

Dare to Soar



PINNACLE

CLASSICAL ACADEMY

CODE OF CONDUCT

**STUDENT RIGHTS
RESPONSIBILITIES
HANDBOOK**

2017-2018

Foreword

A college preparatory education that prepares students to be globally competitive in the 21st century is the goal of Pinnacle Classical Academy. In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Accordingly, the teacher, as the recognized authority in the classroom, serves as the role model to set the expectations for student behavior. The parents, guardians, students, teachers, administrative and support personnel, and the Board of Directors of Pinnacle Classical Academy share responsibilities in the positive development and maintenance of disciplined behavior. Discipline shall be maintained without the use of corporal punishment, which is prohibited at Pinnacle Classical Academy. Every student has a right to an environment that encourages learning and is free of disruption. This handbook presents guidelines on behavior and school citizenship for students that are based on policies of Pinnacle Classical Academy. The following broad categories related to student conduct are included:

- Basic Rights and Responsibilities
- The Student Code of Conduct
- Due Process Procedures and Rights of Appeal

The rules of conduct and sanctions for violations detailed in this document align with the vision, mission, and policies of Pinnacle Classical Academy. The explanations of violations and the definition of terms have been expanded to assist students in understanding the expected behaviors.

A set of rules does not replace the administrator's judgment in the review of disciplinary incidents. The levels indicated for consequences are a guide for the administrator, but the levels may be increased or lessened if, in the view of the administrator, the situation calls for that judgment. (Violations of the laws of North Carolina will be handled pursuant to normal arrest procedures and are not within the administrator's jurisdiction.) The administration has the authority to use administrative discretion in dealing with these matters to ensure the safety and well being of our students.

In order for schools to be safe and orderly places for learning, rules and procedures must be followed at all times. The following rules are written to give direction and guidance to students and parents. Furthermore, it is recognized that students need to be active participants in maintaining a safe and orderly school environment. To promote the active involvement and self-discipline of students, our classrooms will implement a progressive discipline system

ATTENDANCE

All students must be fully enrolled and should attend school regularly. Pinnacle Classical Academy does not accept partial enrollment. Regular attendance is the best way to ensure that students master the curriculum. PCA will make every effort to protect instructional time from interruption and we ask that, whenever possible, parents/guardians schedule appointments (doctor, dentist, etc.) after school hours. For record keeping purposes, a child is marked absent when he or she misses half of the school day which is 11:30 for the 3-12 campus and 12:00 for the K-2 campus (either coming in after or leaving before that time) or half of the class period in middle and high school.

Mandatory Attendance

Students must attend the first day of school or risk losing their right to admission. If the Headmaster has not been notified of an excused absence, the Headmaster has discretion to reassign the admission spot. If a student misses the first 5 days of the school year (excused or unexcused), or is absent 10 days within the first 20 days of school, his/her admission spot may be reassigned. Openings created by student withdrawal within the first 20 days of school, will be filled with the next student on the waiting list. Openings that occur after the 20th day may be filled at the discretion of the Board of Directors from students on the waiting list. Allocation of funding is determined by the attendance for the first twenty days of school.

Truancy Policy

Pursuant to § 115C-378 North Carolina law requires that every person from seven (7) to sixteen (16) years of age attend school every day unless otherwise excused by statute or other legitimate authority. Attendance plays a vital role in education, and students who attend school on a regular basis are less likely to experience gaps with the class discussions and material, and complete assignments in a timely manner.

Absence from school without acceptable cause¹; is considered truancy. Acceptable cause may include, but is not limited to: in-school or out of school suspension, required religious observations, hospitalization, doctor's written order for homestay, or death in the immediate family¹. Other situations may constitute acceptable cause and will be reviewed for approval on a case-by-case basis by the headmaster or designee.

Evidence of habitual truancy includes, but is not necessarily limited to:

- Failure of parent/guardian to ensure that his/her child attends school or classes as required by law.
- In grades K-8, ten (10) or more absences from classes during a school year or

¹ Appropriate documentation may be required at the discretion of the administration for absences considered "Acceptable Cause."

- In grades 9-12, five (5) or more absences from semester classes or ten (10) or more absences from yearlong classes.

