



Shining Rock Classical Academy

August Policy Committee

Published on August 14, 2025 at 9:50 AM EDT
Amended on August 14, 2025 at 9:51 AM EDT

Date and Time

Thursday August 14, 2025 at 4:00 PM EDT

Location

Join Zoom Meeting

<https://us02web.zoom.us/j/84187516754?pwd=URwofXmxCFAMxK2NxU0UMBUwWAuob.1>

Meeting ID: 841 8751 6754

Passcode: 949078

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		1 m
II. Policy Review 2nd Read			4:02 PM

	Purpose	Presenter	Time
A. 6600 Employee Drug and Alcohol	Discuss		5 m
B. Health and Wellness Policy	Discuss		5 m
C. Cellphone Policy 8550/8555	Discuss		15 m
III. Policies for 1st Read			4:27 PM
A. 1999 Grievance Policy	Discuss		10 m
IV. Other Business			4:37 PM
A. Amend Policy 1439	Discuss		5 m
V. Closing Items			4:42 PM
A. Adjourn Meeting	Vote		

Coversheet

6600 Employee Drug and Alcohol

Section:	II. Policy Review 2nd Read
Item:	A. 6600 Employee Drug and Alcohol
Purpose:	Discuss
Submitted by:	
Related Material:	6600 Employee Drug and Alcohol.pdf 6600 Drug Free Workplace.pdf

EMPLOYEE DRUG AND ALCOHOL POLICY

Policy Number: **6600x**

Improper alcohol and drug use by school employees poses a serious risk to school safety, effectiveness, and integrity. This policy addresses alcohol and drug-related expectations, requirements, and procedures.

Definitions. The following definitions apply to this policy:

1. **Drug:** a non-alcoholic substance ingested or otherwise applied to a person's body having a real or potential, and substantial mind- or behavior-altering effect.
2. **Drug Abuse:** when an employee uses a prescription drug without having a prescription or authorization by a treating licensed medical professional for such use, and where such use substantially affects or alters the employee's behavior or performance to an observable extent.
3. **Controlled substance:** a substance identified under state or federal law as a controlled substance and illegal when used for non-medical, non-prescribed purposes.
4. **Illegal drug:** any drug or controlled substance (including a prescription drug for which an employee does not have a valid prescription) that is outlawed in its use, possession, sale, or any other capacity.
5. **Counterfeit Substance:** any substance defined by state law, including a substance intended to represent a controlled substance or alcoholic beverage.
6. **Over the counter (OTC) drug:** any drug substance whose use, possession, and sale is permitted by law without a prescription.
7. **Prescription drug:** a substance prescribed by a licensed medical professional for individual consumption for a specific use.
8. **Under the influence:** a condition (1) in which an employee's mood, mind, or behavior is observably affected by alcohol or drug substance, or (2) when an employee's blood alcohol content level exceeds that allowed for drivers of commercial vehicles under state law, or (3) when an employee tests positive from drug analysis for the prior or current use of any illegal drug or any prescription or OTC drug which the employee does not report at the time of such test.

Prohibited Conduct. The following conduct, without exclusion, is prohibited:

1. The manufacture, sale, distribution, possession, or use of illegal drugs or counterfeit substances, whether on or off duty
2. Driving a vehicle during one's employment duties while under the influence
3. Use of alcohol or drugs, or abuse of prescription or OTC drugs at any time while on duty or in a way that negatively affects or is likely to negatively affect an employee's duties
4. Possession, use, or sale of illegal drugs
5. The sale or distribution of drugs, alcohol, or counterfeit substances while on duty
6. Failure to comply with any reasonable request to be tested for the appearance of being under the influence of alcohol or drugs while on duty.
7. Conviction, plea of no contest, or receipt of prayer for judgment related to any alcohol or drug-related criminal charge under state or federal law.

Employee Testing and Searches for Prohibited Drug Use. The following drug testing procedures may be used:

1. **Pre-employment testing.** Before beginning employment, SRCA will require prospective employees to undergo and pass a lawfully administered drug test as a condition of final employment.
2. **Random Employee Testing.** Employees in high safety-sensitive positions (e.g., bus or van drivers) may be subject to random drug and alcohol testing or other special requirements.
3. **Suspicion-based Employee Testing.** While on duty, any employee reasonably suspected of being under the influence of alcohol or drugs or possessing any illegal drug or counterfeit may be subject to immediate drug or alcohol testing.
4. **Suspicion-based Employee Searches.** While on duty, any employee reasonably suspected of possessing prohibited substances or other materials involving a violation of law or policy may be subject to an immediate and reasonable search of his/her person, possessions, or any school property under his/her control.

Confidentiality. Any information obtained arising from this policy shall be used solely for legitimate school and safety purposes. All employee drug and alcohol testing results shall be maintained confidentially or as otherwise required by law.

Disciplinary Sanctions. Any employee who engages in prohibited activity under this policy may be subject to disciplinary actions, including immediate dismissal.

DRUG & ALCOHOL-FREE WORKPLACE

Policy Number: **6600**

To help ensure a safe, healthy, and productive work environment for our employees and others, to protect Shining Rock Classical Academy (SRCA) property, and to ensure efficient operations, SRCA has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for SRCA.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale, or distribution of controlled substances (including medical marijuana), drug paraphernalia, or alcohol by any individual anywhere on SRCA premises, while on SRCA business (whether on SRCA premises or not) or while representing SRCA, is strictly prohibited.

