. Aloe gel with lidocaine- For painful sunburn, the aloe will soothe the burn, and the lidocaine will cool and slightly numb the area.
9. Sunscreen-In North Carolina, sunscreen still requires a medication form if it is to be applied at school. It will be applied only for field trips and field day, and should be a reapplication following application at home. This must be supplied by the parent to the nurse, and will be kept with the teacher.

## Dosage

All medications will be administered according to manufacturer's recommendations on the label unless otherwise indicated by the physician on the SRCA Medication Administration form.

## School Personnel Who May Administer OTC Medications

Only SRCA employees to whom such responsibility has been delegated by the school nurse will administer medications. The training of staff will include the following:

- The 5 "Rights" of medication administration: Right Child, Right Medication, Right Dosage, Right Time, Right Route
- Safe storage and handling of medication, including medication disposal
- Documentation of medication administration
- Appropriate action for medication error, adverse reaction, or student refusal

Medical boxes contain EMERGENCY LIFESAVING medications. The teacher should always have this nearby for easy access as needed for the student. Students should never oversee or have unattended access to the medical box.

Each teacher is assigned an orange emergency bag. The teacher is responsible for carrying the orange emergency bag whenever the class is outside of the classroom and should place the medical box in the orange bag for transport during these times.

## **Documentation**

All administered student medications must be documented on the medication log in the Nurse's office. Documentation on the medication log should include the date, time, student name, name and dosage of medication given, and initials of the person administering the medication.

## **Off-Campus Trips**

The SRCA Medication Administration form is the authorized form used for all on-campus and off campus activities, including overnight trips. For overnight trips, the school nurse will provide a list of all students with a completed medication administration form to the designated teacher or staff member. This person is identified to administer provided prescription medications while students are off campus. The parents of a student who may require prescription medication while off campus should contact the SRCA School Nurse. The parent will be given the choice of the following:

1. Medication to be held during the off-campus trip.
2. Student self-carries his or her rescue medication, as long as there is a current SRCA Medication Administration form signed by a physician allowing for self-administration.
3. A faculty member accompanying the student is identified and asked to hold the medication and supervise the student taking the medication.
4. If chaperone spaces are available, the student's parent or guardian may attend the trip and administer the medication.

This decision would be made jointly between the parents and school. No SRCA student on an off-campus trip will be allowed to self-carry any medications except in the case of rescue medications (inhaler, epinephrine auto-injector, diabetic supplies) which are already approved for self-administration.

## **Personal Medication Supply at SRCA**

Individual students may need to keep a supply of prescription medication at school. This medication must be brought to the Nurse's office. The medication name and amount of medication will be logged in by the school nurse or her designee. At the end of the school year, unused medication should be picked up by the parent. All expired and unclaimed medications (left past 30 days) will be securely disposed of at SRCA by the School Nurse. This policy shall be reviewed by SRCA School Nurse annually or as required by changes in state/local regulation, the Nurse Practice Act, or school policy.

*Approved August 2024*

# Coversheet

## Policy 1400

**Section:** IX. Revisions- Policies and Plans  
**Item:** B. Policy 1400  
**Purpose:**  
**Submitted by:**  
**Related Material:** 1400 Parent Procedures.pdf

## REQUIRED POLICIES FOR SESSION LAW 2023-106 COMPLIANCE

Policy Number: 1400

Shining Rock Classical Academy and parents are collaborators in each student’s educational experience and success. The quality of a student’s experience depends heavily on both SRCA and the parents fulfilling their roles in this collaborative relationship. American courts have often noted that a school serves *in loco parentis* – in the place of the parent – while the parent’s child attends school.

As of August 2023, according to Session Law 2023-106, all North Carolina public schools must implement various parent-related measures. The purpose of this policy along with all policies in the 1400 series is to fulfill the expectations of the law. In general, this policy along with all policies in the 1400 series should help foster a more informed, engaged, and collaborative parent community via the provisions and procedures set forth herein.

Throughout this policy, the term “parent” includes a person with legal custody of a child, including a natural parent, adoptive parent, or legal guardian.

### Required School Policies and Procedures

In general, state law requires that the SRCA Board, in consultation with parents, teachers, administrators, and community partners, develop and adopt policies to promote parental involvement and empowerment. These policies shall provide for parental choices and establish parental responsibilities. These policies should:

1. Link parents to community services;
2. Involve parents in developing, implementing, and evaluating family involvement programs;
3. Enable parents to participate in school advisory councils, volunteer programs, and other school activities.

Additional procedures should be developed that also effectively meet the following requirements:

1. Procedures for a parent to notify the Head of School regarding concerns about a school procedure or practice. This should allow for a process to a resolution within seven days of the parent’s notification.
2. Provide for parental participation in their child's education to improve parent and teacher cooperation in key areas such as homework, school attendance, and discipline that aligns with the parent guide for student achievement.
3. Require the Head of School or designee to effectively communicate to parents how textbooks are used to implement the school's curricular objectives.
4. Establish a procedure for parents to learn about their child's course of study and the source of any supplementary instructional materials. This shall include a process for parents to inspect, review, and object to textbooks and supplemental instructional materials that will be used in their child's classroom (consistent with the requirements of

[G.S. 115C-98](#)). The policy or procedure shall make available for in-person review by parents at the school site and publicly available on the School's website.

5. Establish a process for parents to review materials for and to consent or withhold consent for participation in reproductive health and safety education programs consistent with the requirements of G.S. [115C-81.30](#).
6. Establish a process for parents to learn about the nature and purpose of clubs and activities offered at their child's school, including curricular and extracurricular activities.

## **Parent Responsibilities**

Effective education requires parental responsibility and engagement. Parents have responsibilities to their children and the School for a sound partnership in education. The SRCA Board believes the following are some of the more important characteristics and requirements for responsible parental involvement:

1. Parents should be constructively and positively involved in the growth of our students,
2. Parents have a responsibility to practice the same Core Values as their students in how they interact with their child, staff of SRCA, and others in the greater community.
3. Parents will take appropriate steps to have their child in attendance when the school is in session.