When children are not in the classroom, consistent and sustainable learning is impeded. Pinnacle Classical Academy staff and administration will communicate with parents/guardians regarding attendance in the following manner:

- The teacher shall notify the parent, guardian, or custodian of his or her child's excessive absences after the child has accumulated **three unexcused absences** in a school year.
- **After not more than six unexcused absences**, the headmaster or designee shall notify the parent, guardian, or custodian by certified mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor (Dean of Academics & Student Affairs) shall work with the child and the child's family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem.
- **After 10 accumulated unexcused absences** in a school year, the headmaster or designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the headmaster/designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the headmaster shall notify the district attorney and the director of social services of the county where the child resides. If the headmaster/designee determine that the parent, guardian, or custodian has made a good faith effort to comply with the law, the headmaster may file a complaint with the juvenile court counselor (<https://www.ncdps.gov/sbc/sbc.cfm?cty=cleveland-27>) pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Upon receiving notification by the headmaster/designee, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

Parents/guardians should notify the school as soon as they know their child/children will be absent. When a child returns to school, a note signed by the parent/guardian must be sent with the child stating the reason and dates for the absence to ensure the absences are recorded appropriately. The note is to be turned in to the child's homeroom teacher.

Students with a combined total of 10 unexcused absences must bring in a doctor's note for any subsequent absences.

The headmaster and/or other school personnel will follow-up and investigate excessive unexcused absences including late arrivals and early dismissals. If a student is habitually late or

absent, a conference with the parent/guardian will be scheduled with the headmaster or designee to resolve the attendance problem.

Excused Absences

An excused absence is one for which no negative consequence is assessed against the student per North Carolina law. Students who are absent from school for a valid reason (medical or other emergency) are required to provide documentation from the doctor's office. Supporting documents may be required by the school and requested from the parent/guardian. Students must bring to the school a written excuse on the day that he/she returns to school. The note must include the date or time and a legitimate reason for the absence. Approval of excused absences (including approved Educational Opportunity absences) is made by the administration, but the student's record is marked to reflect an absence per North Carolina law. Students are required to make up excused absences pursuant to "Attendance and Academics", "Make-up Work", and "Make-up Time" below.

Tardies and Early Release

Students are expected to be in school on time each day and remain in school for the entire school day. Early release from school is excused (i.e. an acceptable cause) in the event of a child's illness, a medical appointment, death of immediate family member, or other similar circumstance. Parents/guardians must send documentation with their child when they return to school. Parents/guardians must come into the office to sign the student out for the day.² Early dismissal and tardiness to school count against the student's attendance record and could result in disciplinary action. Four unexcused tardies or four instances of unexcused early release will result in an unexcused absence.

Attendance and Academics

School attendance is one of the strongest indicators of student performance and academic achievement. When a student is absent more than 10 days, attendance will be one of the factors used in determining promotion/retention decision for K-8 grades. Middle School and High School students shall earn a grade of "F" if they exceed 5 absences for the grading period without making the time and work up. (See Make-up Time and Make-up Work below.) Middle School and High School students shall lose credit for the class with a permanent grade of "F" if they exceed 10 absences for the year. Elementary students shall lose credit with a permanent grade of "F" if they exceed 20 absences for the year. (See Make-up Time and Make-up Work below.) Additional factors and extenuating circumstances may be considered by the school administration in making a decision on whether to award an "F" as a result of absences that have not been made-up.

² The school will not send students outside of the building to meet their parent or guardian. We apologize for the inconvenience.

Make-up Work

Students are expected to complete all work before leaving or immediately upon their return from an absence. In the case of illness or other unexpected absence, students or their families should contact their teachers as soon as they return to school to obtain their missed assignments. Make-up work is the responsibility of the student and will be due in accordance to number of days absent (e.g. 1 day absent = 1 day for make-up work; 2 days absent = 2 days for make-up work, etc.). Under extenuating circumstances, teachers may extend the deadline for make-up work. Work that is not completed by the deadline shall be assigned a grade of “0”.

Make-up Time

Students are required to make up any absence beyond 10, *whether excused or not*. Students will be able to make up class time during the school’s normal after school remediation schedule in grades K-2 and in Afterthoughts in grades 3-10.