Employees and other individuals who work for SRCA also are prohibited from reporting to work or working while they are under the influence of alcohol or any controlled substances which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the user is under a licensed medical practitioner's instructions, and the licensed medical practitioner authorized the employee or individual to report to work. However, this exception does not extend any right to report to work under the influence of any drug which may impair an employee's ability to safely and competently perform their job or a positive drug test and includes but is not limited to medical marijuana, Delta 8, Delta 9, prescription drugs, psilocybin, opioids, and benzodiazepines, except as permitted by and under applicable law. Violation of this policy will result in disciplinary action, up to and including termination.

SRCA maintains a policy of non-discrimination. It will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies and those who have a medical history that reflects treatment for substance abuse conditions. However, employees may not request accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any SRCA employee, including themselves. For further information, please refer to the School's ADA policy.

Employees must notify the Head of School within five calendar days if they are charged with, plead guilty to, or are convicted of a criminal drug or alcohol-related violation.

All employees are advised that full compliance with the preceding policy shall be a condition of employment at SRCA.

Any employee who violates the preceding drug-free workplace policy described above shall be subject to discipline up to and including immediate termination.

At the discretion of SRCA, any employee who violates the drug-free workplace policy may be required, in connection with or in place of disciplinary sanctions, to participate to SRCA's satisfaction in an approved drug assistance or rehabilitation program.

To maintain a drug-free workplace, SRCA has established a drug-free awareness program to educate employees on the dangers of drug abuse in the workplace, our drug-free workplace policy, the availability of any drug-free counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed for violations of our drug-free workplace policy. Such education may include:

1. Distribution of our drug-free workplace policy at the employment interview;
2. A discussion of our policy at the new employee orientation session;
3. Distribution of a list of approved drug assistance agencies, organizations, and clinics;
4. Distribution of published educational materials regarding the dangers of drug abuse;
5. Reorientation of all involved employees in cases in which a drug-related accident or incident occurs;
6. Inclusion of the policy in employee handbooks and any other personnel policy publications;
7. Lectures or training by local drug abuse assistance experts;
8. Discussion by SRCA's safety experts on the hazards associated with drug abuse; and
9. Videotape presentations on the dangers of drug abuse.

Coversheet

Health and Wellness Policy

Section:	II. Policy Review 2nd Read
Item:	B. Health and Wellness Policy
Purpose:	Discuss
Submitted by:	
Related Material:	5800 Wellness Policy v2.pdf 5800 Student Wellness DRAFT.pdf

WELLNESS POLICY

Policy Number: **5800x**

Preamble

Shining Rock Classical Academy (hereto referred to as the PSU) is committed to the optimal development of every student. The PSU believes that for students to have the opportunity to achieve personal, academic, developmental and social success, we need to create positive, safe and healthy promoting learning environments at every level, in every setting, throughout the school year.

Research shows that two components, good nutrition and physical activity before, during and after the school day, are strongly correlated with positive student outcomes. For example, student participation in the U.S. Department of Agriculture's (USDA) School Breakfast Program is associated with higher grades and standardized test scores, lower absenteeism and better performance on cognitive tasks.^{i,ii,iii,iv,v,vi,vii} Conversely, less-than-adequate consumption of specific foods including fruits, vegetables and dairy products, is associated with lower grades among students.^{viii,ix,x} In addition, students who are physically active do better academically.^{xi,xii,xiii,xiv} Finally, there is evidence that adequate hydration is associated with better cognitive performance.^{15,16,17}

This policy outlines the PSU's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity throughout the school day while minimizing commercial distractions. Specifically, this policy works to ensure that:

- Students in the PSU have access to healthy foods throughout the school day in accordance with Federal and state nutritional standards.
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors.
- Students have opportunities to be physically active before, during and after school.
- Schools engage in nutrition and physical activity promotion and other activities that promote student wellness.
- School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school.
- The community is engaged in supporting the work of the district in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and
- The district establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

Committee Role and Membership

The PSU will convene a representative PSU wellness committee (hereto referred to as the DWC) that meets at least two times per year to establish goals for and oversee school health and safety

policies and programs, including development, implementation and periodic review and update of this PSU wellness policy (heretofore referred as “wellness policy”).

The DWC membership will represent all school levels and will be open to parents and caregivers; students; representatives of the school nutrition program; physical education teachers; health education teachers; school health professionals, and mental health and social services staff; school administrators, school board members; health professionals and other members of the community where appropriate. To the extent possible, the DWC will reflect the diversity of the community.

The Nutrition Director will convene the DWC and facilitate development of and updates to the wellness policy and will ensure each school’s compliance with the policy.

The designated official for oversight is:

Todd Sessoms
Nutrition Director
Director
(828) 476-5150
tsessoms@shiningrock.org

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

Implementation Plan

The PSU will develop and maintain a plan for implementation to manage and coordinate the execution of this wellness policy. The plan delineates specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. The DWC will create an action plan that fosters implementation and generates an annual progress report.

Recordkeeping

The PSU will retain records to document compliance with the requirements of the wellness policy on the school’s computer network. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy.
- Documentation demonstrating that the policy has been made available to the public.
- Documentation of efforts to review and update the Local Schools Wellness Policy; including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate in the DWC.
- Documentation to demonstrate compliance with the annual public notification requirements.
- The most recent assessment of the implementation of the local school wellness policy.
- Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

The PSU will actively inform families and the public each year of basic information about this policy, including its content, any updates to the policy and implementation status. The PSU will make this information available via the district website and/or district-wide communications. Annually, the District will also publicize the name and contact information of the officials leading and coordinating the committee, as well as information on how the public can get involved with the school wellness committee.

Triennial Progress Assessments

At least once every three years, the PSU will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which schools under the jurisdiction of the PSU are following the wellness policy; and
- A description of the progress made in attaining the goals of PSU's wellness policy.

