

East Wake Academy

2025-2026

Senior Academy (9th - 12th Grade)

Student Policies Manual

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INTRODUCTION –Senior Academy Student Policies

A healthy and effective school depends on established policies and procedures. More importantly, it requires members of the community to understand and implement the policies and procedures for the success and well-being of everyone. All such policies are designed to support the mission of East Wake Academy (EWA).

Mission Statement

East Wake Academy develops character and self-esteem while equipping students with the skills needed to thrive in a college preparatory atmosphere and experience academic excellence through rigorous curriculum options. We are dedicated to instilling the values of academic citizenship by creating relationships with parents, businesses, and civic partners. EWA is committed to building a strong foundation of learning while providing our students the competitive edge to win in tomorrow's world.

East Wake Academy's Vision

East Wake Academy provides a quality education for each student. We challenge our students to develop critical thinking skills, communication skills, and creativity. Administrators, teachers, students, parents, and other community members must work together to support students as lifelong learners. To achieve the school's mission, EWA is guided by the following beliefs:

- Every child is capable of learning.
- Our staff is our greatest asset and the foundation of our success.
- Each member of our staff is responsible and accountable for excellence in providing quality learning for our students.
- The allotted minutes of our school's instructional day must be protected for academic learning.
- With the support of teachers, parents, and community members our students will reach their highest potential.
-

With everyone's cooperation, EWA will be a thriving community where students succeed in a safe, supportive, and stimulating educational environment.

SCHOOL GOVERNANCE

East Wake Academy is a non-profit organization. As a non-profit, EWA is governed by a Board of Directors. The Board of Directors has between seven and nine members. The primary responsibilities of the Board include ensuring that the school is achieving its mission, creating and following Board policies, overseeing the strategic plan for the school, and approving the annual budget. The Board is also responsible for hiring and termination of employees and the recommendation of the Executive Director. The Board meets every month on the second Tuesday. All Board meetings are open to the public and the agenda for each meeting is available via the school's website.

2025-2026 ADMINISTRATIVE TEAM

Anthony Pirrello, Executive Director
Sheena Fletcher, High School Principal
Lisa Davis, Middle Academy Principal
Allison Stancil, K-4 Principal

EAST WAKE ACADEMY

Legal Compliance, Equal Education Opportunities, School Charter, and Changes in Policy

East Wake Academy, by law, is a North Carolina public school, operated by a private, tax-exempt non-profit corporation. As a charter school it is exempt from most state education laws that apply to traditional public schools. EWA provides equal education opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, religious affiliation or any other protected class. EWA shall comply with all remaining state laws and applicable federal laws and regulations, including, but not limited to, section 504 of the Rehabilitation Act of 1973 and the Individual with Disabilities Act Amendments of 1997. EWA shall also comply with all applicable health and safety laws and regulations, whether federal, state, or local, which apply to traditional public-school systems. EWA shall be nonsectarian in its programs, admission policies, employment practices, and all other operations and shall not charge tuition or fees, except that it may charge fees that are charged by the local school district.

East Wake Academy's state-approved charter is like a contract. Therefore, we shall also operate consistent with all provisions in its charter.

THE SCHOOL DAY

HOURS AND DAILY SCHEDULES

Main Office and School Hours

The main office for East Wake Senior Academy is located in the Senior Academy Building. All 9th – 12th grade student and parent business will take place at this location. Students will not be permitted to enter any office without a note. Operational hours are:

Office	7:30 a.m. – 4:00 p.m.
Faculty/Staff	7:30 a.m. – 4:00 p.m.
Students	7:45 a.m. – 3:15 p.m.

Daily Schedule		Early Release Schedule	
1st Period	8:15-9:50	1st Period	8:15-9:00
2nd Period	9:55-11:25	2nd Period	9:05-9:50
Lunch	11:30-12:05	3rd Period	9:55-10:40
3rd Period	12:10-1:40	4th Period	10:45-11:45
4th Period	1:45-3:15	2 Hour Delay Schedule	
1 Hour Delay Schedule		1st Period	10:15-11:15
1st Period	9:15-10:30	2nd Period	11:20-12:20
2nd Period	10:35-11:50	Lunch	12:25-1:05
Lunch	11:55-12:35	3rd Period	1:10-2:10
3rd Period	12:40-1:55	4th Period	2:15-3:15
4th Period	2:00-3:15		

INCLEMENT WEATHER POLICY

Delayed Openings

The Executive Director may delay the opening of or close EWA when there is a threat or potential safety threat due to inclement weather, mechanical failure, or other circumstance. In such instances, EWA will notify members of the school community as promptly as possible via local news media, (WRAL & WRAZ, WTVB, WNCN, wral-tv.com), electronic mail, school voice message system, the school website (eastwakeacademy.org), or other reasonable means.

Television and radio announcements will be provided to the stations above as soon as a decision is made, generally no later than 6:30 a.m.

Makeup days for time missed will be determined as the need arises. Parents will be notified in a timely manner.

EMERGENCY AND SAFETY PROCEDURES

Building and Grounds

Maintaining safe and attractive school grounds and facilities requires everyone's support. All students, staff and parents should make every reasonable effort to preserve and protect EWA property.

Fire, Severe Weather, and Lock-Down Drills

The Executive Director will conduct a fire drill during the first week after the opening of school and at least one fire drill each month thereafter. The route of egress and alternate routes will be posted in each classroom in each building. Tornado and lock-down drills will also be conducted on an annual or as needed basis. Students and staff will be instructed on the procedures to follow.

BEFORE AND AFTER SCHOOL SUPERVISION

Students may not be dropped off before 7:45 a.m. unless they are going to WINGS or have scheduled tutoring. Students that arrive on campus prior to official opening must stay outside the buildings until 7:45 am. If it is necessary to bring your student before or after the normal school day, you must seek Before School Care services (WINGS). The time between 7:30 and 8:00 a.m. is teacher preparation time. No students are admitted into the classrooms during this time without teacher approval.

TARDY POLICY

Students are expected to report to school and to all classes on time. A student shall be seated at his/her seat at the time appointed or the student will be recorded as tardy for that particular class. It is just as important that students be on time to school as present. When a student is late for school, they are missing valuable instructional time. The same reasons are excused for being tardy to school as for being absent. Continued unexcused tardies could result in disciplinary action. Students are required to produce a note from their parent/guardian indicating the reason for late arrival. The reason for the late arrival must be listed on the notice. After receiving their slip, students shall proceed immediately to class, delivering the slip to the homeroom or other appropriate classroom teacher.

Tardiness results in:

- 1st Tardy: Warning
- 2nd Tardy: 2nd Warning with parent notification
- 3rd Tardy: Notification to parents (letter or email). Student to serve lunch detention
- 4th Tardy: Possible Disciplinary Action, Parent conference required

If tardiness continues past 4 in a grading period, parents will be required to attend an administrative conference to prepare an attendance plan for the student. Excessive tardies could result in further disciplinary action (i.e. Out of School Suspension)

LUNCH GUIDELINES

East Wake Senior Academy students eat lunch in Eagle Hall and the Commons Area. Students are given the opportunity to participate in hot lunch provided through My Hot LunchBox and occasionally East Wake Senior Academy students are provided hot lunch options through Friday Food Trucks. While microwaves are available for students, please do not sent items that require a lot of time to cook. Lunch time is limited and there are many students that may need to use a microwave.

- Students are expected to bring their own lunch.
- Each student is responsible for leaving his or her area neat and clean.
- Students will be allowed to contact parents if he/she has forgotten their lunch.
- Juniors and Seniors are permitted to leave campus for lunch with their lunch pass
- Freshman and Sophomores must remain on campus for lunch unless a parent checks them out of school.

Lunch Passes:

- Lunch passes are available for Juniors and Seniors only. PowerSchool is the source used to determine who is a Junior or Senior. Juniors and Seniors will be issued a lunch pass on the first day of school.
- They must have their lunch pass with them in order to leave campus for lunch. If a student loses a lunch pass, a new pass may be purchased from the office. The student will be permitted to purchase

2 duplicate passes as a limit. No duplicate passes will be issued after the loss of the third pass. Students must exit campus from the designated exit! Please note: Lunch passes are a Privilege. Lunch passes can be revoked due to inappropriate behavior on or off campus.

CHECKOUT PROCEDURES

When it is necessary for a student to leave before the end of the school day the parent or guardian must sign the student out in the front office. Parents or guardians must provide a driver's license before his/her student will be dismissed. Office staff will call for the student to come to the office for dismissal.

We encourage parents to make appointments for their child outside of school hours. Your child is expected to stay at school until dismissal time unless there is an emergency or a medical/dental appointment. Due to carpool traffic, students are not allowed to sign out between 2:45 and 3:15 p.m.

If your child/student is to be picked up by a **custodial parent or guardian only**, a copy of the court order must be on file in the school office.

Written permission from the parent/guardian must be provided in order for a student to leave campus with anyone who is not listed on the student release form.

CARPOOL

Carpool procedures: Students may not be dropped off before 7:45 a.m. unless they are going to WINGS or have scheduled tutoring. At the beginning of the school year, each family will receive two carpool tags. Carpool tag colors correspond to the grade level students you have in your family. You must have the school issued tag in your car to pick up your child. If you do not have your tag, you will be asked to come inside (at the end of carpool) to show your state ID before being allowed to pick up your child. This ensures your child is going home with the right person. In addition, for the safety of everyone, **parents should refrain from using cell phones while in the carpool line.**

Afternoon Carpool procedures: **If you have Elementary and/or Middle School and Senior Academy Students** that are carpooling together you will receive a **YELLOW TAG**. Your students are picked up in Senior Academy carpool. Please do not arrive on campus until 3:25. **Senior Academy Student Drivers** are automatically released at 3:15. For their safety, Elementary/Middle School Students riding with a Senior Academy driver will wait in the Eagle Hall for their Senior Academy student drivers to pick them up and walk with them to their car. **Senior Academy Carpool ENDS** at 3:45 p.m. Remaining students will walk to Wings in Bldg. 5. It is important that drivers arrive on campus at the designated times. Students that remain on campus later than 3:45 p.m. will be sent to EWA's after school care program (WINGS) and the parents/guardians will be charged a nominal drop-off fee.

DAILY OPERATIONS

Visitors

All visitors are required to sign in at the Senior Academy front office. Only parents and immediate family are allowed on campus during the school day. No other visitors will be allowed on campus without prior approval. This includes during lunch and after school. Visitors are required to wear an EWA visitor badge during their time on campus.

Volunteers

Volunteers play a key role in the success of East Wake Academy. To ensure our goal of parental involvement, it is suggested that family members volunteer a minimum of 4 hours each month. We will need volunteers throughout the entire year. Parent volunteers are required to sign in the volunteer logbook and wear a badge while on campus. We understand that many of our parents work full-time jobs and are not able to come to campus due to scheduling, location, etc. However, our teachers have several needs that would give parents the opportunity to put in their volunteer time. Please contact your child's teacher to see where you can contribute. Volunteers are subject to applicable Visitor Policies and must report to the school office upon their arrival on campus. Volunteers are bound by the standards of conduct set forth by the school for EWA employees.

School Sponsored Clubs

Club organization takes place during the first month of school. After club rosters have been determined advisors will arrange club meetings either after school or during lunch. In order to start a club, the club must meet the following requirements:

- Proposal sent to Principal stating the purpose, goals, and activities that Club will engage in. Proposal must also include how this club will positively impact the culture of the school.
- Membership of at least 6 students
- Club advisor/sponsor
- Administrative team approval

Reminder: NO GUM is allowed on campus at any time.