Afterthoughts

Afterthoughts is a program in which students can make up time and/or work after a school absence. Afterthoughts will be offered on Thursdays and Fridays from 3:15 - 4:45 pm in the upstairs Media Center.

In grades 3-5, students can make-up half of an absence each day they stay until 4:00. One complete absence may be made-up for each day they stay until 4:45.

In grades 6-10, students can make-up 1 class for each day they stay until 4:00. Two classes may be made-up for each day they stay until 4:45.

If a child needs to make-up time and or work they must report directly to the upstairs media center from their classroom no later than 3:15 on Thursdays and/or Fridays in order to be admitted into Afterthoughts.

Teacher Process:

- Teachers will keep attendance records and notify parents when a student has reached and/or exceeded their absence limit.
- Teachers will then send any missing quizzes, tests, etc. to Mrs. Turner or Mrs. Dover for students to complete during Afterthoughts. Please place these items in the Afterthoughts mailbox labeled with the student’s name and the classroom teacher’s name.
- After the above items have been completed, Mrs. Turner and Mrs. Dover will return the work via teacher mailboxes.

- Mrs. Dover and Mrs. Turner will keep a record of students that attend and will share that information with classroom teachers and the administrative team.

Dismissal: The Afterthoughts teachers (Mrs. Dover and Mrs. Turner) will walk students to the eastern side of the building and parents will pick up their child from the 3-5 sidewalk. Parents will need to have their car tag displayed to help expedite this process.

The Afterthoughts Program will begin the second week of school and will end on Friday, May 25th. All work and time **must** be made-up by this time.

Student Code of Conduct

The code of conduct for students in Pinnacle Classical Academy is presented as a list of rules and possible associated sanctions. These rules and sanctions have been adopted by Pinnacle Classical Academy and represent its official policy. Teachers, administrators, and other authorized personnel (including volunteers and bus drivers) are responsible for monitoring student conduct. Rule violations are to be reported via PCA referral sheets (PCA documentation of student's referral to the office) to the Headmaster or designated personnel. **The Headmaster or designee(s) will take disciplinary action against any student who violates one or more of these rules in accordance with the stated consequences.**

VIOLATION INDEX

Rule Violation 1 Compliance with Directions of Principals, Teachers, and Other School Personnel and With School Rules

Rule Violation 2 Medications

Rule Violation 3 Student dress code

Rule Violation 4 Personal property

Rule Violation 5 Misrepresentations

Rule Violation 6 Inappropriate School Behavior

Rule Violation 7 Repeated School Violations

Rule Violation 8 Tardies

Rule Violation 9 Trespassing

Rule Violation 10 Reckless Vehicle Use

Rule Violation 11 Unauthorized Absence From Class

Rule Violation 12 Vandalism

Rule Violation 13 Use of fire

Rule Violation 14 Theft

Rule Violation 15 Breaking & Entering

Rule Violation 16 Burglary

Rule Violation 17 Robbery

Rule Violation 18 Extortion

Rule Violation 19 Refusal to allow search

Rule Violation 20 Inappropriate use of the computer/internet

Rule Violation 21 Possession /Distribution of inappropriate / violent material

Rule Violation 22 Possession / Distribution of counterfeit currency

Rule Violation 23 False alarm

Rule Violation 24 Bomb threat

Rule Violation 25 Aggressive physical action

Rule Violation 26 Sexual Assault

Rule Violation 27 Alcohol, tobacco & other drugs

Rule Violation 28 Weapons & dangerous instruments/objects

Consequences for violations include but are not limited to:

1. Verbal Warning to Student
2. Student/Teacher Conference
3. Parent Contact by Teacher or Administrator
4. Out of School Suspension
5. Long Term Suspension and/or Expulsion

Legal Disclaimer: Nothing in this Code of Conduct, including rules and sanctions, is intended to contradict local, state, or federal laws or binding directives from the North Carolina State Board of Education. In the event that any item in this policy does conflict with a local, state, or federal law, or binding directive of the N.C. State Board of Education, the respective law or directive supersedes the policy item.

CODE OF CONDUCT EXPECTED OF EVERY STUDENT:

Students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. Should you have questions concerning any of the rules listed on the following pages you should immediately contact an administrator for a complete explanation.