The position/person responsible for managing the triennial assessment and contact information is Todd Sessoms, Nutrition Program Director, (828) 476-5150, tsessoms@shiningrock.org

PSU will actively notify households/families of the availability of the triennial progress report.

Revisions and Updating the Policy

The DWC will update or modify the wellness policy based on school health information and triennial assessments and/or as District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. **The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.**

Community Involvement, Outreach and Communications

The PSU is committed to being responsive to community input, which begins with awareness of the wellness policy. The PSU will actively communicate ways in which representatives of DWC and others can participate in the development, implementation and periodic review and update of the wellness policy through a variety of means appropriate for that district. The PSU will also inform parents of compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The PSU will use electronic mechanisms, such as email or displaying notices on the district's website, as well as nonelectronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The PSU will ensure that communications are culturally and linguistically appropriate to the community and accomplished through means similar to other

ways that the district and individual schools are communicating important school information with parents.

PSU will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum. The PSU will also use these mechanisms to inform the community about the availability of the annual and triennial reports.

Nutrition – School Meals

The PSU is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; that are moderate in sodium, low in saturated fat, and have zero grams *trans*-fat per serving (nutrition label or manufacturer's specification); and to meeting the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns and support healthy choices while accommodating cultural food preferences and special dietary needs.

Shining Rock Classical Academy participates in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). SRCA is committed to offering school meals that:

- Are accessible to all students.
- Are appealing and attractive to children.
- Are served in clean and pleasant settings.
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The PSU offers reimbursable school meals that meet [USDA nutrition standards](#).)
- Promote healthy food and beverage choices

Staff Qualifications and Professional Development

All school nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the [USDA professional standards for child nutrition professionals](#). These school nutrition personnel will refer to [USDA's Professional Standards for School Nutrition Standards website](#) to search for training that meets their learning needs.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The PSU will make drinking water available where school meals are served during mealtimes.

Competitive Foods and Beverages

The PSU is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. The PSU will sell or serve foods

and beverages outside of the school meal programs (e.g., “competitive” foods and beverages), those foods and beverages will meet the USDA Smart Snacks in School nutrition standards, at a minimum. It should be noted that:

- Snacks are available in school for student purchase.
- Snacks may be brought from home for children’s own consumption, with the understanding that some classrooms may need to restrict some types of snacks due to specific allergies that classmates or staff may have, such as peanut allergies. Parents are encouraged to send healthy snacks that will provide the “fuel” for effective learning.
- Parents are to refrain from sending snacks to be shared. This is because every school has children who have severe, life-threatening allergies of all kinds. No child shall be put at risk of having an allergic reaction to foods brought into school.
- Administrators may make exceptions to this to approve curriculum-based food activities.
- Staff members are expected to follow the same procedures for any food they bring in to share with their classes or allow other students to bring in and share.
- No fundraising activities or school store sales involving food will occur during the breakfast or lunch period.
- Any corporate sponsor or corporate partnership shall meet all previously stated guidelines and shall not compromise the Local Wellness Policy.

Celebrations and Rewards

All foods offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including through:

1. Celebrations and parties. The PSU will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas are available from the [Alliance for a Healthier Generation](#) and from the [USDA](#).
2. Classroom snacks brought by parents. The PSU will provide parents a [list of foods and beverages that meet Smart Snacks](#) nutrition standards.
3. Rewards and incentives. The PSU will provide teachers and other relevant school staff with a [list of alternative ways to reward children](#). Foods and beverages will not be used as a reward, or withheld as punishment for any reason, such as for performance or behavior.

Nutrition Education

- Nutrition instruction will be taught as a sequential, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect health.
- It is designed to provide students with the knowledge and skills necessary to promote and protect their health.
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products and healthy food preparation methods.
- Emphasizes caloric balance between food intake and energy expenditure (promotes physical activity/exercise);

- Links with school meal programs'
- Nutrition Educators will collaborate with the food service staff to strengthen and extend instruction.

Physical Activity

- Opportunities for physical activity will be incorporated daily, weather permitting.
- Physical Activities programs, such as intramurals, extended day programs, extracurricular activities and interscholastic sports are available for all students.
- Physical activity, during the school day, will not be used as punishment (e.g., running laps, pushups) nor is it desirable to routinely restrict physical activity for disciplinary reasons, unless related to violations that occur during the physical activity periods.

Physical Education

- Physical Education shall be taught as a required subject in all grades for all students
- Student involvement in other activities involving physical activity will not be substituted for physical education class.
- Physical Education should be taught to students throughout the school year to provide the maximum activity exposure and instructional continuity.
- Physical Education instruction will incorporate NASPE's Quality Physical Education guidelines including opportunity to learn, meaningful content and appropriate instruction.
- The Physical Education program should match the Health Curriculum Framework and the National Standards for Physical Education (NASPE).

Wellness Promotion

- Instruction in health education shall be taught as a sequential, standards-based program and incorporate the Health Frameworks standards.
- The Health Education program should match the Health Curriculum Framework and the National Health Education Standards.

Other Activities that Promote Student Wellness

SRCA will integrate wellness activities across the entire school setting. The PSU will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.

Community Partnerships

The PSU will develop relationships with community partners in support of this wellness policy's implementation. Existing and new community partnerships and sponsorships will be evaluated to ensure that they are consistent with the wellness policy and its goals.

Community Health Promotion and Family Engagement

The PSU will promote to parents/caregivers, families, and the general community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in school-sponsored activities and will receive information about health promotion efforts.

As described in the "Community Involvement, Outreach, and Communications" subsection, the District will use electronic mechanisms (e.g., email or displaying notices on the district's website), as well as non-electronic mechanisms, (e.g., newsletters, presentations to parents or sending information home to parents), to ensure that all families are actively notified of opportunities to participate in school sponsored activities and receive information about health promotion efforts.