Food for School Events

When bringing food for school events, all food must be **purchased** at a store and be nut free.

Personal belongings

Students are responsible for personal belongings at school. All personal belongings should be marked with the student's name. Students are not permitted to bring electronic equipment, radios, videos, video games or gaming devices, computer games, CD players, MP3/tape/cassette players, or discs that are not licensed to EWA, unless prior teacher approval is obtained.

Student Deliveries

To protect instructional time, we do not accept the delivery of flowers, food, or gifts for students in the main office. Parents should take note that when items are delivered for students we do not deliver items to students.

Books

All books issued to a student are his/her responsibility. If books are misplaced, damaged, or stolen, the student is responsible for paying replacement costs.

News Media Access

During the school year students may be recorded, videotaped, interviewed, and/or quoted by various types of news media (i.e. radio, television, and newspapers, etc). Release forms are included in the registration packet. If you do not wish for your child to be interviewed or photographed, contact the Administration in writing expressing your child's restriction to the news media.

Moment of Silence and Pledge of Allegiance

As required by state law, East Wake Academy shall (i) display the United States and North Carolina flags in each classroom when available, (ii) call for the recitation of the Pledge of Allegiance on a daily basis, and (iii) provide age-appropriate instruction on the meaning and historical origins of the flag and the Pledge of Allegiance. EWA shall not compel any individual student to stand, salute the flag, or recite the Pledge of Allegiance. If flags are donated or are otherwise available, flags shall be displayed in each classroom.

Religion and Free Speech

As a public school, EWA will remain neutral on matters of religion, politics, and other personal values and beliefs protected by the United States Constitution, while also protecting the rights of individual students and staff members to exercise their religious and free speech rights. Consistent with EWA's academic mission, the school shall promote respect for and civility regarding individuals' personal beliefs, and will also strive to neutrally instruct students about the important role of religion and free expression as part of our heritage.

Third Party Transportation Providers (Uber/Lyft, etc)

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

Field Trips

Field trips are an important part of the student's learning experience. EWA provides field trip opportunities that provide academic value or community building time. Field trips will be reasonable in length, activity, and difficulty, considering the age and maturity of students and available resources. Teachers will send permission requests to parents several days before the date of the trip, indicating the date, time, and purpose of the trip.

Chaperones

Parents that wish to chaperone students during field trips must complete all necessary paperwork as requested by the teacher. Every student being transported must use an appropriate seat belt and may not ride in the front seat of a vehicle equipped with air bags unless such students are of proper size, weight, and age. Drivers should arrive early, with their vehicles adequately fueled and with the vehicle in good and proper condition. Teachers will provide to each driver any necessary maps, directions and instructions, a roster of students being transported by the driver, and those students' emergency contact information.

All field trips will typically begin and end at East Wake Academy.

Transcripts

Official transcripts may be requested in person or by email at the 9-12 office and require 72 hours advance notice. Electronic transcripts and hard copies furnished by the school will be provided for a fee. Official transcripts for scholarship applications and final verification to colleges are free.

Letters of Recommendation

Students requesting a letter of recommendation must request them a minimum of two weeks prior to the date needed. Staff are not required to write the letter of recommendation but if they agree to do so, they will be expected to furnish the letter to the appropriate party within two weeks.

SCHOOL COMMUNICATIONS

East Wake Academy is committed to communicating with the school community. Parents can expect the following during the school year:

- All parents can sign up for school-wide emails. Email addresses are entered through the school lottery process;
- The EWA website is the school's main source of information. Please refer to the website first with questions regarding policies, procedures, or dates of school functions.
- Teachers are the first line of communication for individual student questions. Please email your teacher directly BEFORE directing questions or concerns to Administration. Teacher email addresses can be found on the school's website.
- The school does not communicate through Facebook, Twitter, and Instagram via the East Wake Academy page or any other social media site, regarding personal matters, questions, or concerns. East Wake Academy is **not** affiliated with the EWA Parent Resource page on Facebook. All school related questions should be asked in person, over the phone, or in an email.

TECHNOLOGY

While at EWA, students will have access to a variety of technology. It is the expectation that all school owned devices remain at the school. We also expect all students and parents to sign and adhere to the Technology Acceptable Use Policy upon enrollment.

Electronic Devices

Cell phones and other electronic devices must remain turned off and in backpacks throughout the school day unless authorized by school personnel. This includes cell phones, PDAs, iPods, MP3 players, video equipment, cameras, and gaming devices. Any device used during the day will be confiscated and returned to a parent/guardian at the end of the day. Second-time offenders will receive further consequences and will lose future device privileges. Reference our discipline policy for more information. EWA will not be responsible for lost, stolen, or broken items.

EWA Acceptable Use Policy

East Wake Academy recognizes that electronic resources of all types are a vital part of an up-to-date education for our students. We are preparing them to become technologically literate citizens. Because of this, the East Wake Academy Board supports providing access to these resources for our staff and students. The East Wake Academy Board expects that the Internet and e-mail within the school will be used for educational purposes only.

The Board policies regarding the selection and use of instructional materials and copyright must be followed when utilizing Internet and e-mail. Students who wish to have access to the Internet must sign the Acceptable Use Agreement and must submit a permission form that has been signed both by the student and a parent/legal guardian. They must agree that the students will adhere to all

guidelines and be responsible for their own actions. Staff members will instruct students in the correct use of these resources, and students will read and understand the guidelines established by the Board. The ultimate responsibility for a student's actions in using the Internet and e-mail rests with the student and his/her parent(s)/legal guardian(s). Students who do not adhere to the guidelines set forth by the Board will have their e-mail and computer privileges revoked and may be subject to other disciplinary measures.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following criteria specifies what must and may not be done.

Acceptable use of resources means **you must**:

- Use resources only for authorized purposes.
- Protect your user ID/email and system from unauthorized use. You are responsible for all activities on your user ID or that originate from your system.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

Acceptable use of resources means **you may NOT**:

- Access, produce, post, send or display material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images.
- Use another person's system, user ID/email, password, files, or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.
- Engage in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to East Wake Academy data.
- Use Academy systems for commercial or partisan political purposes, such as using email to circulate advertising for products or for political candidates.
- Make or use illegal copies of copyrighted materials or software, store such copies on Academy systems, or transmit them over East Wake Academy's networks.
- Use mail or messaging services to harass or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or user ID.
- Waste computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings.
- Use East Wake Academy's systems or networks for personal gain; for example, by selling access to your user ID or to systems or networks, or by performing work for profit with school resources in a manner not authorized by the East Wake Academy.
- Engage in any other activity that does not comply with the General Principles presented above.

In the event a student engages in any of the above referenced activities, his or her access privileges will be revoked and other disciplinary measures may result.

Device Usage Policies

- No Food or Drinks while using computers/laptops

- Students will not be allowed to bring in CD's and Flash Drives from home. No programs will be installed except by lab personnel.
- Do not write on, stick stuff in, or attempt to take apart the computers. Failure to follow this rule will get you banned from using a computer at school.
- Take all papers and pencils with you when you leave each day.
- Do not change the wallpaper or screensavers on the computers.
- Students will not be allowed to use any computer unsupervised. This includes before and after school.

Failure to follow these rules may result in suspension from the computer lab, and may lead to further disciplinary action.

Internet Safety Policy (revised 9/5/2025)

It is the policy of the board to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) comply with the Children's Internet Protection Act.

Definitions:

- **Technology Protection Measure**

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography, or harmful to minors.

- **Harmful to Minors**

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- **Child Pornography**

The term "child pornography" means any visual depiction, including any photograph, film, video picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- b. such visual depiction is a digital image, computer image, or computergenerated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- c. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

- **Sexual Act; Sexual Contact**

The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

- **Minor**

For purposes of this policy, the term "minor" means any individual who has not attained the age of 17.

Inappropriate Network Usage

To the extent practical, technology protection measures (or "Internet filters") will be used to limit access to age-appropriate subject matter and materials. The school shall block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate for minors will also be restricted. The board has determined that audio or visual materials that depict violence, nudity, or graphic language that do not serve a legitimate pedagogical purpose are inappropriate for minors. The superintendent, in conjunction with a school technology and media advisory committee shall make a determination regarding what other matter or materials are inappropriate for minors.

School system personnel may not restrict Internet access to ideas, perspectives, or viewpoints if the restriction is motivated solely by disapproval of the views involved.

In accordance with state law, students shall not access social media platforms on school devices or networks except when expressly directed to do so by a teacher for educational purposes.

A student or employee must immediately notify the appropriate school official if the student or employee believes that a website or web content that is available to students through the school system's Internet access is obscene, constitutes child pornography, is "harmful to minors" as defined by CIPA, or is otherwise inappropriate for students. Students must notify a teacher or the school principal; employees must notify the superintendent or designee.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that should not be restricted are blocked by the Internet filter. A student or employee who believes that a website or web content has been improperly blocked by the school system's filter should bring the website to the attention of the principal. The principal shall confer with the technology director to determine whether the site or content should be unblocked. The principal shall notify the student or teacher promptly of the decision. The decision may be appealed through the school system's grievance procedure.

Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

All users of the school system's technological resources are expected to comply with the requirements established in the student technology acceptable use policy. Users are prohibited from: (a) attempting to gain unauthorized access, including "hacking" and engaging in other similar unlawful activities; and (b) engaging in the unauthorized disclosure, use, or dissemination of personal identifying information regarding minors.

Education, Supervision, and Monitoring

To the extent practical, steps will be taken to promote the safety and security of users of the school system's online computer network, especially when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. The school will also take all reasonable measures to prevent access to websites, web applications, and/or software that do not protect the disclosure, use, or dissemination of a student's personal information.

It is the responsibility of all school personnel to educate, supervise, and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives.

The Technology Director or designated representatives shall provide age-appropriate training for students who use the school system's Internet services. The training provided will be designed to promote the school system's commitment to educating students in digital literacy and citizenship, including:

1. The standards and acceptable use of Internet services as set forth in the student technology acceptable use policy.
2. Student safety with regard to safety on the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response; and
3. Compliance with the E-rate requirements of the Children's Internet Protection Act.

Following this training, the student must acknowledge that he or she received the training, understood it, and will follow the provisions of Technology Responsible Use.

Instruction on Social Media Effects

Additionally, the school's standard course of study shall include instruction on social media and its effects on health, including social, emotional, and physical health. Instruction shall be provided at least once during elementary and middle school and at least twice during high school. The topics must include, but not be limited to, all of the following topics:

1. Negative effects of social media on mental health, including addiction.
2. The distribution of misinformation on social media.
3. Methods of manipulating behavior using social media.
4. The permanency of information shared online.
5. How to maintain personal security.
6. How to identify cyberbullying, predatory behavior, and human trafficking on the Internet.
7. How to report suspicious behavior on the internet.
8. Personal and interpersonal skills or character education that enhances individual level protective factors and mitigates or reduces risk-taking or harmful behavior.

The superintendent or their designee shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

Cellular Phones and other Wireless Communication Devices Policy (revised 9/5/2025)

Section 1. Overview

North Carolina recently joined more than 20 other states and the District of Columbia by passing a law that restricts the use of cellular phones and other wireless communication devices during the instructional time. The law and this policy recognize that such devices can disrupt the learning environment and should therefore only be permitted by students in limited and clearly defined circumstances.