CODE OF CONDUCT RULES/SCHOOL CONSEQUENCES

PCA Student Expectations:

- Students are expected to be in the classroom at the proper time.
- Students are expected to follow the directions of all school staff.
- Students are expected to come to class prepared for instruction.
- Students are expected to be courteous to everyone in the school.

Students who fail to abide by these expectations shall receive consequences which could be, but are not limited to individual classroom consequences or an office referral.

Rule Violation 1: NONCOMPLIANCE:

Students shall comply with the directives of all school personnel at all times while a student is at school or school sponsored events.

Consequences		
<u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.

Rule Violation 2: MEDICATIONS:

Students are not to have prescription nor non-prescription medications in their possession at *any time* on school grounds. The rule is to allow legal medications to be dispensed by the school nurse or properly trained school authorities to the students *to ensure the safety* of all the students. Any new medications given to students *must* be checked in immediately upon -arrival on school grounds at the front office. Proper school authorities will dispense the medications. The only exception to this is when a doctor gives permission due to medical necessity for the student to carry a specific medication (for example; an inhaler) on his or her person and that a permission letter *must be* on file with the PCA office staff.

Consequences

<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Middle/High School</u>
Ranging from in-school disciplinary action up to 5 days OSS.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.

Rule Violation 3: STUDENT DRESS CODE

Students must abide by the uniform policy as set forth by the uniform committee.

Note: All faculty will continually monitor the uniforms throughout the day, including surprise class inspections.

Consequences

<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Middle/High School</u>
Ranging from in-school disciplinary action up to 3 days OSS.	Ranging from in-school disciplinary action up to 5 days OSS. Repeated violations may result in long-term suspension.	Ranging from in-school disciplinary action up to 5 days OSS. Repeated violations may result in long-term suspension.

Rule Violation 4: PERSONAL PROPERTY:

Students will refrain from bringing or possessing any object that has no educational purpose and may distract from teaching and learning. (All items will be confiscated with the item returned to the parent at a mutually agreed time.)

Cellular Telephone or other electronic device:

These items must be turned to the off position and out of view while on school property unless otherwise directed by teacher for educational purposes. Cell phones are permitted on field trips and athletic travel events with appropriate documentation on file.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 5: MISREPRESENTATION

A student should refrain from lying, cheating or other means of misrepresenting the truth.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 6: INAPPROPRIATE SCHOOL BEHAVIOR

No student may disrupt the class or school or engage in any behavior that is inappropriate in a school setting. These behaviors include, but are not limited to chronic talking, horse playing, using profane or obscene language, or any behavior that is inappropriate for the school setting.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 7: REPEATED SCHOOL VIOLATIONS

A student who has repeatedly violated any rules as set forth in the Student Code of Conduct will be subject to disciplinary action.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 8: TARDIES

Students should be in class at designated times. Disciplinary action will result on the eighth and each additional accumulated unexcused tardy per semester.

Consequences

<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Middle/High School</u>
Ranging from in-school disciplinary action up to 2 days OSS.	Ranging from in-school disciplinary action up to 2 days OSS.	Ranging from in-school disciplinary action up to 2 days OSS.

Rule Violation 9: TRESPASSING

A student will not enter any school property or school facility without proper authority, to include entering any school during a period of suspension or expulsion.

Consequences

<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Middle/High School</u>
Ranging from in-school disciplinary action up to 5 days OSS.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.

Rule Violation 10: RECKLESS VEHICLE USE

A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health, safety, or a disruption to the educational process. *The use of a motor vehicle in driving to school is considered a privilege, which may be limited or revoked at any time by the Headmaster or designee.*

Consequences

<u>Elementary School</u>	<u>Middle School</u>	<u>High School</u>
Not applicable	Not applicable	Ranging from in-school disciplinary action, including loss of parking permit and up to 10 days OSS. Repeated violations may result in long-term suspension.

Rule Violation 11: UNAUTHORIZED ABSENCE FROM CLASS

Students must be in assigned locations at the designated time. Any student needing to leave campus must be signed out through the front office with parent/guardian permission.

Consequences

<p><u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.</p>	<p><u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.</p>	<p><u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.</p>
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Rule Violation 12: VANDALISM

A student will not willfully, with or without malice, damage or destroy property belonging to another, or participate with others (either by presence or action) to damage or destroy property; i.e., school property, at a school sponsored or school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property.