Staff Wellness and Health Promotion

- The DWC will identify and disseminate wellness resources and support staff wellness.
- The PSU will implement strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors.

Professional Learning

When feasible, the PSU will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school (e.g., increasing the use of kinesthetic teaching approaches or incorporating nutrition lessons into math class). Professional learning will help District staff understand the connections between academics and health and the ways in which health and wellness are integrated into ongoing district reform or academic improvement plans/efforts.

ⁱ Bradley, B, Green, AC. Do Health and Education Agencies in the United States Share Responsibility for Academic Achievement and Health? A Review of 25 years of Evidence About the Relationship of Adolescents' Academic Achievement and Health Behaviors, *Journal of Adolescent Health*. 2013; 52(5):523–532. ⁱⁱ Meyers AF, Sampson AE, Weitzman M, Rogers BL, Kayne H. School breakfast program and school performance. *American Journal of Diseases of Children*. 1989;143(10):1234–1239.

ⁱⁱⁱ Murphy JM. Breakfast and learning: an updated review. *Current Nutrition & Food Science*. 2007; 3:3–36. ^{iv} Murphy JM, Pagano ME, Nachmani J, Sperling P, Kane S, Kleinman RE. The relationship of school breakfast to psychosocial and academic functioning: Cross-sectional and longitudinal observations in an inner-city school sample. *Archives of Pediatrics and Adolescent Medicine*. 1998;152(9):899–907. ^v Pollitt E, Mathews R. Breakfast and cognition: an integrative

summary. *American Journal of Clinical Nutrition*. 1998; 67(4), 804S–813S. ^{vi} Rampersaud GC, Pereira MA, Girard BL, Adams J, Metz J. Breakfast habits, nutritional status, body weight, and academic performance in children and adolescents. *Journal of the American Dietetic Association*. 2005;105(5):743–760, quiz 761–762. ^{vii} Taras, H. Nutrition and student performance at school. *Journal of School Health*. 2005;75(6):199–213. ^{viii} MacLellan D, Taylor J, Wood K. Food intake and academic performance among adolescents. *Canadian Journal of Dietetic Practice and Research*. 2008;69(3):141–144. ^{ix} Neumark-Sztainer D, Story M, Dixon LB, Resnick MD, Blum RW. Correlates of inadequate consumption of dairy products among adolescents. *Journal of Nutrition Education*. 1997;29(1):12–20. ^x Neumark-Sztainer D, Story M, Resnick MD, Blum RW. Correlates of inadequate fruit and vegetable consumption among adolescents. *Preventive Medicine*. 1996;25(5):497–505. ^{xi} Centers for Disease Control and Prevention. *The association between school-based physical activity, including physical education, and academic performance*. Atlanta, GA: US Department of Health and Human Services, 2010. ^{xii} Singh A, Uijtendewilligne L, Twisk J, van Mechelen W, Chinapaw M. *Physical activity and performance at school: A systematic review of the literature including a methodological quality assessment*. *Arch Pediatr Adolesc Med*, 2012; 166(1):49-55. ^{xiii} Haapala E, Poikkeus A-M, Kukkonen-Harjula K, Tompuri T, Lintu N, Väistö J, Leppänen P, Laaksonen D, Lindi V, Lakka T. *Association of physical activity and sedentary behavior with academic skills – A follow-up study among primary school children*. *PLoS ONE*, 2014; 9(9): e107031. ^{xiv} Hillman C, Pontifex M, Castelli D, Khan N, Raine L, Scudder M, Drollette E, Moore R, Wu C-T, Kamijo K. *Effects of the FITKids randomized control trial on executive control and brain function*. *Pediatrics* 2014; 134(4): e1063-1071.

¹⁵ Change Lab Solutions. (2014). *District Policy Restricting the Advertising of Food and Beverages Not Permitted to be Sold on School Grounds*. Retrieved from <http://changelabsolutions.org/publications/district-policy-school-food-ads>

STUDENT WELLNESS*Policy Number:* **5800x**

The board recognizes that it is essential for students to maintain their physical health and receive proper nutrition to utilize educational opportunities fully. The board further recognizes that student wellness and proper nutrition are related to a student's physical well-being, growth, development, and readiness to learn. The board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. As part of that commitment, the board directs the Head of School to oversee the development, implementation, and ongoing evaluation of this policy and other school system efforts to encourage students to be healthy and active, including compliance with the State Board of Education's Healthy Active Children Policy, as further described in Section F. The Head of School may designate a school official to carry out this responsibility, referred to as the "lead wellness official."

The Head of School or designee shall provide a copy of this policy to the North Carolina Department of Public Instruction each time the board revises it.

A. SCHOOL HEALTH ADVISORY COUNCIL

The board will maintain a school health advisory council to help plan, update, implement, promote, and monitor this policy as well as address other health and nutrition issues within the school. The council serves as an advisory committee on student health issues. It works in conjunction with the lead wellness official, who is responsible for overseeing this policy and the school system's efforts to promote student and employee health and wellness in compliance with state and federal requirements.

The council is authorized to examine related research and laws, assess student needs and the current school environment, review existing board policies and administrative regulations, collaborate with appropriate community agencies and organizations, and help raise awareness about student health issues. The council may also make policy recommendations to the board related to this policy and other policies concerning student wellness. In conjunction with the lead wellness official, this policy shall be periodically reviewed and revised as needed. Additionally, the council may assist in developing a plan to measure and assess the implementation of this policy, as well as methods to inform and update the public about its content and implementation, as outlined in Sections F and G below.