A Wireless Communication Device is a wireless, portable device that can provide voice, messaging, or other data communication between two or more parties. The following is a non-exhaustive list of wireless communication devices prohibited by this policy: cellular phones, laptops, gaming devices, smart watches, and any personal technology device.

Section 2. Exceptions

Wireless Communication Devices are not allowed during instructional time except for the following situations:

- 1) When expressly authorized by a teacher for educational purposes.
 - a. A teacher must clearly state the intended educational purpose to students and shall have documentation available to support the use (e.g., lesson plans detailing why devices would be needed).
 - b. The teacher shall only allow devices for the duration and purpose allowed.
- 2) When expressly authorized for a teacher for use in an emergency.
- 3) When required by the student's individualized education program or Section 504 plan;
- 4) As required to manage a student's health care, in accordance with a documented medical condition.
 - a. Students who need wireless communication device to manage health care must request access from the school and as part of that request, must provide documentation from a licensed medical professional outlining the necessity of access to the device.
 - b. If approved by administration, students with documented medical condition shall be granted permission to use the wireless communication device only as necessary for their condition.
 - c. The school shall make accommodations as needed to ensure the student has access to their device but without compromising the educational environment.

Section 3. Procedures

Grades k- 8. Students in grades k-8 are discouraged from bringing any wireless communication device to school, as such devices often lead to unnecessary classroom disruptions. If students do bring such devices, however, school policy requires that they are not used during instructional time, except as allowed under the exceptions in Section 2. Any device on a person during instructional time must be turned off and put away. Having the device on airplane or silent mode is not sufficient and could subject the student to discipline.

Grades 9 -12. Except for the reasons allowed under Section 2, no student may have wireless communication device on their person during instructional time. Simply having the device turned on silent or off is not sufficient. Students who bring such devices to class must leave their devices with the teacher. The teacher shall keep the devices in a secured and designated area and shall not use or attempt to use a student's phone except in case of an emergency. The teacher shall return any device to the appropriate student at the end of class.

Any student found to have a wireless communication device on their person during instructional time, notwithstanding the exceptions allowed under Section 2 of this policy, shall be subject to discipline in accordance with the Code of Conduct.

Section 4. Consequences

The first violation of this policy is a Class 2 violation under the Student Code of Conduct. Disciplinary measures can include parent/guardian notification; after-school detention; permanent ban of wireless communication device on campus; and/or ISS.

Repeated violations of this policy will lead to more serious consequences in accordance with the school's Code of Conduct.

Section 5. Implementation and Training

The Superintendent or their designee shall develop procedures to implement this policy, including how to confiscate wireless communication devices if necessary.

The school is not responsible for lost, damaged, or stolen devices.

All staff members shall receive training annually on this policy and its enforcement.

Section 6. Communication

This policy shall be communicated to students, parents/guardians, and staff members through appropriate channels, including but not limited to student handbooks, parent newsletters, and staff meetings. The policy shall also be submitted to the Department of

Public Instruction (DPI) as required by law; DPI shall also receive the revised version of this policy any time it is modified.

Section 7. Legal Authority

This policy aligns with North Carolina General Statute § 115C-76.100.

DRESS CODE POLICY

East Wake Academy Uniform Policy Student Dress Code Grades K-12

The dress code at East Wake Academy is in place to enhance the learning environment. We understand that trends and fads do change. Our dress code expectations are the minimum standard of dress for all students. **The administration makes all final decisions about daily dress.**

School Approved Bottoms All bottoms must be free of holes and fit appropriately, meaning not too tight and not too baggy. Belts are required for students in grades 2-4 who wear pants with belt loops. Elastic waist pants do not require a belt in grades K-4. Belts are required for students in grades 5-12 for pants. Tights, leggings, or modesty shorts are required under skirts and dresses. Solid white, navy blue, black, brown, gray, and tan colored tights, leggings, and modesty shorts are permitted.

Shorts/Pants/Skorts/Skirts: May be purchased anywhere but must meet the criteria set forth
Color: Khaki or navy blue Style: Uniform pants or shorts; elastic waist pants are permitted; no capri pants, denim, cargo or skinny pants, corduroy or elastic bottoms. Fabric should be traditional khaki or twill. Length: Shorts, skorts, and skirts should be no shorter than 4" above the knee (modesty shorts or tights/leggings required under skirts)

School Approved Tops

All collared shirts are required to be tucked in. Hoodies and sweatshirts are not to be worn alone. A polo shirt must be worn underneath.

Collared Shirts

Must be purchased at Flynn O'Hara Polo Color

Grades K-4: Navy blue, white, or burgundy with embroidered EWA logo 12 Polo Color

Grades 5-8: Navy blue, white, burgundy, or light blue with embroidered EWA logo Polo Color

Grades 9-12: Navy blue, white, burgundy, light blue, or red with embroidered EWA logo

Style: Short sleeve or long sleeve style

Hooded Sweatshirts

With EWA Logo: Logos must be applied through school-approved vendors Without EWA Logo: Solid navy only

Outerwear

Color: Solid navy with or without embroidered EWA logo Style: Cardigans, fleece jackets, windbreaker jackets

Vendor Information: <https://flynnohara.com> Flynn O'Hara Uniforms –
Raleigh 8613 Glenwood Avenue, Raleigh, NC 27617
(919) 326-8000

*Green polo tops/dresses, crewneck sweatshirts, plaid skirts/jumpers, peter pan style blouses, oxford button down shirts, sweater vests, are no longer available for purchase; however, they can continue to be worn. *

General Student Dress Code for K-12

Footwear All footwear must be closed-toe and closed heel. No sandals, flip flops, clogs, high heels, or platform shoes are allowed. Shoes must be correctly laced and tied at all times. Students may wear boots year-round.

Hair and Accessories

Hair: Students' hair should not be in the face (not covering the student's eyes). No mohawks or scalp designs are allowed. Non-natural hair coloring is not permitted for any students. Hair cannot be a distraction to any educational activities. A student may be asked to pull their hair up during certain activities due to safety (ie. gym, labs, etc...)

Belts: Belts must be worn with bottoms that include belt loops in grades 2-12. Plain black or brown belts are required. No oversized belt buckles or buckles with designs or writing are permitted.

Piercings/Tattoos: No facial piercings are allowed. Tattoos cannot be visible (tattoos cannot be covered with bandages or makeup).

Jewelry: No excessively large, gaudy, inappropriate, or distracting jewelry permitted. For safety reasons, large dangle earrings, necklaces, chains, and chokers will be removed during PE and recess.

Hats: Students may wear hats, caps, toboggans, earmuffs, etc., on campus but must be removed when in the building.

Bookbags: Soft-sided backpacks or book bags are acceptable, but hard-shell backpacks are not allowed. Rolling book bags are only permitted with a physician's order.

Undergarments: Undergarments may not be visible when students are in uniform. Undergarments should be white, navy, and burgundy in color and should be tucked in appropriately.

Physical Education Classes School

PE uniforms are only required for all PE classes for students in grades 5-12. The school PE uniform consists of any plain navy bottom (excluding leggings) and an EWA t-shirt. The only appropriate footwear for PE is closed-toed sneakers or tennis shoes that can be laced up.

Dress Down Days

Students may pay to dress down on school-approved dates. Students may wear non-uniform clothing, but the length, fit, style, and all other criteria listed in the dress code policy applies—no spaghetti straps, strapless, or off-the-shoulder shirts. Students should not wear clothing that displays political affiliations, drugs, controversial or inappropriate phrases, or pictures. If leggings are worn, they must be worn with a shirt covering their bottom. Footwear must also meet dress code guidelines. East Wake Academy administration has the authority to determine whether or not an item is acceptable to dress down day attire.

Field Trip and Off-Campus Event Attire

Grade level teachers will inform students of the expected attire for class field trips or off-campus events.

Athletic Wear

Team athletic outerwear may not be worn alone. Students must wear a tucked in EWA Polo under the team athletic outerwear. Only school approved uniform bottoms may be worn with team athletic outerwear. Athletic t-shirts should only be worn on game days if a team has all agreed on this apparel in place of dressing up.

ATTENDANCE

GENERAL RULES

Each day is essential to the learning process. Failure to attend School undermines a student's education and EWA's academic success. Excused reasons for absences may include the following:

- Illness or injury;
- Medical, dental, or other appointment with a health care provider;
- Isolation ordered by the State Board of Health;
- Death of an immediate family member (full siblings, parents, grandparents);
- Necessary religious observances;
- Involvement in a traffic or other accident;
- Participation in a valid and curriculum-related educational opportunity, with prior approval of the Principal; (forms are available in appropriate front office)
- Court or administrative proceedings if the student is a party or subpoenaed witness;

To be excused for an absence a student shall submit, within three school days of the absence, a note signed by the parent explaining the reason(s) for the absence. The note should be submitted to the school office and directed to the Principal or his or her designee. Failure to comply with these procedures may result in the absence being unexcused. Students are responsible for collecting and making up any work missed while absent. Students or parents may arrange to pick up work missed during an absence after they return.

An absence due to other reasons (hair appointments, etc., oversleeping, car trouble, traffic, shopping, parent choice etc.) are considered **unexcused** as are any other absences not classified as excused in the list above.

COMPULSORY ATTENDANCE

Pursuant to [G.S. 115C-378](#), a school designee will send notification of a student's excessive absences after the student has accumulated three unexcused absences in a school year. After six unexcused absences, a school designee will send written notification that the student may be in violation of the Compulsory 8 Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies. After 10 accumulated unexcused absences in a school year, a school designee may notify the district attorney and the director of social services or file a complaint with the juvenile court counselor of the county where the child resides that the child is habitually absent from school without a valid excuse

ACADEMIC INFORMATION

ACADEMIC HONESTY

Academic honesty is required at East Wake Academy and any form of academic dishonesty is a violation of EWA's student code of conduct. Academic dishonesty is defined as cheating; working with another person(s) without permission; copying someone else's work; sharing your work with others; unauthorized use of notes, books, or electronic equipment on examinations; tests, or quizzes; giving or receiving information on exams, tests, quizzes, classroom assignments, lab assignments, homework assignments, or any other work without approval of the teacher; forging signatures; and plagiarism. Plagiarism is defined as the copying of the language, structure, idea, and/or thought of another and representing it as one's own original work.

East Wake Academy students are expected to be honest, have high moral standards of behavior, have good character and integrity. Students are expected to be respectful of all EWA community members and EWA property including all technology resources.

CURRICULUM

East Wake Academy's academic program is designed to foster an excellent learning environment that meets and exceeds student performance standards adopted by the State Board of Education and the student performance standards contained in its charter. By law, EWA shall conduct, at a minimum, student assessments required by the State Board of Education. If a parent objects to the use of specific instructional materials, the parent may file a written request with the Principal stating the nature of the objection and requesting the material not be made available to the student. Specific grievance policies found in EWA Student Handbook Series 300.

Occupational Course of Study:

EWA offers an Occupational Course of Study Diploma to students whose IEP teams determine that the student should be placed on the Occupational Course of Study.

SCHEDULES AND SCHEDULE CHANGES

Students are provided a schedule for the year at open house. Changes are limited to errors only (I.E. student failed a prerequisite, student failed a required course, insufficient credits, etc.) Students who believe they meet the criteria to make a change should contact the College & Career Coordinator and complete a schedule change request form. Changes can be made at the beginning of the year for core classes if a teacher believes the student has not been placed at the appropriate level. Students must attend the scheduled class until all parties have approved any schedule change. Elective courses may not be changed after the first 5 days of school unless they are affected by a core class change. Elective changes will only be considered if there is space in the requested new elective.