Consequences

<p><u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS as well as possible replacement cost for the item vandalized.</p>	<p><u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS as well as possible replacement cost for the item vandalized. Repeated violations may result in long-term suspension.</p>	<p><u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS as well as possible replacement cost for the item vandalized. Repeated violations may result in long-term suspension.</p>
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Rule Violation 13: USE OF FIRE

A student will neither set fire nor attempt to set fire to anything on school property, or participate with others (either by presence or action) to damage or destroy school property through the use of fire. This will include striking matches, flicking cigarette lighters or using any instrument that is capable of producing fire on school property, at a school sponsored or school-related activity that is on or off school property.

Consequences

<p><u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.</p>	<p><u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.</p>	<p><u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.</p>
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Rule Violation 14: THEFT

A student will not steal or possess stolen property, or participate with others (either by presence or action) to do so.

A. School, Staff or Student Property:

Taking and/or carrying away property belonging to Pinnacle Classical Academy, any staff member or any student without prior permission. This will include the removing of any property from a locker other than the one assigned.

B. Possession of Stolen Property:

Having in one’s possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 15: BREAKING AND ENTERING

A student will not break into school property. This will include any unauthorized entry into school property with or without destruction to the property.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 16: BURGLARY

Unlawful entry into any school property with the intent of committing a felony, or to steal and/or take and carry away the property of another.

A. Attempted:

Attempting to take property from a person by force or violence.

B. Actual:

Taking property from a person by force or violence.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 17: ROBBERY

A student will not take another person’s property by force or violence.

A. Attempted:

Attempting to take property from a person by force or violence.

B. Actual:

Taking property from a person by force or violence.

Consequences

<p align="center"><u>Grades K-2</u></p> <p>Ranging from in-school disciplinary action up to 5 days OSS.</p>	<p align="center"><u>Grades 3-5</u></p> <p>Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.</p>	<p align="center"><u>Middle/High School</u></p> <p>Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.</p>
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Rule Violation 18: EXTORTION

A student will not take or threaten to take the property of others through intimidation.

A. Attempted:

Use of threats or intimidation in an attempt to obtain money or property from another.

B. Actual:

Use of threats or intimidation to obtain money or property from another.

Consequences

<p align="center"><u>Grades K-2</u></p> <p>Ranging from in-school disciplinary action up to 5 days OSS.</p>	<p align="center"><u>Grades 3-5</u></p> <p>Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.</p>	<p align="center"><u>Middle/High School</u></p> <p>Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.</p>
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Rule Violation 19: REFUSAL TO ALLOW SEARCH

In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, or other items prohibited by law or the Code of Conduct.

A. Search of an Individual or his/her Possessions:

A student must cooperate with and may not obstruct or interfere with a reasonable search of the student, his/her desk, locker, bookbag, purse or other possessions which are present on school property or at a school activity.

B. Search of a Vehicle:

A student must cooperate with and may not obstruct or interfere with a reasonable search of the student's vehicle and its contents when it is present on school property or at a school activity.

Violation of this rule may result in the student losing his/her parking privilege, in addition to other applicable disciplinary action.

C. Random Search of Student Desks:

Student desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the or desk. Desks shall be used only for storage of those items that are reasonably necessary for the student's school activities such as books, gym clothes, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk.

D. Random Law Enforcement Canine Searches:

The school system may use Law Enforcement canines for random searches of desks and possessions of students, such as book bags, that do not require a search of the student. A student must cooperate with and may not obstruct or interfere with a canine search conducted in accordance with this provision.

Consequences

<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Middle/High School</u>
Ranging from in-school disciplinary action up to 5 days OSS.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.

Pinnacle Classical Academy Acceptable Use Policy

USE OF COMPUTERS

STATUTORY

Legal Reference: 17 U.S.C. 101, 102, 106, 107,108, 110, 117; G.S. 115C-523, -524

In accordance with goals established in Board policy, the Board and Headmaster will strive to make computers available to all students and to personnel who would be assisted by them. All computers are under the control of the Board, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the Headmaster or designee, have been taken to protect the computer from viruses or any other potential damage.