The council will be composed of representatives from the school, the school nurse, and the broader community. The council should include members from each of the following groups: the school board, school administrators, physical education teachers, students, parents or guardians, and the public. The council will provide the board with information on the following areas or concerns: safe environment, physical education, health education, staff wellness, health services, mental and emotional health, nutrition services, and family and community involvement.

The council shall provide periodic reports to the board and the public regarding the status of its work. In addition, the council shall assist the lead wellness official in creating an annual report that

includes the minutes of physical activity, and the minutes of physical education and/or healthful living education received by students in the system each school year, as well as any other information required by the State Board of Education.

B. NUTRITION PROMOTION AND EDUCATION

The board believes that promoting student health and nutrition enhances readiness for learning and increases student achievement. The general goals of nutrition promotion and education are (1) to provide appropriate instruction for acquiring behaviors that contribute to a healthy lifestyle for students, and (2) to teach, encourage, and support healthy eating habits among students.

The board will provide nutrition education within the Healthful Living Standard Course of Study and following the grade-level expectations outlined in the Healthful Living Essential Standards adopted by the State Board of Education. Nutrition education should be designed to provide all students with the knowledge and skills needed to lead healthy lives. Students should learn to address nutrition-related health concerns through age-appropriate nutrition education lessons and activities.

Nutrition education and promotion should extend beyond the school environment by engaging and involving families and communities. School personnel may coordinate with local agencies and community organizations to provide students with opportunities to undertake projects related to nutrition. School personnel are responsible for disseminating and promoting consistent nutrition messages throughout the school, including classrooms, cafeterias, homes, the community, and the media.

In conjunction with the school health advisory council, the board establishes the following additional specific evidence-based goals and strategies for nutrition promotion and education. The board will periodically measure and report progress toward meeting these goals.

Primary Goal: SRCA will educate, encourage, and support healthy eating for all students of all ages.

C. NUTRITION STANDARDS AND GUIDELINES FOR ALL FOOD AND BEVERAGES AVAILABLE AT SCHOOL

Goals of School Nutrition Services: All foods available in the school during the school day that are offered to students should promote student health, reduce childhood obesity, provide a variety of nutritious meals, and foster lifelong healthy eating habits. All foods and beverages sold at school must meet the school nutrition standards, including the following:

1. School Lunch, Breakfast, and Snack Programs

Foods provided through the National School Lunch, School Breakfast, or After School Snack Programs must comply with federal and state nutrition standards. The director of the federal lunch program shall ensure that school system guidelines for reimbursable meals are not less restrictive than regulations and guidelines issued for schools in accordance with federal law.

2. Competitive Foods

All foods sold on school campuses during the school day (defined as the period from midnight through 30 minutes after the dismissal bell rings) in competition with the National School Lunch or School Breakfast Programs (“competitive foods”) must comply with the federal Smart Snacks standards. Competitive foods include items from à la carte menus, vending machines, and outside suppliers, as well as foods or beverages sold in school stores and at fundraisers. Vending machine sales also must comply with the requirements of G.S. 115C-264.2 and Eat Smart: North Carolina’s Recommended Standards for All Foods in Schools.

3. Other Foods Available on the School Campus During the School Day and After the School Day

The Head of School may establish rules for food and beverages brought from home for classroom events or parties during the school day, as well as for extracurricular activities held after the school day. The board encourages the Head of School to establish rules that are consistent with the Smart Snacks standards.

Fundraising activities that involve the sale of foods and/or beverages to students during the school day (from midnight until 30 minutes after the dismissal bell rings) must comply with the Smart Snack Rules and may not be conducted until after the end of the last lunch period.

The Head of School may establish standards for fundraising activities conducted after the school day (beginning 31 minutes after the dismissal bell rings) that involve the sale of food and/or beverages. The board encourages alternative fundraising activities, such as selling non-food items or participating in physical activities.

4. Food and Beverage Marketing

Food and beverage marketing on school campuses during the school day must meet federal and state standards.

D. PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

1. Goals of the Physical Education Program

The goal of the physical education program is to promote lifelong physical activity and provide instruction in the skills and knowledge necessary for lifelong participation in physical activity. To address issues such as obesity, cardiovascular disease, and Type II diabetes, students enrolled in kindergarten through eighth grade must have the opportunity to participate in physical activity as part of the system’s physical education curriculum. The goal for elementary school is to provide 150 minutes of quality physical activity per week. The goal for middle school is to provide 225 minutes of Healthful Living Education weekly, for one semester a year, divided between health and physical education, with certified health and physical education teachers.

2. The Physical Education Course

The physical education course should foster support and guidance for being physically active, help students understand the value of being physically fit, and teach them the types of activities that contribute to overall fitness. The course is to be taught in an environment where students can learn, practice, and receive assessments on developmentally appropriate skills and knowledge as defined in the North Carolina Healthful Living Standard Course of Study. Students should be engaged in moderate to vigorous physical activity for at least fifty percent of class time.

3. Physical Activity Requirements and Goals

School personnel should strive to provide opportunities for age- and developmentally appropriate physical activity during the day for all students, enabling them to learn how to maintain a physically active lifestyle. Schools must provide a minimum of 30 minutes of moderate to vigorous physical activity daily for students in kindergarten through eighth grade. Such activity may be achieved through a regular daily physical education class as described in Sections D.1 and D.2 above, or through recess, dance, classroom energizers and/or other curriculum- based physical activity programs of at least 10 minutes duration, that, when combined, total 30 minutes of daily physical activity. The Head of School shall work with teachers to ensure that students meet the minimum physical activity requirement. The board will periodically measure and report progress toward meeting these goals. To ensure that students have ongoing opportunities for physical activity and maintain a positive attitude towards physical activity, structured and unstructured recess, as well as other physical activities, should not be taken away from students as a form of punishment. Additionally, severe and inappropriate exercise should not be used as a form of punishment for students.