COLLEGE AND CAREER COORDINATOR

The role of the Senior Academy College and Career Coordinator helps students meet educational, vocational, needs as well as maintain files of occupational information, scholarship catalogs of educational institutions, information about college admissions, and testing programs. Because high school is a time for planning for the future, students should not hesitate to seek assistance from the College and Career Coordinator.

PROGRESS REPORTS AND REPORT CARDS

PowerSchool has a parent portal that allows for constant review of student progress. Notification will be sent to all families reminding parents of timely progress reports and quarterly report cards. Parents should log into the portal to review their student's progress.

STUDENT GRADING, PROMOTIONS AND RETENTIONS

The long-term success of EWA students is of utmost importance. In keeping with our mission, our grading policy requires student accountability. We believe our students should be expected to put forth their very best effort in the classroom every day. Each teacher will communicate their grading policy to students and parents at the beginning of each semester.

Grade Calculation - A student's final semester grade is a weighted average of each quarter valued at 40% and the Final Exam valued at 20%.

Promotion requirements are earned through successful completion of courses and earning the designated number of credits. The table below illustrates the promotion criteria for each grade level.

From Grade	Promotion Criteria	Earned Credits
9 to 10	English I, 2 of the following 3: Science, Social Studies, Math, plus 3 additional credits	6 total
10 to 11	In addition to the credits above: English II, 1 credit in Math, 1 credit in Science, 1 credit in Social Studies, plus 2 additional credits	12 total
11 to 12	In addition to the credits above: English III, 3 credits in Math, 2 credits in Science, 2 credits in Social Studies	20 total

PROMOTION AND GRADUATION REQUIREMENTS

Students will receive instruction in the four main academic subjects of language arts/reading, math, science, and social studies. Students will also have the opportunity to participate in a variety of elective courses. The curriculum at East Wake Academy's High School is an integration of the North Carolina State Standard Course of Study (Grades K-12) and approved outside sources, such as NC Virtual Public School, NC School of Science and Math, and other online classes. The focus of the EWA Senior Academy curriculum is college preparatory and requires **28 credits for graduation**. The following table illustrates East Wake Senior Academy's requirements for graduation. These standards meet the highest level of academic standards and fulfills the minimum course requirements for admission to UNC institutions.

Course	No. of Credits
English - English I, II, III, & IV	4
Mathematics - Math I, Math II, Math III and a higher-level course	4
Science - Earth/Environmental Science, Biology, Chemistry	3
Social Studies - World History, American History, Civic Literacy, and Economics and Personal Finance	4
Second Language - Two credits in the same language	2
Healthful Living Education - Health/PE (CPR Certification)	1
Electives	10
TOTAL	28

HOMWORK

Homework is a part of the instructional experience at East Wake Academy. It is a purposeful continuation of the instructional program and should be accomplished by the student outside of the regular classroom setting. It is assigned for the following reasons:

- Reinforcement
- Completion/Continuation
- Enrichment
- Review

TESTING

East Wake Academy will conduct standardized testing as required by state and federal law and provide remediation and intervention for students not scoring at required levels. A testing coordinator will monitor compliance with this policy. All licensed testing personnel, teachers, and EWA administrators are subject to the state Testing Code of Ethics regarding the statewide testing program.

All EWA High School students will take the North Carolina required state tests. These tests include:

Math 1 EOC	Biology EOC
English II EOC	Math III EOC
NC Final Exams for VPS, CTEs courses	Pre-ACT
ACT	Extend1, CCRAA

- **EXAM EXEMPTION**

Exemptions are at the discretion of the teacher to exempt students from final exams; however, only Seniors who have at least an “A” average (90-100) in the class will be eligible. Students CANNOT exempt EOC exams, CTE Post-Assessments, or NC Final Exams. **All Final Exams will be 20% of a final course grade. This also includes grades from North Carolina Virtual Public School.**

PARENT-STUDENT INFORMATION

East Wake Academy cannot succeed in its mission without commitment and effort from the parents/legal guardians who enroll their children. A strong partnership between Parents and EWA is essential. Parents and families support EWA's mission and fulfill their primary role as teachers of their children when they respect and support the efforts and staff of EWA, promote the desire for and pursuit of learning, and model ethical and relational integrity.

EXPECTATIONS

*The **Student** is also expected to demonstrate respect for and support of EWA's mission through:*

- Maintaining a level of academic performance and behavioral conduct that meets EWA standards;
- Properly dressing according to the required dress code as established by EWA and found in individual house handbooks;
- Attending classes and being punctual every day and when in good health;
- Observing all other established rules and policies as dictated in this policy manual;
- Entering the school with the expectation of doing better than he/she has done before and improving any behavior or attitude weakness that may prevent him/her from learning.

*Respect for and support of EWA's mission includes the following commitments on the part of every **Parent**:*

- To monitor and support EWA's policies and procedures;
- To insure prompt arrival to EWA and to promote their students' daily attendance to the maximum extent feasible;
- To nourish their students' physical and emotional health to promote learning;
- To help their students' complete assignments and other academic demands and to communicate with staff as necessary to address particular needs;
- To be willing to volunteer (minimum of 4 hours/month) and financially support EWA's work as feasible;
- To replace, repair, or pay for books or other school property that his/her child loses or damages;
- To cooperate with EWA staff in providing needed information or other support when reasonably requested; and
- To participate responsibly in classroom and school meetings and functions.

PARENT/TEACHER CONFERENCES

Communication between parents and teachers is essential to student success. To protect instructional time, parents/guardians are NOT permitted to their student's classroom unannounced for conferences. Parents/guardians are encouraged to contact their teacher directly to schedule an appointment for a conference. We encourage parents to contact the following in this order for any resolutions of student issues:

1. Student's Classroom Teacher
2. Grade Level Principal
3. Executive Director

OPEN COMMUNICATIONS

East Wake Academy recognizes the need for clear and open communication between the Board, staff, and parents concerning issues of mutual interest. Parental suggestions, concerns, and questions regarding school policy and practice are encouraged and are most effectively and efficiently

channeled directly through a teacher, the Principal or his or her designee, or any other person or group assigned to receive such information. Parents are urged not to communicate directly with Board members on such matters to preserve the integrity of their policy-making role, the proper channels of administrative response, and Board neutrality.

The Board represents and serves the entire EWA community. For this reason, the Board recognizes the value of public awareness and, when necessary, public input on educational issues. The Board, in its discretion, may provide opportunities for the public to express interest in and concern about school matters. Any citizen may attend all open meetings of the Board.

PARENT ORGANIZATIONS

The Parent-Teacher Alliance (PTA), Booster clubs, and other parent organizations perform a valuable service to EWA. The Board supports these organizations and expects and encourages cooperation from the whole school community, including students and employees.

The Board shall approve all organizations affiliated with East Wake Academy. The Board, or by delegation, the Executive Director, may establish additional rules governing such organizations. The Executive Director, or his or her designee shall be an ex officio member of any such organization.

Each parent organization affiliated with EWA must establish bylaws setting forth the purpose of the organization and the rules and procedures by which it shall operate. A copy of the bylaws, and any subsequent revisions, shall be given to the Executive Director and a copy shall be kept on file in the school office.

Parent organizations shall secure the advice and approval of the Executive Director or his designee prior to planning any function or activity in which students are to participate while under supervision of EWA.

Unless otherwise determined by the Board, any item purchased by a parent organization for EWA or a school activity becomes the property of EWA.

DRIVERS EDUCATION

Please read and understand all of the information on the Driver's Education Link found on the EWA Senior Academy webpage before coming to the Senior Academy Office for your Driver's Eligibility Certificate OR attempting to go to DMV for your Learner's Permit.

Driver's Education Course

This course is offered on EWA's Senior Academy campus in Eagle Hall for eligible students ages 14 ½ years old. The class is taught by a representative of Jordan Driving School and is held during the first week of Fall track out and the first week of Spring track out between 8:00 a.m. and 3:00 p.m. for five days.

Driver's Eligibility Certificates:

Certificates can be obtained through the following steps:

- After completing BOTH the classroom and driving phases of Driver Education, parents should set up an appointment with the EWA Admission Coordinator (919.404.0444, ext. 1022).
- Appointments are only scheduled on **Tuesday, Wednesday, or Thursday** of each week between 7:45 a.m. and 8:15 a.m.
- During the summer, eligibility certificates are obtained **by appointment only**. Email kcampbell@eastwakeacademy.org to set up an appointment.

- **Driver's Eligibility Certificate IS VALID FOR ONLY 30 DAYS.**

STUDENT SERVICES

The role of the Senior Academy Counselor helps students meet educational, vocational, and personal/social needs. Students should not hesitate to seek assistance.

CONDUCT AND DISCIPLINE

STUDENT DISCIPLINE PROCEDURES

Student Code of Conduct

The Student Conduct Code ("Student Code" or "Code") governs student behavior occurring on East Wake Academy property, at EWA sponsored activities, plus all off-campus activity that threatens EWA student/staff safety or property, or that substantially disrupts or is likely to disrupt school operations. Administration reserves the right to amend or add to the Student Conduct Code as unique situations arise. The administration further reserves the right to deviate from the state disciplinary action(s) based on unique or aggravating factors. This Student Conduct Code shall apply to any student:

- In any school building or on any school premises before, during, or after school hours;
- On any vehicle on which the student is being transported as part of any EWA activity;
- Present during any school function, activity, or event;
- At the time when he/she is subject to the authority of school personnel;
- Whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline at the school.

Violation of Board policies, rules, or regulations, the Student Conduct Code, or the North Carolina General Statutes may result in disciplinary action including termination of the student from EWA pursuant to Board policies. All expulsions will be for the remainder of the school year. Re-entry will be based on a case-by-case basis at a review hearing before the Board of Directors. Students cannot re-register for the next school term at EWA until a hearing is held by the Board and written approval by the Board for re-entry is granted.

When a school official learns or suspects that any student has violated any Board or School policy, rule, or regulation that may also be a criminal violation of the laws of the United States or the State of North Carolina, he/she shall promptly report such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.

The Board believes that vitalized teaching and proper guidance will minimize the need for various types of punishment. It does recognize that in some cases reasonable punishment or even suspension may be necessary. The teacher is charged with the responsibility of maintaining student control and proper conduct for all students. Administration shall be ready and willing to give the teacher any assistance he/she may need. However, the most effective control is that which is maintained by the teacher.

Generally Prohibited Behavior

Disrespect/Noncompliance

Students shall comply with all EWA and safety-related directions of school administrators, teachers, substitute teachers, student teachers, teacher aides, and all other EWA personnel who are authorized to give such directions. Inappropriate conduct includes but is not limited to verbal, non-verbal, or physical conduct showing disrespect, repetitive tardiness, skipping class/school, leaving campus without permission, or being in an unauthorized area. Failure to comply may result in short-term suspension.

Class/Activity Disturbance

Any physical or verbal disturbance which occurs within the school environment and which interrupts or interferes with teaching or orderly conduct of class/school activities/school transportation is prohibited. In addition to other disciplinary measures available, a student who is disruptive may be excluded from participating in extracurricular school programs, including graduation.