All laws, including copyright laws, will be complied with in the use of computers. Under no circumstance may software purchased by the school be copied for personal use. To encourage the effective use of computers in the classroom, the Headmaster is encouraged to work with teachers in developing administrative procedures for making computers available to teachers for training purposes. Such administrative procedures may provide for allowing teachers to take computers home as a regular part of instructional planning or professional development.

Internet Acceptable Use Policy

The Pinnacle Classical Academy Board of Directors recognizes that electronic resources of all types are becoming a vital part of an up-to-date education for the students whom Pinnacle Classical Academy is preparing to become technologically literate citizens. Because of this, the Board, in general, supports providing access to these resources for our staff and students. Copies of the Internet Use Agreement are available from the Headmaster. The Board expects that the Internet and e-mail within the school will be used for educational purposes only and that staff will use the guidelines established by Board policy both for their own professional use and to instruct students in the use of these resources.

The Board policies regarding the Selection and Reconsideration of Instructional Materials and Copyright should be followed when utilizing Internet access and e-mail throughout the school. Students who wish to have access to the Internet must sign the Internet Use Agreement and must submit a permission form, which has been signed both by the students and a parent/legal guardian in which they 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 school. 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 school will have their e-mail and Internet privileges revoked and may be subject to other disciplinary measures.

Rule Violation 20: INAPPROPRIATE USE OF COMPUTER OR INTERNET:
 Students must refrain from inappropriate use of school system computers or from utilizing the Internet site without proper authority.

Consequences

<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Middle/High School</u>
Ranging from in-school disciplinary action up to 5 days OSS.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.

Rule Violation 21: POSSESSION OR DISTRIBUTION OF INAPPROPRIATE AND/OR VIOLENT MATERIAL:

A student must refrain from having any inappropriate material in his/her possession, including but not limited to pictures, magazines, CD's, cassettes, explicit or graphically violent materials (i.e., instructions/documentation concerning the creation of or the use of weapons).

Consequences

<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Middle/High School</u>
Ranging from in-school disciplinary action up to 5 days OSS.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.

Rule Violation 22: POSSESSION OR DISTRIBUTION OF COUNTERFEIT CURRENCY

A student may not possess, distribute, produce or use counterfeit currency on school property or at a school sponsored or school-related activity on or off school property.

A. Simple Possession of Counterfeit Currency:

Possession of counterfeit currency on school grounds.

B. Distribution of Counterfeit Currency:

Distributing counterfeit currency on school grounds or at school related activities or conspiring to distribute counterfeit currency.

C. Production of Counterfeit Currency:

A student must refrain from the production of any counterfeit currency on school premises through the use of school equipment. This includes conspiring with anyone to produce counterfeit currency at school.

D. Use of Counterfeit Currency:

Using or attempting to use counterfeit currency to purchase items on any school premises, or at any school activity, or to pay for obligations owed to any school.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 23: FALSE ALARM

Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists on school grounds, on school bus or at any school function.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 5 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 24: BOMB THREAT

Any notification, false or otherwise (verbal or written), indicating the presence of a bomb or explosive on school grounds, school bus or at any school activity. **N.C.G.S. §115 C- 391(d3) requires an automatic suspension of 365 calendar days for any student who makes a false report or perpetuates a hoax relating to a bomb. This law also requires that the Division of Motor Vehicles revoke the permit or the license of a person convicted of making a false threat.**

Consequences

<u>Grades K-2</u> Long-term suspension/Expulsion N.C.G.S. POLICY ABOVE - Parent Conference	<u>Grades 3-5</u> Long-term suspension/Expulsion N.C.G.S. POLICY ABOVE - Parent Conference	<u>Middle/High School</u> Long-term suspension/Expulsion N.C.G.S. POLICY ABOVE - Parent Conference
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Rule Violation 25: AGGRESSIVE PHYSICAL ACTION

A Student will not exhibit any form of aggressive physical action against another student, staff member or any other adult at school. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant principal or principal. Students who instigate fights or participates in group assaults will be subject to consequences.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 10 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.	<u>Middle/High School</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.
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Rule Violation 26: SEXUAL ASSAULT

Sexual harassment means and includes any unwelcomed sexual advances, requests for sexual favors and any other non-consensual and/or offensive verbal or physical contact of a sexual nature. Sexual harassment is further defined to include two different levels or degrees of misconduct.