E. OTHER SCHOOL-BASED ACTIVITIES TO PROMOTE WELLNESS

In addition to the standards discussed above, the board adopts the following goals for school-based activities designed to promote wellness:

1. Schools will provide a clean and safe environment for meals.
2. Students will be provided with adequate time to eat meals.
3. Drinking water will be available at all meal periods and throughout the school day.
4. Professional development will be provided for school system nutrition staff.
5. The school will utilize available funding and outside programs to enhance student wellness.
6. Food will not be used in the schools as a reward or punishment.
7. As appropriate, the goals of this wellness policy will be considered when planning all school-based activities.
8. Administrators, teachers, school nutrition personnel, students, parents or guardians, and community members will be encouraged to serve as positive role models to promote student wellness.

F. IMPLEMENTATION AND REVIEW OF POLICY

Oversight and Monitoring of Implementation and Progress. The lead wellness official, in conjunction with the school health advisory council, shall oversee the implementation of this policy and monitor systems, schools, programs, and curricula to ensure compliance with and assess progress under this policy, related policies, and established guidelines or administrative regulations. Staff members responsible for programs related to student wellness shall also report to the lead wellness official regarding the status of such programs.

Review of Policy The lead wellness official shall work with members of the school health advisory council to periodically review and update this policy based on the triennial assessment of the school system's compliance with the policy (see subsection F.4, below), progress toward meeting the policy goals, and other relevant factors. The lead wellness official shall document the review process, including participants and the method used to notify the school health advisory council and/or other stakeholders of their opportunity to participate.

Triennial Assessment Beginning with school year 2025-2026, and at least once every three years thereafter, the Head of School or designee shall report to the board and public on the system's compliance with laws and policies related to student wellness, the implementation of this policy, and progress toward meeting the goals of the policy. At a minimum, the Head of School or designee shall measure and report the following:

1. The extent to which the school complies with this policy.
2. The extent to which the board's wellness policy meets state and federal requirements, and a description of the progress made in attaining the goals of this policy.
3. The report may also include the following items:
 - a. An assessment of the school environment regarding student wellness issues.
 - b. An evaluation of the school nutrition services program.
 - c. A review of all foods and beverages sold in schools for compliance with established nutrition guidelines;
 - d. A review of guidelines for foods and drinks available, but not sold, during the school day, as described in subsection C.3, above;
 - e. Information provided in the report from the school health advisory council, as described in Section A, above; and
 - f. Suggestions for improvement to this policy or other policies or programs.

G. PUBLIC NOTIFICATION

The school system will publish contact information for the lead wellness official on its website. The lead wellness official shall assist the school health advisory council in annually informing and updating the public about this policy and its implementation.

The Head of School or designee shall make public the results of the triennial assessment described in subsection F.4 of this policy.

All information required to be reported under this section, as well as any additional information needed for public reporting, shall be widely disseminated to students, parents, and the community in an accessible and easily understandable manner, which may include posting on the school's website.

H. RECORDKEEPING

The Head of School shall maintain records to document compliance with this policy and all federal and state requirements. These records, at a minimum, must include:

1. A written copy of this policy and any updates.
2. The most recent triennial assessment for the school.
3. Documentation demonstrating:
4. The efforts to review and update this policy are described in subsection F.2 of this policy.
5. How this policy and information about the most recent triennial assessments have been made available to the public, as described in Section G;
6. Compliance with the annual reporting requirements of subsection F.3; and
7. Other efforts to involve the school health advisory council and/or other community members in the implementation of or assessment of compliance with this policy.

Legal References: Child Nutrition and WIC Reauthorization Act of 2004, 42 U.S.C. 1751; Healthy, Hunger-Free Kids Act of 2010, P.L. 111-296; National School Lunch Act, 42 U.S.C. 1751 et seq.; 7 C.F.R. 210.11, 210.12, and 210.31; G.S. 115C-264.2, -264.3; 16 N.C.A.C. 6H.0104; State Board of Education Policies SHLT-000, CHNU-002, NCAC-6H.0004; Eat Smart: North Carolina's Recommended Standards for All Foods in Schools, N.C. Department of Health and Human Services, N.C. Division of Public Health (2004)

Coversheet

1999 Grievance Policy

Section:	III. Policies for 1st Read
Item:	A. 1999 Grievance Policy
Purpose:	Discuss
Submitted by:	
Related Material:	1999 Grievance Policy.pdf 1999 Grievance DRAFT2025.pdf 1999-F Grievance Form 2025.pdf 1999-F.pdf

GRIEVANCE PROCESS AND APPEALS OF ADMINISTRATIVE DECISIONS

Policy Number: 1999

A. Introduction and Objectives: Shining Rock Classical Academy (The School) seeks to provide a process by which students, parents, and staff can resolve concerns in a timely and effective manner while balancing this with the need for efficient and effective School operations. Toward this end, this policy establishes mechanisms by which grievances should be addressed through informal and, if appropriate, formal means. All references herein to the Head of School include any person assigned as the Head of School's designee.

B. Informal Grievance Procedure. All concerns should first be addressed directly and informally with the persons involved. This includes reasonably notifying those causing and involved in the grievance, allowing them to reasonably respond, and an opportunity to make good faith efforts toward resolution. If necessary, individuals involved are encouraged to seek the assistance of an objective party to assist with informal resolution.