No student shall engage in or urge any other student to engage in passive resistance, noise, threats, fear, intimidation, coercion, force or violence for the purpose of causing the disruption or obstruction of any lawful function, mission or process of EWA.

While this list is not intended to be exclusive, the following acts, when done for the purpose of causing a disruption or obstruction of any lawful function, mission or process of the school, illustrate the kinds of offenses prohibited by this policy:

- Occupying any school building, school grounds or part thereof with the intent to deprive others of its use;
- Blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to the room, or use of the building, corridor or room. Blocking normal pedestrian or vehicular traffic on school premises;
- Falsifying an emergency situation that disrupts normal school operations;
- Making noise or acting in any manner so as to intentionally interfere with any teacher's ability to conduct class or to carry on any school activity, use of devices causing noise, including but not limited to radios, compact discs, cell phones, tape recorders, pagers and beepers;
- Preventing or attempting to prevent the convening or continued function of any school, class, activity, or of any lawful meeting or assembly on the school premises;
- Cursing or using vulgar or abusive language including remarks intended to demean a person's race, religion, sex, national origin, handicapping condition, or intellectual ability;
- Conducting oneself in an uncivil manner at any school extracurricular activity. In addition to other disciplinary sanctions provided in the policy or sanctions within the discretion of teachers and Administration, the Administration may bar the student from attending any school extracurricular activity and may require the student not to be on school property before, during, or after extracurricular activities;
- Dress - Appearance or clothing which violates the adopted dress code and publicized by the school, by the school, and/or which is disruptive, provocative or obscene or which endangers the health or safety of the student or others;
- Possessing literature or illustrations which significantly disrupt the educational process or are obscene;
- Engaging in behavior, which is immoral, indecent, lewd, and disreputable or of any overly affectionate or sexual nature in the school setting;

Misconduct on Transportation Service Vehicles

School transportation service is a privilege, not a right. Students at all times while riding a school authorized transportation service or other school vehicle shall observe the directives of the driver. This includes parent vehicles being used for the purpose of transporting students to and from school functions. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

- Delaying the transportation schedule;
- Fighting, smoking, using profanity or refusing to obey the driver's instructions;
- Tampering with or willfully damaging the school vehicle;

- Possessing or using unauthorized drugs or intoxicating beverages on a school vehicle;
- Getting on or off at an unauthorized stop or riding in a vehicle without permission;
- Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- Failing to observe established safety rules and regulations;
- Willfully trespassing upon a school authorized vehicle;
- Violating any other rule of the code of student conduct while on the school authorized vehicle.

Trespassing

No student shall be on the campus of a school to which he/she is not assigned during the school day without the knowledge and consent of the officials of the school he/she is visiting. Students who loiter at school after the close of the school day including exam and other days without specific need or supervision will be considered trespassers and may be prosecuted if they do not leave when instructed to do so. Any student who has been suspended from school shall be considered trespassing if he/she appears on the school property during the suspension period without express permission of the Administration and may be prosecuted.

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Hazing

No student shall engage in hazing another student by playing abusive or ridiculous tricks upon him/her; by frightening, scolding, beating, or harassing him/her; or by subjecting him/her to personal indignity. In addition to other disciplinary sanctions, any student who has been criminally convicted of hazing will immediately be expelled from school, as required by law.

Tobacco

No student shall possess, display, or use any tobacco product. This restriction applies even when the student is on school system property or at any EWA sponsored activity as a visitor or spectator. For the purpose of this policy, the following definitions shall apply:

- **Tobacco Product**: cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.
- **Tobacco Use**: smoking, chewing, dipping, or any other use of tobacco products.
- **Display**: having any tobacco product in a location or position that is visible to students or school personnel.

The display of tobacco products does not extend to display that has a legitimate instructional or pedagogical purpose and is approved by a teacher or the Principal. The Principal may permit tobacco products to be included in instructional or research activities in the school building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product

Controlled Substances, Alcohol, and other Chemicals

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, or an alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor not shall a student possess, use, or transmit drug paraphernalia or counterfeit drugs, e-cigs, vape, or inhale or ingest any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Use of a drug authorized by a valid medical prescription from a registered physician shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed and in the prescribed manner.

Theft, Damage to Property

No student shall steal, attempt to steal, aid in or conceal stealing, or knowingly possess stolen property if not attempting to return or turn in such property. No student shall intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

Unacceptable Use of Electronic Technology

Students shall comply with the East Wake Academy's Acceptable Use Policies, included in Appendix 5, Series 300.

Threatening Acts

No student shall direct towards any Administrator, teacher, other school employee, other student, or other person, any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence or disruption.

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Assault, Injury

No student shall assault, cause, or attempt to cause physical injury to, or intentionally behave in such away as could reasonably cause injury to any other person. Assault includes engaging in a fight.

Weapons, Dangerous Instruments

East Wake Academy strives to maintain an environment free of all weapons not legally possessed by law enforcement officials or otherwise authorized by the Executive Director or the Board. No student, employee or other agent of EWA shall carry or encourage another person to carry, whether openly or concealed, a weapon as defined below, onto school property at any time.

A "Weapon" includes a gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, powerful explosive, fireworks, incendiary device, knife, BB gun, air rifle, pellet gun, air pistol, sling shot, blackjack, metal knuckles, bludgeon, bowie knife, switchblade, dirk, dagger, leaded cane, stun gun or other electronic shock weapon, ice pick, mace, pepper gas, razor or razor blade, or any sharp pointed or edged instrument, nail files and clips, or a facsimile of a gun or other weapon or object that can reasonably be considered a weapon or other dangerous instrument. Instructional supplies and tools used solely for preparing food, instruction, and maintenance of EWA property or otherwise authorized or necessary to support the operations of the school are appropriate.

Any person who is aware that an unauthorized weapon has been carried onto school property or possessed at a school function shall immediately notify a teacher or the Principal.

Harassment and Bullying

East Wake Academy is committed to providing an environment that is conducive to learning, free from harassment and bullying based on race, religion, gender, ethnicity, national origin, disability, or any other illegal conduct. Other forms of harassment and bullying are also prohibited, including those based on other distinguishing characteristics such as, but not limited to, physical, social, academic or emotional and socio-economic status, or simply based on personal differences or conflicts. All conduct prohibited by this policy includes behavior that occurs directly or indirectly, by personal or electronic communication or action. 21 North Carolina law (G.S. §115C-218.75(c)) encourages charter schools to adopt a policy against bullying or harassing behavior, including cyber bullying. Charter schools that do so shall, at the beginning of each school year, provide the policy to staff, students, and parents as defined in G.S. 115C-390.1(b)(8).

Bullying is the repetitive, intentional hurting of one person or group by another person or group where the relationship involves an imbalance of power (real or perceived). A student shall not bully or intimidate any student through words or actions. Such behavior includes, but not limited to direct physical contact, verbal assaults, the use of electronic methods, and social isolation and/or manipulation.

East Wake Academy believes that all students have the right to a safe and healthy school environment. All EWA Academies have an obligation to promote mutual respect, tolerance, and acceptance among students, staff and volunteers. Behavior that infringes on the safety of any student will not be tolerated.

Reporting Bullying:

- Use any of the QR codes posted around campus
- Contact your Principal, Guidance Counselor or Teacher

Harassment is an unwelcomed offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive as to significantly affect the conditions of one's employment or a student's learning. Harassment includes, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, unwelcome sexual advances, or the exchange of benefits for performance of sexual or other favors. Harassment is prohibited at all levels: between students, between employees and students, between coworkers, between supervisors and subordinates, between nonemployees and employees and/or students, and between any other school representatives or members of the school community while at the school or involved in school activities. In addition, no student or staff member shall retaliate against anyone who reports or seeks remedies against harassment or bullying or otherwise aids or supports someone who aids in the enforcement of this policy.

School staff members are expected to immediately intervene when they see bullying incidents occur. Each report of alleged harassment or bullying shall be taken seriously and responded to fully and promptly investigated by appropriate school staff.

All staff members are required to report instances or reasonable suspicions of harassment and bullying to a supervisor and to aid in investigations under, and the enforcement of, this policy. School staff members, students, parents/guardians are urged to report and assist in carrying out this policy by reporting incidents of harassment or bullying to an administrator, teacher, counselor or the confidential EWA bullying reporting form located on QR codes throughout the buildings. Reporting can also be done anonymously through the See Something/Say Something app.

Sexual Harassment

Of the various types of harassment, sexual harassment is worthy of special considerations in addition to those applicable under East Wake Academy's General Harassment Policy. No employee shall engage in sexual harassment against any student, other employee, or another person in the school community. Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or sexually suggestive comments when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as a basis for student or employment decisions affecting such individuals
- Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances, or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward, or in the presence of, an individual or to describe an individual; or the display of sexually suggestive objects, signals, or pictures.

A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from the educational program or creates a hostile or abusive educational or work environment. 22

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school system employees and students are always prohibited in all circumstances. School employees are prohibited from engaging in inappropriate relationships with students and are required to report such relationships or reasonable suspicions thereof to the Principal or other appropriate supervisory official. Procedures for reporting suspected harassment or sexual harassment are outlined in the school's personnel policies.

Student Searches

To promote safe and orderly operations, EWA officials may conduct reasonable searches of persons and materials as necessary, in accordance with students' constitutional rights. A student may be subject to a search either based on reasonable suspicion that the student has violated law or policy, or as a result of reasonable, random searches not requiring individualized suspicion. Reasonable suspicion to search an individual student is not required when a student voluntarily and knowingly consents to such search.

If an authorized school official reasonably suspects that the student has on his or her person or in his possession, any item or material that poses a risk of serious harm to persons or property, an authorized school official may perform a more intrusive search of a student's person, including a strip search, as necessary to avoid a threat of imminent and serious harm or damage. In such instances, any bodily invasive search shall, to the extent feasible, be conducted in private by an authorized school official of the same sex, with an adult witness of the same sex present.

Use of Dogs to Aid in Searches

East Wake Academy officials may use trained dogs to aid in inspections for materials that may be in violation of law or policy. Thus, without notice, the school may use trained dogs to sniff lockers, student motor vehicles, and other objects. Dogs will not be used, however, in random searches of individual students.

Disciplinary Policies and Procedures for Serious Offenses

North Carolina state law requires EWA to follow specific rules and due process relating to serious disciplinary matters, including the use of reasonable force, short- and long-term suspensions, and expulsions under Article 27 of Chapter 115C of the General Statutes. EWA will follow these rules in such instances.

At the date of adoption of these policies, Article 27 is available online at http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_115C/Article_27.html

Code of Conduct Addendum Effective 10/14/2025

I. Purpose and Description of the School Code of Conduct

The School is committed to giving every student the opportunity to reach his or her full potential by providing a rigorous academic program, character education, and meaningful parental participation. In order to fulfill this mission, it is important that we provide a positive, safe, and orderly environment for our students, staff, and families. The school believes that a common and consistently applied code of conduct is a critical tool in building that environment. It reflects what the school believes to be reasonable expectations of conduct for all members of our student body.

The importance of a code of conduct is reinforced in North Carolina state law (G.S. 115C-288) stating, "The principal shall have the authority to exercise discipline over the pupils of the school under policies adopted by the local board of education in accordance with G.S. 115C-390.11 through G.S. 115C-390.12."

