



EXCELLENCE WITHOUT EXCUSES

CHARTER DAY SCHOOL, INC.

July 1, 2019

To: All Students and Parents of the Schools managed by The Roger Bacon Academy

From: Charter Day School, Inc. Board of Trustees

Memo: Parent Student Handbook Amendment #0190620

Introduction (page 4):

This Parent and Student Handbook sets forth policies and expectations of the School under the direction of the Charter Day School, Inc. Board. This information will serve as a ~~be~~-beneficial ~~as~~ ~~your~~ guide to a successful school year.

Organizational Structure (page 4):

• **Board Authority and Duties**

The Charter Day School, Inc. Board of Trustees is a body corporate and has general control and supervision of all matters pertaining to the schools. The Board will establish general policies in keeping with the needs of the CDS, Inc. School community and the requirements of state law and perform all specific duties imposed by law. The Board considers some of its most significant duties to be the following:

1. Providing leadership and direction through the formulation of goals and objectives, especially in defining and setting high academic standards for student success;
2. Creating policies that establish standards, accountability and evaluation of essential operations of their schools;
3. Taking steps necessary to help ensure legal compliance of Board and school functions.

• **Administration**

The Board has entered a contractual agreement with The Roger Bacon Academy to manage each of the schools under its supervision. The Headmaster, while employed by RBA, reports to the Board and is responsible for administrative operations in accordance to the Board's overall vision. The Headmaster also serves as the educational leader of the School and administers the School according to the policies set forth by the Board.

The Board members and faculty of The Roger Bacon Academy and its affiliated schools approach each year with excitement and vitality. We look forward to a rewarding school year!

Mission Statement (page 4):

Thus, the mission of the school through ~~The Roger Bacon Academy~~ Charter Day School, Inc. is, for the next generation:

School Administrators (page 7):

Laurie Benton
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 Charter Day School
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Nikki Chaney
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 Douglass Academy
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[Dawn Ivey](#)
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Compliance with other Laws (pages 10-11):

The school shall comply with all applicable federal laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The school shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local ~~b~~Board of ~~e~~Education assumes the duty to oversee the operations of the School except as may otherwise be required to monitor the charter school for compliance with applicable laws and regulations. The School is required to notify parents, students and staff of the provisions of this paragraph.

Health and Safety Requirements (pages 11-12)

- **Seclusion and Restraint**

- **House Bill 1032 (Deborah Greenblatt Act)**

- **Mechanical Restraint** is the use of any device or material attached or adjacent to a student's body that ~~to~~-restricts ~~the~~-freedom of movement. The School will use a trained crisis team to mechanically restrain a student only as a last resort to protect the health and safety of the student and others in the area. The School will also contact the proper authorities (law enforcement) to assist when needed.

Student Admission and Leave Procedures (pages 13):

- **Enrollment Priority**

The School may give enrollment priority as governed by [G.S. 115C-218.45\(f\)](#) in the following order as space allows:

Re-Enrollment Policy (page 15):

Once a student receives and secures a seat per the “Acceptance of Seat” policy, the student will maintain their enrollment in subsequent school years with the exception of promotion to a grade not offered by the School, withdrawal, exclusion, and expulsion. A letter of intent to re-enroll as well as a re-enrollment form will be required for all returning students to ensure proper documentation is maintained and planning for adequate classroom funding occurs. ~~Prior to the end of the second quarter of school, parents will be given the opportunity to re-enroll their child for the next academic year by filling out a “Letter of Intent.” This letter helps determine the number of students per grade level that will be returning and is essential in preparing for new student enrollment. If a parent fails to return the Letter of Intent by the given due date, they may not be guaranteed a seat and must reapply for enrollment.~~

Suspension/Expulsion (page 15):

A student may be suspended or expelled from the school in accordance with Article 27 of Chapter 115C of the General Statutes if the rules continue to not be followed or if the student’s conduct, as established by his or her teacher(s), proves to be disruptive or dangerous to other students and/or staff, recognizing the requirements of state and federal law concerning special needs students. Suspension may also occur if a student or parent(s) fails to adhere to the terms of the School Pledge or the rules and policies of the Parent/Student Handbook. Until the length of the suspension has been completed and/or the suspension or expulsion is excused by the Board of Trustees (see Hearings), the student will not be permitted to return to campus or participate in any off-campus school activities. While suspended, the student is expected to maintain their academics and complete all missed school work in the allotted timeframe to receive credit, as referenced in The Roger Bacon Academy Grading Manual.