C. Formal Grievance Procedure. Persons must seek informal, timely resolution before filing a formal grievance, unless doing so is not reasonably feasible, would be futile, or if formal grievance procedures are legally required. The grievant may then file a formal grievance with the Head of School within ten school days after the last informal attempt at resolution; if informal resolution is not required, the grievant shall file the grievance within ten school days of the last instance causing the grievance.

The formal procedure shall be initiated by submitting to the Head of School a written request for redress that succinctly states the specific grievance(s), the supporting facts, the basis in Board policy or law (citing specific policies or laws), the requested relief, and the efforts made to resolve the matter informally. The Head of School may require submission of an approved form for such grievance filing.

The Head of School shall determine whether informal resolution requirements have been satisfied or are not required. If the Head of School determines that the grievant is entitled to a formal grievance process, he shall provide a copy of the formal grievance to all other persons implicated by the grievance. The Head of School shall reasonably investigate and consider the matter (which may include meeting with the parties involved and holding an informal hearing) and issue a decision within ten school days from the date the grievance is filed; additional time for the Head of School's decision shall be allowed when reasonably required by circumstances. All deliberations shall be held in confidence where feasible and involve only persons in a need-to-know position.

D. Appeals of Right to the School Board Hearing Panel. A grievant or affected party has the right to appeal any administrative decision by the Head of School affecting a constitutional or other legal interest, and/or an interest of the type listed below:

- a. Suspension or expulsion of a student for more than 10 days (per School suspension and expulsion procedures required by Chapter 115C, Article 27 of the North Carolina General Statutes);
- b. An alleged violation of a specified federal or state law or regulation;
- c. The loss or reduction of salary of a school employee under a specific-term contract who is not employed at will; or
- d. Any other decision that, by law, provides for a right of appeal to the School Board and for which there is no other statutory appeal procedure.

Any person seeking a hearing under this section, within 10 school days after an administrative decision by the Head of School, may request a Board hearing, by submitting to the Board Chairperson a request in writing by any reasonable means of notice such as certified mail, email, or personal delivery. The person(s) making such request shall also promptly deliver a copy of the hearing request to the Head of School. The Board or Head of School shall notify the person making the request of the time, place, and manner of the hearing.

E. Discretionary Appeals to the Board (no right of appeal). Any person aggrieved by a decision not involving a matter addressed in Section D may, within 10 school days after a decision or recommendation by the Head of School, request a Board hearing, by submitting to the Board Chairperson a request in writing by any reasonable means of notice such as certified mail, email, or personal delivery. The person making such request shall also promptly deliver a copy of the hearing request to the Head of School. In such cases, the Board has the discretion to deny or grant a hearing. The Board or Head of School shall notify the person making the request and the Head of School of its decision, and if a hearing is granted, the time, place, and manner of such hearing.

F. Board Hearing Procedures. In all appeals to the Board, the Board shall provide adequate notice of hearing rights and procedures to all parties concerned and keep a record of any hearing conducted.

1. **In the case of hearings required by right (Section D),** all parties have the right to a formal hearing, including the right to appear, to be represented by counsel or other representatives, to submit documentation, and to reasonably examine and cross-examine witnesses. Hearings involving student suspensions or expulsions shall additionally conform to the requirements of Article 27 of the North Carolina General. In the case of an employee grievance concerning a loss or reduction of salary, the employee may request and shall be entitled to receive reasonably detailed written notice as to the reasons for the administrative decision or recommendation; the notice shall be provided to the employee at a time reasonably in advance of any Board hearing.

2. For all discretionary hearings (Section E), a hearing may be informal (e.g., based on written documentation and briefs), or formal (e.g., involving personal appearance of the parties, formal presentation of evidence, etc.). In such cases, the Board retains discretion to determine a fair and reasonable procedure for such hearing. The Board may also authorize the Head of School or an appointed hearing officer or panel acting on behalf of the Board to render a non-appealable final decision.

3. For any formal hearing (i.e., one that allows or requires personal appearances and presentation of evidence), the hearing may be conducted by the Board, the Head of School (if the Head of School has not made the initial decision or recommendation), or by a person or group of persons appointed by the Board to serve as a hearing officer or hearing panel. The Board shall appoint any individual to serve as a hearing officer or on a hearing panel who is under the direct supervision of the administrator recommending suspension or expulsion.

4. If a hearing is conducted by an appointed hearing officer or hearing panel, such officer or panel shall determine the relevant facts and credibility of witnesses based on the evidence presented at the hearing. Following the hearing, the Board or Head of School (if the Head of School has not made the initial recommendation) shall render a decision; in so doing, the decision-maker shall adopt the hearing officer's or panel's factual determinations unless they are not supported by substantial evidence in the record.

Furthermore:

- a. **if the hearing is by right (Section D),** the petitioner shall have the right to appeal the decision to the full board. If the issue involves a student suspension or expulsion, the hearing shall also accord with additional requirements of G.S. 115C, Article 27 (115C-390.1 et seq);
or
- b. **if the hearing is discretionary (Section E),** the decision shall constitute a final decision, not appealable to the full board.

Subject to any other more restrictive legal requirements (e.g., student suspensions/expulsions), hearings should be conducted in a reasonably prompt and efficient manner, normally within ten school days from the date the hearing is requested, unless circumstances necessarily require or the parties agree to extend the time. A final decision should be rendered and delivered in writing to the respective parties within five school days or as otherwise legally required.

GRIEVANCE POLICY

Policy Number: 1999

Purpose: To provide the procedures parents/students will follow when they have an issue at the School that constitutes a grievance.

This policy is in place to respond to parent/student grievances. It is expected that any parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's Teacher.

If the student/parent is not satisfied with the teacher's response, they should then set up a meeting with the grade-level Director. At that meeting, the teacher, student (when age is appropriate), grade-level Director and parent must be present and the issue at hand will be fully discussed.

