



EXCELLENCE WITHOUT EXCUSES

CHARTER DAY SCHOOL, INC.

September 24, 2020

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 #0200924

Pages 4: Organizational Structure

- **Board Authority and Duties**

The Charter Day School, Inc. Board of Trustees, herein after referred to as the Board, 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 with state and local regulations.

- **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 The Roger Bacon Academy, 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!

- **Statutory Environment**

The North Carolina General Statutes contain laws declaring the purpose of charter schools and the criteria under which they must operate. It is to these purposes and under these criteria that the Board of Charter Day School, Inc. dedicates itself. The General Statutes state in part:

§ 115C-218. Purpose of charter schools

(a) Purpose of Charter Schools. - The purpose of this Article is to authorize a system of charter schools to provide opportunities for teachers, parents, pupils, and community members to establish and maintain schools that operate independently of existing schools, as a method to accomplish all of the following:

(1) Improve student learning;

(2) Increase learning opportunities for all students, with special emphasis on expanded learning experiences for students who are identified as at risk of academic failure or academically gifted;

(3) Encourage the use of different and innovative teaching methods;

(4) Create new professional opportunities for teachers, including the opportunities to be responsible for the learning program at the school site;

(5) Provide parents and students with expanded choices in the types of educational opportunities that are available within the public school system; and

(6) Hold the schools established under this Article accountable for meeting measurable student achievement results, and provide the schools with a method to change from rule-based to performance-based accountability systems.

§ 115C-218.5. Final approval of applications for charter schools.

(a) The State Board may grant final approval of an application if it finds the following:

(1) The application meets the requirements set out in this Article and such other requirements as may be adopted by the State Board of Education.

(2) The applicant has the ability to operate the school and would be likely to operate the school in an educationally and economically sound manner.

In summary, the duty of the Board is to fulfill the purposes of “improving student learning” and “increasing learning opportunities for all students” in “an educationally and economically sound manner.”

Pages 17-18: Attendance

- **Absence, Excused and Unexcused**

All children are expected to be at school each day unless they are ill or there is an emergency. In compliance with the North Carolina Compulsory Attendance Law (G.S. 115C-378) all absences require parental documentation explaining the child’s absence. Ten or more unexcused absences will result in a meeting with school administration and could ultimately result in a parent being referred to the District Attorney’s office and the Director of Social Services in the county in which the child resides.

It is the policy of the state of North Carolina and the Charter Day School, Inc. Board of Trustees that any student with more than 15 absences (excused or unexcused) shall be retained the following school year. Parents may appeal this decision if a medical condition exists which may have prevented normal attendance.

If your child is absent from school, please send a note [or email to your child’s teacher](#) ~~with your child on his/her return~~ stating the reason for the absence. Notes should be received at school no later than 2 days after the absence. Undocumented absences cannot be excused.

Students who are absent for family, church trips or other reasons not considered excused by state policy will be given an unexcused absence. Work may be provided ahead or made up upon return if cleared with an administrator before the absence occurs. In certain cases, travel for an educational purpose may be excused.

Approval must be obtained prior to the travel and an age appropriate report must be turned in for the absences to be excused.

- **Early Dismissal**

If parents must take a child out of school during the school day for reasons such as a doctor's appointment or other medical appointment, a note should be submitted no later than the morning of the pick-up and they must come to the office to sign the student out. Anyone picking up a student must present an ID card which will be verified against the student's records. Students will be called from the office to meet their parent or designated adult. Students will be considered present for the day if they are in attendance for at least 3 ½ hours.

We cannot prohibit parents from taking their children out early; however, if a student is checked out of school for reasons not approved by the Headmaster, they will not be allowed to make up missed work or tests. **Students are not allowed to be released from school between 2:30 and their designated grade level's dismissal time unless there is an emergency or doctor's appointment.** Please remember, teachers are still instructing in the classrooms until the end of school and early dismissals interrupt instruction. We encourage all parents to make routine medical appointments during school breaks.

- **Tardies**

Students must be in their [on-campus](#) classroom [or logged into their on-line classroom](#) at the designated start of the school day. Parents should note that students who are not in classrooms at this designated start time will receive a tardy, regardless of whether or not the student was elsewhere on campus or in transit. In the event of a tardy [on-campus](#) arrival, both parent and student must report to the school office to sign in and receive a tardy slip to present to the student's teacher. Instruction begins immediately at the designated start of the school day. Thus, each tardy results in a loss of instructional time and is documented by office staff. In the event of multiple tardies, a parent conference may be called to discuss the tardies' impact on student outcomes and to identify solutions.

- **Make-up Work**

Students will be allowed an equal number of days to make-up work for excused absences and early dismissals as were missed.

Page 20-21: Emergency School Delay/Closure

An emergency school delay or closure 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 Delay/Closure Announcement**

In the event a decision is made by the 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. Our schools do not follow the local school district's schedule of closings and delays.**

- **Emergency Closing Procedure – [On Campus Learners](#)**

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. 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.

- **Emergency Closing Procedure - On-line Learners**

In the event of an internet outage or technological difficulties on campus, the School will communicate with families via Brightarrow communication system. Alternate assignments and postings will be prepared.

- **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 will not be available due to safety concerns.

Page 28: Supplies, Classroom

Each teacher will issue a list of supplies required for the class before the beginning of the school year. Parents are expected to replace used supplies throughout the year. Where applicable, students will be issued technology to aid in classroom assignments as well as digital learning. Families are responsible for the full replacement value of the technology used by their student per the Technology Use Agreement signed by parents/guardians and students.

Page 29: Teacher Communication and Conferences

Our school understands the value of efficient parent-teacher communication. As such, our school and teachers regularly ~~produce and distribute~~ communicate through classroom newsletters and various digital formats to the current parent/guardian email address and phone number(s) on file.; ~~in addition to sending home w~~ Written notice of any significant behavioral events are sent on the day of their occurrence.

It is recommended that parents check their emails and phone messages on a daily basis to ensure receipt of accurate and updated information from the School and grade level. Further, we require teachers to respond to parent inquiries within 24 hours, Monday through Friday, while school is in session. Our teachers are happy to hold conferences, upon request. As teachers' daily planning time is filled with grading or instructional preparation, all parent conferences must be scheduled in advance to allow teachers to plan accordingly. Parent inquiries or conference requests may be submitted to teachers in one of the three following formats:

1. Email the teacher.
2. Call the school office and leave a message with an office staff member to have the teacher return your call.
3. Send a written note in the child's binder.