The school's code of conduct identifies those behaviors that are detrimental to our goal of a positive, safe, and orderly environment. Specifically, it identifies behaviors which interfere with the learning process or disrupts the educational environment for any student at any time. The identified consequences are designed to deter students from engaging in behavior which are counter to the school's mission, and, in the event that violations do occur, discourages students from committing further violations.

The code of conduct is divided into five classes of violations. The classes are groupings of violations of similar severity. Each class of violations, because of their similarity, contain comparable consequences. While these consequences reflect what School believes to be fair and reasonable for that class of violations, the school also recognizes that there are times where there are mitigating or aggravating factors which may result in a change in consequences. The Director or their designees have the authority to assign any alternate reasonable consequence based on either mitigating or aggravating factors. Finally, engaging repeatedly in behaviors in any single class of violations will result in consequences from a higher class. This is intended to reinforce the importance of learning from mistakes.

II. General Information

The information contained in this section is designed to address common questions and confusions regarding the code of conduct. Providing further clarification on these issues will help parents and students successfully navigate the requirements of the School Code of Conduct.

The Code of Conduct applies to all students at any time they are present on school campus, at any school event, or during any school sponsored activity, including school events or activities that are held off campus. Additionally, it applies to students at any time whose behavior interferes with the learning process or disrupts the educational environment. Certain rules apply specifically to different grade levels. If that is the case it is noted in the violation. Otherwise the violations apply to all

students.

Administration will follow investigatory procedures and make a reasonable attempt to contact parents after it has been concluded that a violation has occurred. During the investigation, students will be interviewed in order to determine what may have occurred. A student will be notified of the consequence of a violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus.

If a student is suspended out of school, the student may not be present on the campus of School, at any school function, or at any school sponsored event, whether off or on campus, without the permission of school administration.

Unfortunately, during the school year conflict will arise between students. It is the expectation of the School that students will not settle conflict through physical altercation. If there is a fight between two students, both students will be held accountable for the incident. If a student is attempting to engage another student in a fight, it is our expectation that the other student will make every reasonable attempt to walk away and notify a school employee.

Lockers, desks, school issued technology, and other school property remain at all times the property of the school and are subject to search at the discretion of the school principals or Director or their designee.

Corporal punishment is not permitted at School, but there may be times when school employees need to use reasonable force to control behavior or to remove a person from the scene. These situations include:

- To quell a disturbance threatening injury to others.
- To obtain possession of weapons or other dangerous objects on the person or within the control of a student.
- For self-defense
- For the protection of persons or property
- To maintain order on school property, in the classroom, or at a school related activity on or off school property

III. Definitions

365 Day Suspension - This is out of school suspension for 365 calendar days. It is the maximum allowed by North Carolina law.

After School Detention - This consequence is a period of :30 - :45 minutes of supervised study after the conclusion of the school dismissal.

Aggravating Factors - Facts of a discipline incident which suggest consequences beyond what is recommended in the Code of Conduct. These are determined by the school principal or Director, and may include, but are not limited to, repeated violations, lying or refusing to cooperate with

school officials in an investigation, severity of any injury sustained during the incident, and imminent danger to self or others.

Exclusion - This consequence prohibits a student from continuing to attend School, although the student may attend another school.

Expulsion- Is the permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff. Students considered for expulsion are entitled to a hearing before the School's Board of Directors as set forth in North Carolina statutes.

Long-Term Suspension - This is an out of school suspension lasting greater than 10 consecutive days, but less than 365 days.

In-School Suspension - This consequence is an alternate to the suspension out of school of a student. It is the supervised removal of a student from educational activities to another location on school property.

Short-Term Suspension-An out of school suspension lasting fewer than 10 consecutive days.

Mitigating Factors - Facts of a disciplinary incident which suggest consequences that are less severe than what is recommended in the Code of Conduct. These may include, but are not limited to, self-defense, provocation, student record, and other factors identified by the school principal or Director.

Out of School Suspension - This consequence is the prohibition of a student from being on school campus, at school events, or participating in school functions, whether on or off campus.

IV. Code of Conduct - all Disciplinary Measures are up to the discretion of the Principal.

Class 1	
Violations Include:	Disciplinary Measures up to:
1. Disobeying any teacher established classroom rules.	In-Class disciplinary measures Conference with an Administrator

Class 2

Violations Include: 1. Repeated violations of classroom rules 2. Being late for the start of the day or for the beginning of classes. 3. Unauthorized use of a cell phone or electronic device during instructional time. 4. Being absent from class without permission 5. Being out of dress code at any time not authorized by school administration. 6. Being in possession of any personal item which distracts	Disciplinary Measures up to: 1 Day of ISS
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|---|---------------------|
| <p>from teaching and learning in the classroom.</p> <ol style="list-style-type: none"> 7. Minor incidents of hitting, shoving, kicking, horseplay, etc. which do not result in physical harm. 8. An elementary or middle school student threatening another student or staff member in a way that is unrealistic, vague, or poses minimal risk. 9. Lying to school personnel. 10. Cheating on school tests, quizzes, or other school assignments. 11. Plagiarizing school assignments. 12. Inappropriate display of affection 13. Disrespectful words or actions | |
| <ol style="list-style-type: none"> 1. Repeated violations of above category | <p>2-3 Days ISS</p> |

Class 3

Violations Include	Disciplinary Measures up to:
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Class 3

1. Repeated violations of above category
2. Possession of prescription or non-prescription medications on one's person without permission from school administration.
3. Altering any official school document, including report cards, transcripts, and notes from teachers.
4. Failing to comply with directives provided by school personnel.
5. Addressing staff members disrespectfully.
6. Using obscene, offensive, or derogatory language or pictures in reference to a staff member while on school property or during school functions.
7. Using obscene, offensive, or derogatory language or pictures in reference to a student while on school property or during school functions.
8. A high school student threatening another student or staff member in a way that is unrealistic, vague, or poses minimal risk.
9. Acting in a way that either causes or has the potential to cause harm to oneself or others.
10. An elementary student stealing or taking without permission any possession of a student or staff member.
11. Being in possession of property stolen from a student or staff member.
12. Fighting in elementary or middle school
13. Using the internet to search for obscene, offensive or derogatory material during the school day, or at any time on a school owned device.

1-3 days of OSS

1. Repeated violations of above category
2. A high school or middle school student stealing or taking without permission any possession of a student or staff member.
3. Directing offensive, obscene, or derogatory language toward staff members.
4. Directing offensive, obscene, or derogatory language toward other students.
5. Threatening another student or school employee in a way that is direct, the result of forethought, and can be carried out. While possible, it may not be realistic.
6. Fighting in high school.
7. Gambling for money on school property.
8. Possession of a lighter or matches.

4-5 Days OSS

Class 4	
Violations Include	Disciplinary Measures up to:
1. Repeated violations of any of the above category 2. Entering school property after hours without proper authorization. 3. Smoking or vaping while on school campus, at school events, or during a school sponsored activity. 4. Possession of offensive, obscene, or derogatory pictures, including electronically, while on school campus, participating in school events, or during school sponsored activities. 5. Intentional unnecessary activation of a fire alarm. 6. The following offenses reportable to law enforcement: a. Possession or consumption of alcohol or drugs while on school campus, at school events, or during a school sponsored activity.	10 Days OSS, possible recommendation for exclusion

Class 5	
Violations Include	Disciplinary Measures up to:
1. Repeated violations of any of the above categories. 2. Mass Threats, Communicating Threats, including "Kill Lists" 3. Sharing or posting offensive, obscene, or derogatory pictures, including online, of students, school employees, or volunteers, without permission at any time which interferes with the learning process or disrupts the educational environment. 4. Using force or violence to take, or attempt to take,	10 days suspension with recommendation for exclusion

someone's property. 5. Inciting or engaging in behavior which either results in or is intended to result in widespread disruption to the educational process. 6. Participating in lewd, illegal, or sexual acts while on school campus, attending school events, or during school functions. 7. A logical, specific, and realistic threat of serious violence to a student or school employee. 8. Assault on a student. 9. Use or possession of drugs or alcohol while on school campus, at school events, or during a school sponsored activity. 10. The following offense reportable to law enforcement: a. Assault resulting in serious injury b. Assault involving use of a weapon c. Assault on school officials, employees, and volunteers d. Making bomb threats or engaging in bomb hoaxes e. Willfully burning a school building f. Unlawful, underage sales, purchase, or provision of alcoholic beverages g. Possession, sale or attempted sale of a controlled substance in violation of law h. Possession of a weapon i. Robbery with dangerous weapon j. Sexual offense	
1. The following offenses reportable to law enforcement: a. Homicide b. Kidnapping c. Possession of a firearm d. Rape e. Sexual Assault f. Taking indecent liberties with a minor	365 Day Suspension 10-day suspension with a recommendation for a Long Term Suspension, exclusion or expulsion

V. Disciplinary Process

Upon receiving a report of a potential occurrence of any of the above violations, school administration will begin an investigation. An investigation may include interviewing witnesses, reviewing camera footage, speaking with staff members, and a search of a student, a student's locker, or a student's belongings. Refusal to permit the search will result in the assignment of consequences that are commensurate with the suspected violation. Administration will speak with the student and give the student an opportunity to deny or explain the violation.

Upon completion of the investigation, school administration will determine if the preponderance of

the evidence weighs in favor of the violation occurring. This means that it is more likely than not that the student committed the violation. If that is the conclusion, the student will be notified of the consequence of the violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus. If the violation is an offense which requires a report to law enforcement, the appropriate agency will be notified.

The school administrator will make a reasonable attempt to contact the student's parent or guardian by telephone to communicate the results of the investigation and the assigned consequences. The Administration shall also notify the parent or guardian in writing that the student has been suspended from school. The administrator shall provide a description of the incident or incidents that resulted in the suspension, and may offer the opportunity for an immediate informal conference with the principal.

If a student is determined to have committed a violation for which the possible consequence is exclusion or long-term suspension or expulsion, the school principal will follow the procedures outlined in the section below.

VI. Long-Term Suspension and Exclusion Procedures

If a principal determines that an infraction falls into the category for which a long-term suspension and/or exclusion is appropriate, they will notify the Director of a recommendation for long-term suspension or exclusion. The principal will also notify the parent or guardian in writing of this recommendation within two school days. The notification will include the time, date, and location for a hearing with the Director. The parent or guardian must notify the Director at least two days in advance of the hearing if they are bringing an advocate to the meeting, and of the advocate's role (for example, legal representation). At the conclusion of the hearing, the Director will determine if the principal's recommendation for long-term suspension or exclusion should be upheld, modified, or overturned.

If the parent or guardian either refuses the hearing or fails to attend the hearing, the Director will make the determination on whether to uphold the recommendation of long-term suspension or exclusion and communicate such decision to the parent(s)/guardian(s) in writing.

If the student is assigned a long-term suspension or exclusion by the Director, the parent or guardian has two school days to appeal the decision to a panel of the board of directors (there is no appeal to the full board). This request must be submitted in writing to the school Director. The School will follow the requirements set forth in North Carolina's General Statutes for any such appeal and hearing.

For expulsion, the School will follow the requirements set forth in North Carolina's General

Statutes. VII. Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with the school's code of

conduct applies to all students. When appropriate, a principal or designee may discipline a student with a disability who has not complied with the school's code of conduct. Exceptional Children's education services will be provided to a student with a disability if the student has been removed from school for more than ten school days. If a student with a disability is removed for less than ten cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed. The school will follow all applicable state and federal laws when disciplining students with disabilities.