If the parent or student wishes to pursue the matter further, they may then meet with the Head of School. Similarly, if a parent/student disagrees or has an issue with a policy or procedure at the School, the parent/student should set up a meeting with the Head of School.

If the parent/student feels that their issue is still a concern after meeting with the Head of School and the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many issues that a parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level Principal.

Definition of a Grievance: A grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. A complaint under Title IX is not grievance and this policy does not apply to such complaints.

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

The Grievance Process

Step 1: If the parties are not satisfied with the decision of the Head of School, and the grievance meets the definition set forth above, the parent/student must submit a letter in writing stating the School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The parent/student should make every effort to include any details about the event that may be helpful in the decision-making process. The written letter should be submitted to the Head of School and to the Chair of the Board of Directors. If the Head of School is

implicated in the grievance, the grievance should only be submitted to the Chair or the Vice Chair of the Board of Directors.

Step 2: The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the Board considers the matter should be heard, the parties will be called to meet with the Board. After the hearing, any decision of the Board will be communicated to the Head of School and the parent/student who filed the grievance within five school days.

The Board's decision concerning the Grievance is final.

School Grievance Form

This administrative form is to be used in conjunction with the School's Grievance Procedure (GP) for each formal grievance. The Grievant(s) should carefully review and follow those procedures, beginning with reasonable efforts for informal resolution. Failure to follow those procedures and their timelines may constitute a waiver of rights.

I. **Grievant Information** (To be completed by Grievant(s); be concise and use additional pages only if necessary.)

A. Name of Grievant(s) and Status (i.e., parent, employee):

B. Individual(s), if any, against whom grievance filed:

C. Brief description of grievance (100 words or less; you may also attach a full statement to this document):

D. Identify specific law(s), policy(ies) or rule(s) violated, and how:

E. Informal efforts taken to resolve grievance (§B of Grievance Procedures):

F. Primary evidence upon which Grievance relies (e.g., witness testimony, documents, other):

G. Requested resolution:

The undersigned Grievant(s) hereby affirm that the foregoing information is true to the best of his/her/their knowledge and submitted in good faith in accordance with the School's grievance procedures. Please note that a Grievant may be asked to submit a signed Affidavit under oath.

Signed Name

Date

Signed Name

Date

Authorized School Official/Grievance Facilitator (Print)

Received Date

Coversheet

Amend Policy 1439

Section:	IV. Other Business
Item:	A. Amend Policy 1439
Purpose:	Discuss
Submitted by:	
Related Material:	1439 Parent Notifications.pdf 1439-F Student Name Change Form.pdf

NOTIFICATIONS TO PARENTS*Policy Number:* **1439**

Shining Rock Classical Academy (The School), by law, must notify parents about the matters set forth below.

Name or Pronoun Changes

The School will notify a parent before any changes in the name or pronoun used for a parent's child in school records or in daily operations by school personnel, as required by G.S. 115C-76.45.

Suspicion of Criminal Offense

The School will notify a parent if a School employee suspects that a criminal offense has been committed against the parent's child unless the incident has first been reported to law enforcement or the county child welfare agency, and parent notification would impede an investigation.

Employee Provisions Related to Student Well-being**Parental Notice/Discussions**

School personnel may sometimes become aware of a matter significantly affecting or potentially affecting a student's mental, emotional, or physical well-being that a parent should be aware of, consistent with the parental rights set forth in this policy. In such instances, the school personnel shall do one or both of the following:

1. Encourage the student to discuss such issues with his or her parents and/or
2. Facilitate discussion of the issue with the student's parents.

Dissuading Parental Notification.

Any School employee who does or attempts to encourage or coerces a child to withhold information from his or her parent may be subject to employee disciplinary action.

Approved August 2024

STUDENT NAME AND GENDER CHANGE REQUEST FORM *Policy Number:* **1439-F**

By law, the North Carolina Department of Education requires information collection about your student's gender. SRCA is required to maintain your student's legal name in Infinite Campus system to accurately identify their records. The name we record in Infinite Campus appears on your student's permanent records and connects to other student information systems.

Parents must use this form to request a change at Shining Rock Classical Academy to any of the following:

- The student's gender marker, and/or
- The student's chosen name, when there is no documentation of legal name change (for example, if you do not have a court order, amended birth certificate, or government ID reflecting the name change)

Current and former students who are emancipated minors or 18 years of age or older must also use this form to change their gender marker and/or chosen name.

Updating Your Student's Gender Marker:

To update your student's gender in the limited places where gender is recorded, select the option that best describes your student's gender. The option you select does not have to match your student's birth certificate or other documentation.

Select only one option:

F – Female M – Male X – Neither F or M (ex. - non-binary, gender expansive, or gender fluid)

Updating Your Student's Chosen Name

If your student uses a chosen name (a different first and/or last name than what appears on legal documentation), you can choose to have this name displayed on report cards, transcripts, attendance rosters, and other important documents.

Legal Full Name on legal documents: _____

I would like to update my student's Chosen Full Name to (Please Print):

By Signing Below, You Understand That:

- Updating a chosen name and/or gender in our student information systems is **not a legal change**.
- A student's permanent records may be used in connection with obtaining services outside of SRCA, such as the Free and Reduced Lunch Forms and the Free Application for Federal Student Aid (FAFSA). A student's legal name may be required for these benefits, records with a different name than the student's legal name may create delays or issues.
- All previous records generated from our student information systems prior to the date of this change will reflect the student's previous name and/or gender.
- The student's legal name and/or previously designated gender will be archived in Infinite Campus system to enable records to be cross-referenced, while maintaining confidentiality.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Name: Student Signature: _____

Date: _____