Withdrawal (page 16):

Parents withdrawing their children are requested to fill out a “Withdrawal Form” at the time of withdrawal in order to notify the office staff and expedite the process for transferring transcripts. A Sstudent’s permanent records cannot be forwarded until a request for transcripts has been received from the student’s new school that contains a parent signature of approval.

Emergency School Delay/ClosureClosing (pages 19-20):

An emergency school ~~delay or closure~~closing is defined as a cancellation of part or all of a normally scheduled school day due to any reason that may endanger the safety of our students and staff including but not limited to: inclement weather, electrical failures, and water system failure.

- **School ~~Closing~~Delay/Closure Announcement**

In the event a decision is made by the ~~Superintendent~~ Headmaster to delay or close school due to a situation that may endanger our students and staff, it will be announced on the following local new stations' broadcasts and websites: WECT-TV 6 and WWAY-TV 3. **School information will be strictly listed under the name of the School, ~~or The Roger Bacon Academy.~~** Our schools do not follow the local school district's schedule of closings and delays. ~~Where available, announcements will also be made on the School Information Hotline (dial school office and extension 411) as well as by way of the Parent Notification System that will notify parents by phone and email.~~

- **Emergency Closing Procedure**

In the event of any emergency school closing **during the school day**, the School will follow normal pick-up procedures, at the time designated for closing. ~~RBA-Care~~ Before and afterschool care will not be available due to safety concerns. Please ensure that your child is familiar with those individuals authorized on their enrollment form to pick him/her up and where he/she will be taken in case of school closings. Students not picked up by the time designated for the school closing will be secured in a safe place while attempting to contact parents and emergency contacts an additional time. If no response is received, the local authorities will be contacted.

- **Delayed Opening Procedure**

The School will open following the normal hours of operation plus the number of hours of the delay. For example: If the normally scheduled school day begins at 8:00am and there is a two hour delay, the school day would then begin at 10:00am. Students may arrive 30 minutes prior to the start of the delayed schedule. Before and afterschool care ~~RBA-Care~~ will not be available due to safety concerns.

Grading (page 22):

The academic year is divided into four 9~~nine~~ week grading periods. Progress reports are sent home with students halfway through each nine-week period. Report cards are sent home at the end of each nine weeks. Parents should sign progress reports and report cards and return to the appropriate teacher.

Lunch and Snack (page 24):

At schools under the Charter Day School, Inc. Board that ~~The School~~ does not provide food services. ~~S~~Students need to bring a lunch, drink (non-caffeinated only), and snack in an appropriate container(s). ~~Meals will be eaten in the classroom or outside, weather permitting.~~ When sending lunch and/or snack, ~~P~~please strive to pack healthy and filling meals. High sugar, caffeinated, and highly processed foods do not give children the energy they need to learn and function well in a classroom. Also, keep our environment in mind and pack meals in reusable and/or recyclable containers to help eliminate excessive waste. In the event that a student forgets a lunch, the parent/guardians ~~must bring a lunch to the school office~~ will be notified. If a parent/guardian is not able to provide their child(ren) with a meal due to a hardship, the School office should be notified in order to help arrange support. ~~If you are unable to provide your child with a lunch, please notify the school.~~

Remediation (page 25):

~~Students are encouraged to attend remediation after each of the nine week grading periods. Students attending remediation will be allowed to make up missed work and receive help on concepts they don't understand. Remediation attendance is only one part of the picture when looking at promotion or retention of students who do not make the grades at the end of the year. The School does not offer remediation during the summer break.~~

Note: Section removed due to replacement of remediation over breaks with Reading Camp as defined under the Read to Achieve Law (G.S. 115C-83.1).

Returned Check ~~Fee~~ (page 25):

~~Returned checks and fees are collected and charged by a third-party collection service. A fee of \$35.00 will be charged for all returned checks until payment is made. After two returned checks from an individual, the School will no longer accept checks for any payment.~~

Student Records (page 27):

Confidentiality of all student records is protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). The School cannot make available any student information to unauthorized persons. Any alleged failures to comply with FERPA can be ~~filed~~ [reported](#) to the U.S. Department of Education.

Parent and Student Handbook Agreement (page 31):

The Parent(s)/Guardian(s) and Student agree to:

- provide lunch for my child on a daily basis, ~~as the school will not be operating a cafeteria.~~

Update Notes:

- All references to Headmaster/Director have been updated to Headmaster.
- All references to Superintendent have been updated to Headmaster.