GRIEVANCE RIGHT AND PROCEDURES

Students and Parents are entitled to pursue their grievances according to the *Grievance Process and Appeals of Administrative Decisions Policy* found in Series 300, Appendix 4. These procedures, in their Board-approved form, are officially contained in Series 400; in case of any discrepancy between versions, the Series 400 edition shall prevail.

ATHLETICS

ATHLETIC OFFERINGS

Fall Sports	Winter Sports	Spring Sports
Soccer (Men's) Volleyball (Women's) Cross Country (Coed)	Basketball (Women's) Basketball (Men's) Cheer	Soccer (Women's) Baseball (Men's) Softball Golf (Coed)

ELIGIBILITY REQUIREMENTS

- For eligibility, all athletes must have passed 75 percent of their courses in the previous semester excluding first semester freshman. All athletes must be enrolled in at least three classes.
- Student must live within a 25-mile radius of school.

9th Grade	- Must meet local promotion standards - A student who is promoted from the 8th grade to the 9th grade automatically meets the requirements for 1st semester - Must have earned a 2.0 GPA from the previous semester. (beginning 2nd semester)
10th Grade – 12th Grade	- Must meet local promotion standards - Must have earned a 2.0 GPA from the previous semester - Must have passed a minimum load of work during the previous semester.
Exceptional Children	The 2.0 GPA eligibility rule will be waived if: (1) IEP goals are being met; (2) satisfactory progress is being made in mainstreamed classes, and (3) has the principal's recommendation.

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

- Enrolled in EWA
- Good discipline status for the entire time of their respective sport season or activity. If a student is suspended for any period of time, his/her status as a member may be revoked by the Coach or Administration. The student is not allowed to participate or attend any sport or event during the time of suspension. Violations of the school's behavior policy are subject to review by the administration and may cause a student to be placed on probation or removed from the team or club.
- All students absent from school for more than half of the day of a contest for any reason may not be in the contest that school day. In order for a student to be able to participate in a contest, the student must be present for a half day of school. Please review the Attendance section of the handbook for specific times.
- Student athletes must receive a health screening each year (365 days) by a duly licensed physician, nurse practitioner or physician assistant.
- Must adhere to all North Carolina High School Athletic Association (NCHSAA) regulations and sign all NCHSAA eligibility forms
- Provide proof of medical or accident insurance
- No student may be eligible to participate at the high school level for a period lasting longer than 8 consecutive semesters, beginning with the student's entry into 9th grade or participation on a high school team, whichever occurs first. For students who skip the 9th grade and advance directly to the 10th grade from the 8th, the year prior to entering the 10th grade is considered the first year of entry

into 9th grade for athletics. The principal shall have evidence of the date of each player's entry into 9th grade. The NC cumulative record is sufficient.

- Any athlete who quits a team voluntarily, not including medical reasons, could potentially forfeit being eligible to participate in EWA athletics for a period of one year as determined by administration. This one-year period also applies to any athlete who has been dismissed from a team by a coach or administration.
- Parents of students are responsible for monitoring the progress of their grades throughout the quarter.
- Concussion forms must be completed and on file for each school year.
- Student athletes may not participate if they become 19 years of age on or before August 31st of the current school year.

Sports Pre-Participation and Medical Examination Forms

To be eligible for practice or participation in interscholastic athletic contests, students must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician assistance, subject to the provisions of G.S. 90-9, 90-18.1, and 90-18.2. The recommended Sports Pre-participation and Medical Examination form can be found at <http://www.nchsaa.org/pages/464/health-safety-sports-medicine/>. This form, along with the concussion statement, NCHSAA athlete participation form, and the signed student athlete handbook to the office prior to the first day of tryouts. The student shall not participate until the completed physical has been turned in.

Concussion Awareness

On June 16, 2011, the Gfeller-Whaller Concussion Awareness Act was signed in an attempt to educate student athletes, parents, coaches, and first responders of the symptoms and expectations related to concussions. In order to meet these regulations, student athletes and their parents are required to read and sign the *Concussion: Information for Student-Athletes & Parents/Legal Custodians* documents. This is an annual requirement for participation in athletics at EWA. Information about this Act can be found at: <https://www.nchsaa.org/parents-students/health-safety/concussion-awareness>

Uniforms

Student athletes are responsible for the care, security and use of uniforms and any sports equipment provided by the school. Participants are responsible for paying the replacement fee for equipment deemed abused or not returned. Student athletes will be withheld from athletics in succeeding seasons until this obligation is met.

Inappropriate Actions, Behavior, and Conduct

The Coach, Athletic Director, Executive Director and Principal reserve the right to deny athletic participation to any student whose inappropriate actions are not specifically covered in this handbook or individual team rules. Unsportsmanlike conduct, insubordination, inappropriate behavior/conduct in school or at home or away contests, etc. are not representative of EWA students, teachers, or families and will not be tolerated. Exemplary actions, behavior, and conduct is expected from all parties in attendance. Any student, parent, or individual that exhibits unsportsmanlike conduct will be barred from any additional athletic events that season. A second offense in subsequent seasons will result in the barring of said individual from any athletic contests involving EWA for the rest of the year.

24 Hour Rule

EWA parents and coaches are expected to follow a 24-hour rule in regard to communicating with one another. EWA coaches are competitive, and EWA parents are passionate about their children. There

may be times when coaches and parents disagree about playing time, position, strategy, or any number of things. The appropriate time to discuss these matters is not immediately following a contest. As a result, parents should not contact a coach within 24 hours of any such contest. Once the 24-hour window has passed, a parent may request a meeting with the coach in order to discuss the disagreement. Parents and coaches should remain cordial and respectful during such meetings.

Travel and Transportation

Coaches provide parents with expected arrival times for practice, games, meets, and meetings. It is expected that parents will respect the coach's time and are prompt when picking up their children. Coaches are expected to stay with students no later than 10 minutes past the anticipated arrival time that was given to parents. Any issues with parents failing to pick up their child on time will be handled by the Principal and the student's future ability to participate may be jeopardized.

Inclement/Hot Weather Guidelines for Outdoor Sports

All outdoor sports should follow the Inclement/Hot Weather Guidelines found at:

▪ <http://www.nchsaa.org/page.php?mode=privateview&pageID=575>. These guidelines are reviewed/revised annually by the Sports Medicine Advisory Committee of the NCHSAA.

ENROLLMENT/WITHDRAWAL

ENROLLMENT OF NEW STUDENTS

- When a student enters East Wake Academy having previously been registered at another school at the beginning or during the school year, the student and parent should make immediate contact with the administration. Every effort will be made to immediately obtain the student's records (including special program files) from the previous school attended by the student.
- Once the registration process has been completed, tentative placement will be made based upon the information available. Final placement will take place after the administration has had the opportunity to review the student's **complete** records (including psychological testing and special programs files).

WITHDRAWAL FROM EAST WAKE ACADEMY

Parents choosing to withdraw a student from EWA should contact the Admissions Coordinator and provide the following information:

- The last day the student will be at school.
- The name and address of the school the student will be attending. If the student will be homeschooled, the state issued homeschool id number must be provided.
- **.Complete the required withdrawal process** (if this process is not completed, the student will remain on the roster for East Wake Academy).

MEDICAL INFORMATION

STUDENT HEALTH SERVICES

East Wake Academy employs a full-time School Health Professional. The school health professional manages the School Health Services, assesses student health and development, helps families determine when medical services are needed, and serves as a professional link with physicians and community resources. **The school health professional cannot diagnose health problems.** The goals of the School Health Services are:

- Maximize the quantity of in-class time by reducing the incidence of health-related absenteeism;
- Eliminate or minimize health problems that impair learning;
- Help students achieve the highest degree of independent functioning.

Compliance with Other Health Requirements

East Wake Academy shall regularly determine and comply with any federal, state and local requirements pertaining to other safety threats such as dangerous chemicals and blood-borne pathogens. It shall also comply with all requirements as to food inspections and safety.

IMMUNIZATIONS/MEDICATION

No child may attend EWA unless a certificate of immunization is provided to the school indicating that the child has received the immunizations required by state law. If on the first day of attendance the child does not present such a certificate, the child's parent shall be notified. The parent shall normally have thirty calendar days from the date of first attendance to obtain the required immunizations for the child. If a vaccine reasonably requires more than thirty calendar days to complete, and a suitable physician reliably verifies this fact, a reasonable extension of time may be granted. At the end of the thirty calendar days or extended period, if the student has not received the required immunizations, the school shall release the student from EWA.

East Wake Academy shall maintain, in a separate medical file for each student, the student's immunization records. These records may be inspected by officials of the county or state health departments upon request and without notification to parents. When a child transfers from or to another school, arrangements will be made to transfer the immunization records. EWA will file an immunization report with the Department of Environment, Health and Natural Resources within sixty calendar days after the commencement of a new school year.

Garrett's Law

North Carolina law mandates that at the beginning of every academic year, local boards of education provide parents and guardians with information about meningococcal meningitis, influenza, Human Papilloma Virus and their vaccines. This information is available online for parents/guardians on our website.

Medications

School officials may administer medication to students if one of the following criteria are met:

- The Parent Request and Physician's Order Form for Medication is completed and in the possession of the school. EWA staff members are not to administer "over the counter" medicines that are not ordered by a physician.
- If a doctor orders a non-prescription medicine, it must be received in the original container and will be administered according to the doctor's written instructions.

- Students may need to take short-term (2 weeks or less) medication after an acute illness. If a child is symptom free and a doctor recommends they can return to school, they may do so and have the medication administered as indicated on the pharmacist's label.
- In the case of long-term medications, requests and physician's orders should be updated at the beginning of each school year and any time there is a change in the dosage prescribed.
- No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of the medication, the date the prescription was filled, and directions for administration clearly marked. The medication label must match the name and dose of medication list on the physician order form.

At all school levels, students may self-medicate with emergency prescription medicine (i.e. asthma inhalers, epi-pens) if they have permission to do so documented on the Parent Request and Physician's Order Form for Medication. At the elementary level, no other self-medication, including over-the-counter medicines, is permitted.

At the secondary level, students may self-medicate with over-the-counter medications. Should there be concern or question about the appropriateness of self-administration, school personnel should notify the school health professional. The school health professional will then consult with the student's parents.

The storage of self-administered medications is determined by the school health professional, as directed by the principal, based on the nature of the medication, age of the child, and the child's ability to maintain safe use, including a child keeping the medication on their person. Under no circumstances should a child be denied easy access to emergency medications such as asthma inhalers.

It is the responsibility of the parent to bring the medication to school. The school health professional will receive the medication at school. Separate containers for school and home should be provided so that one container may stay at school. Pharmacies will provide two containers if asked to do so.

Diabetes Plans and Compliance Reports

East Wake Academy shall implement rules and procedures for students with diabetes in accordance with State Board of Education requirements and G.S. 115C-375.3. This includes making available necessary information and staff development to teachers and school personnel in order to appropriately support and assist students with diabetes in accordance with their individual diabetes care plans.

ILLNESSES

Communicable Diseases

East Wake Academy aims to provide a safe and secure environment free of infection from communicable disease for all students and employees. To balance the need to protect the privacy rights of students and employees and to control the spread of communicable diseases and conditions, decisions concerning necessary action shall be made on a case-by-case basis in accordance with this policy, sound judgment, and applicable legal requirements.

A communicable disease or condition is defined as an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

This policy applies to all legally reportable communicable diseases, including HIV and AIDS, as set forth in state regulations.

In order to prevent the spread of communicable diseases, universal health and safety precautions, which include regulations regarding the cleanup of all bodily fluids (including blood), shall be distributed by the Executive Director or his/her designee and shall be followed by all EWA employees.

In accordance with state law, the Executive Director or his or her designee shall report suspected cases of reportable communicable diseases or conditions to the county health director for investigation and shall provide available factual information to substantiate the report. Such reports shall remain strictly confidential and may be shared only with other staff members as necessary to prepare and file a report.

All staff members who are made aware of any such report shall keep such information confidential. Without releasing any information that would identify the affected student when not required, the Executive Director shall report suspected cases of reportable communicable diseases or conditions to the Board.

Any student suffering from a communicable disease or condition shall follow all control measures issued by the county health director and shall take all necessary precautions to prevent the transmission of the disease or condition. Any EWA employee who has reason to believe that a student is suffering from a reportable communicable disease and failing to follow safe practices shall report this to the Executive Director, Principal, supervisor, or school health professional. Failure to follow control measures may result in disciplinary action. The Parent(s) of a student suffering from a communicable disease should inform the Principal so that appropriate accommodations and precautions may be put in place.

If the county health director notifies the Executive Director that a student with a communicable disease or condition may pose a threat to public health, the student and his or her Parents shall cooperate with the health director to eliminate the threat. It is the responsibility of the health director to determine when the EWA community must be notified of the outbreak of a contagious disease. School officials shall cooperate with the health director in issuing such notification.

It is the responsibility of the county health director to notify EWA if a student infected with the HIV virus is enrolled or scheduled for admission to the school, and if there is a serious risk of transmission of the virus by the student.

Communicable Illnesses

- Chicken Pox: Student is excluded from school for 6 days after the rash appears or until all blisters have formed scabs.
- Measles: Student is excluded until physician's written approval is given and the student is no longer contagious.
- Ringworm: Student is excluded from school until seen by a doctor and treatment is started.
- Pink Eye: Student is excluded if: eyes are severely red, swollen, there is yellow discharge, the student excessively rubs the itching eye, or it appears that cases are being transmitted from one student to another. Students should not return to school until prescription medication has been applied for up to 24 hours.
- Impetigo: Student is excluded from school if he/she has more than 3 or 4 sores and until seen by a physician and treated with prescription antibiotic for 24 hours. Proof of medication is required.

- Streptococcal and Staphylococcal Infections: Student is excluded from school until treated with prescription antibiotic. Students with a confirmed case of MRSA (Methicillin-resistant Staphylococcus aureus) will be treated on an individual basis. The student's physician, the school health professional, and Principal will decide when a student identified with MRSA infection may return to school.
- Head Lice: East Wake Academy will take prompt action to eliminate the threat of head lice. Head lice do not represent a disease or infection, and can therefore be readily treated. Since lice are transmittable, any student school officials suspect of having head lice will be sent home promptly for treatment. The student may not return to EWA until treatment has been received and the school health professional or other designated school official has determined that no head lice or live nits are present. A seven (7) day follow-up examination by the school health professional shall follow readmission. Any member of the school community who knows of a manifestation of head lice should report this to a responsible staff member. A written notice will be sent to the parents of all students in a classroom where a confirmed case of head lice occurs. In classrooms where an outbreak (three or more cases) of head lice occurs, all students will be examined by the school health professional.

Illness and Injury

When a student is injured or becomes ill at school, the student will normally be sent to the main office to be assessed by the school health professional. The school health professional will notify the parent(s) if the child needs further assistance or must leave EWA when they have the following symptoms:

- Fever of 100.0 °F or higher (child should remain home until fever-free for 24 hours);
- Nausea, vomiting;
- Severe headache;
- Red, watery eyes with yellow drainage;
- Undiagnosed rash.

Students should not be sent to school if they are experiencing any of the above symptoms.

No underage student may leave EWA unsupervised. Any significant injury or accident occurring during the school day or during a school activity will be reported to a parent. EWA will treat minor injuries or contact a parent to take the student for medical attention.

STUDENT RECORDS

Emergency Data

Every family must provide Emergency Contact Information to EWA. Please communicate any changes to the information throughout the year to the main office.

Regulations

The federal Family Education Rights and Privacy Act (FERPA) affords parents of students, legal guardians, and emancipated students the right to inspect their own or their child's records. Furthermore, FERPA prohibits, with limited exception, other persons from accessing such records without the prior consent by a parent or emancipated student. Information regarding FERPA can be found on the US Department of Education website.
(<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html?src=ft>)

A parent or eligible student must normally submit a written notification at least five days in advance to the school records office to inspect the student's file.

East Wake Academy may disclose appropriately designated "directory information" without written consent, unless the parent or emancipated student has directed the school not to disclose such information. Such information allows EWA to publish certain useful information such as an athletic roster or a program bulletin, a yearbook, honor rolls or other recognition lists or graduation programs. The school considers the following information as directory information: a student's name, address, phone number, activity or athletic photograph, dates of attendance, grade level, participation in activities and sports, and weight and height of sports team members. Each year EWA will notify parents of the school's "directory information" and parents' right to opt out of such disclosures.

In addition, EWA is required to provide military recruiters, upon request, with three directory information categories: names, addresses, and telephone listings of students, unless parents request that EWA not provide any such information without their prior written consent. EWA will also make parents aware of their rights to withhold this information from military recruiters upon written request.

The Executive Director or his or her designee shall compile and maintain an official record for each student that contains information including a birth certificate, dates of admission and departure, attendance data, standardized test results, and grading and promotion data. Each student's official record shall also include notice of any suspensions for a period of more than 10 days or of any expulsion. The notice of suspension or expulsion shall be expunged from the record if the student graduates from high school or is not expelled or suspended again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension.

Official student records shall be permanently maintained. The Executive Director is authorized to order the storage of official student records at a central location.

Student records do not include individual notes and records made by teachers and administrators that are in the sole possession of their maker and that are not accessible or revealed to any other person except a substitute teacher or supervisor.

Student Record Confidentiality

Student educational records are confidential. Access to the official student record and any other student record shall be strictly limited in conformance with state and federal law and Board policy.

A confidential folder shall be maintained for each child evaluated for or receiving exceptional children's services.

Apart from directory information, personally identifiable information about a student shall not be released from a student's record without the prior written consent of the parent, legal guardian, or emancipated student, except to the following persons:

- School employees when a legitimate educational purpose exists for accessing the information, including professionals contracted to provide services for a student;
- Authorized government or educational officials, or others with legitimate reasons for reviewing a student's records;
- Appropriate persons in connection with an emergency, if the release of the information is necessary to protect the health or safety of the student or other persons;
- Authorized state and local officials with authority to review student information if the disclosure relates to the juvenile justice system's ability to serve, before adjudication, the student whose records are released. The official must certify in writing that the information will not be disclosed to any other party, except as provided by state law or with prior written consent of the student's Parent or an emancipated student;
- Officials of other schools where the student has enrolled or plans to enroll, unless the Parent or an emancipated student has specifically requested in writing that the information not be released to the requesting institution;
- Persons acting under court order or subpoena, as long as the Parent or an emancipated student shall be notified of the request prior to its execution;
- Accrediting organizations, to the extent necessary to enable them to carry out their functions; and
- Financial aid organizations if related to a student's application for receipt of financial aid.

Prior written consent for any other release of personally identifiable information must be signed and dated by the parent, legal guardian, or an emancipated student and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

Right to Know under Every Student Succeed Act

Parents of students have the right to know the professional qualifications of EWA's classroom teachers and can ask for certain information about their child's classroom teachers. East Wake Academy will give this information to parents in a timely manner if asked. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers and EWA:

- State Department of Education licensure
- State Department of Education special licensure considerations
- Teacher's college major and/or advanced degree's attained
- Any teachers' aides or similar paraprofessionals provide services to their child and their qualifications
- School Improvement Plan
- Qualifications of your child's teachers
- Professional development opportunities for teachers and assistants
- Opportunities for parent involvement and input
- Title I Parent Involvement Plan and School Parent Involvement Plan
- School Report Card

Protection of Pupil Rights Amendment (PPRA)

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

- Consent before students are required to submit to a survey that is funded in part or in whole by a program of the US Department of Education that concerns one or more of the following protected areas (“protected information survey”)
 1. Political affiliations of student or student’s parents
 2. Mental or psychological problems of the student or student’s family
 3. Sexual behavior or attitudes
 4. Anti-social, demeaning, illegal, or self-incriminating behavior
 5. Critical appraisals of others with whom respondents have close familial relationships
 6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers
 7. Religious affiliations, beliefs, or practices of the student or parent
 8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a student out of the following:
 1. Any other protected information survey, regardless of funding
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by EWA, and not necessary to protect the immediate health and safety of the students (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
 3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
- Inspect the following, upon request and before administration or use:
 1. Surveys created by a third party before their distribution by EWA to its students
 2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
 3. Instructional material used as part of the educational curriculum

EWA has developed and adopted policies regarding these rights, as well arrangements to protect students’ privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. EWA will directly notify parents of these policies at the beginning of each school year and after any substantive changes. EWA will also both directly notify parents through US mail, e-mail, parent meetings, or the Parent and Student Handbook at the start of each school year of the specific or approximate date (if such events are planned/scheduled) of the above activities and provide an opportunity to opt out of participating in them. Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5920

McKinney-Vento

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is the primary piece of legislation dealing with the education of children and youth experiencing homelessness. The Act is also known as Title X, Part C of the Every Student Succeeds Act. Information about this act can be found at: <https://www2.ed.gov/policy/elsec/leg/esea02/pg116.html>.

Children with Special Needs

The mission of EWA's Department of Exceptional Children is to ensure that children and youth with disabilities develop educationally, socially, emotionally, and vocationally through the provision of a free, appropriate education and related services in the least restrictive environment. The school admits and serves special needs children under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.), state legislation (G.S. 115C-106 et seq.), and pursuant to the State Board of Education's rules and policies.

Students with special needs shall receive a free appropriate public education (FAPE) in the least restrictive and appropriate environment. EWA will provide every student suspected of having special needs with a multidisciplinary diagnosis and evaluation.

For each student entitled to special education services, EWA will:

- provide testing and evaluation in a nondiscriminatory manner, administered in the child's native language as necessary;
- provide to the Parent, in writing, the results, findings, and proposals based upon an evaluation;
- develop an Individualized Education Plan (IEP) for qualified students;
- provide special education and related services in the least restrictive appropriate environment to each qualified student based upon the IEP; and
- provide written notice to the Parent reasonably in advance of when the school proposes to initiate or change the identification, evaluation, or educational placement of a student with special needs. The written notice will give a full explanation of all of the procedural safeguards available to Parents.

A confidential folder shall be maintained for each child evaluated for and/or receiving exceptional student services. Access to such files shall be limited to appropriate personnel and parents in compliance with state and federal law. A handbook on special needs procedures and rights is available to parents of children with special needs.

Child Find

EWA participates in Project Child Find, an effort coordinated with the Exceptional Children Division of the State Department of Public Instruction, to locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services. EWA informs parents and/or guardians of the services available from EWA as well as other state and community agencies. Children who qualify for these services have been diagnosed or are suspected to have intellectual, physical, or emotional disabilities are unable to benefit from a regular school program without special assistance. EWA identifies these students through MTSS as well as from parent and teacher referrals. We provide:

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