Physical – This form of sexual harassment includes touching, fondling and/or grabbing a student in a sexual way without that student’s consent or when the student finds such behavior offensive; and

Verbal: This form of sexual harassment includes: teasing, joking, and/or making lewd remarks of a sexual nature to a student without that student’s consent or when the other student finds such behavior offensive.

Consequences

<u>Grades K-2</u> Ranging from in-school disciplinary action up to 10 days OSS.	<u>Grades 3-5</u> Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension. Law enforcement may be contacted if required by law.	<u>Middle/High School</u> Ranging from in-school disciplinary action to long-term suspension. Law enforcement may be contacted if required by law.
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Rule Violation 27: ALCOHOL, TOBACCO AND OTHER DRUGS:

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, tobacco products, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia.

TOBACCO:

A. Possession or Use of Tobacco Products:

A student may not possess or use tobacco products on school premises.

B. Sale or Distribution of Tobacco Products:

Distributing or selling any tobacco products to underage student(s). Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver's license.

ALCOHOL:

A. Use or Under the Influence of Alcohol:

Drinking any alcoholic beverage or the use of any substance containing alcohol, in school, on school grounds, to and from school, on school bus, at any school function, or coming on school grounds or to any school activity after consumption.

B. Possession of Alcohol:

Possessing any alcoholic beverages in school, on school grounds, to and from school, on school bus, or at any school function.

C. Sale or Distribution of Alcohol:

Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function. Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver's license.

Also, the FIRST violation for the above listed alcohol violations may result in a required Alcohol/Drug assessment by a certified professional and the results may be requested by the Pinnacle Classical Academy Counselor.

Alcohol / Drug testing may be required.

DRUGS (ILLEGAL SUBSTANCE)

A. Use or Under the Influence of Drugs (Illegal Substance):

Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.

B. Possession or Attempting to Possess Drugs (Illegal Substance):

Possessing, or attempting to possess any illegal, counterfeit or controlled substance or any action that contributes to the possession of any illegal or controlled substance. Quantity must be small enough to indicate personal use by only one individual. Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver's license.

C. Paraphernalia:

Possessing, distributing or using any drug related paraphernalia.

D. Inhalants:

Possessing, distributing or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects. White out prohibited at school.

E. Sale/Distribution (Attempt or Actual):

Distributing or selling any illegal, counterfeit or controlled substance (including prescription medication given or sold to an individual other than the one for whom the prescription was written) attempting to sell or distribute any illegal or controlled substance or any action that contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. This prohibition will include sale/distribution of tobacco products to underage student(s). Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver’s license.

Also, the FIRST violation for the above listed drug violations may result in a required Alcohol/Drug assessment by a certified professional and the results may be requested by the Pinnacle Classical Academy counselor. Alcohol / Drug testing may be required.

Consequences

<p><u>Grades K-2</u> Confiscate substance. Ranging from in-school disciplinary action up to 10 days OSS and/or long term suspension. Law enforcement will be contacted if required by law.</p>	<p><u>Grades 3-5</u> Confiscate substance. Ranging from in-school disciplinary action up to 10 days OSS and/or long term suspension. Law enforcement will be contacted if required by law.</p>	<p><u>Middle/High School</u> Confiscate substance. Ranging from in-school disciplinary action up to 10 days OSS and/or long term suspension. Law enforcement will be contacted if required by law.</p>
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Rule Violation 28: WEAPONS AND DANGEROUS INSTRUMENTS OR OBJECTS: Pinnacle Classical Academy will not tolerate the presence of weapons or destructive devices, bombs or terrorist threats, or actions that constitute a clear threat to the safety of students or employees.

Category I

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies the required 365-day suspension. For this Category a firearm is (1) a weapon, including a starter gun that will, is designed to or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer {G.S. 115C- 390.1(b)(6)}. A destructive device is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine or (6) similar device {G.S. 115C-390.1(b)(3)}.

Consequences

<p><u>Grades K-2</u> Confiscate weapon. 365-day suspension. Law enforcement will be contacted.</p>	<p><u>Grades 3-5</u> Confiscate weapon. 365-day suspension. Law enforcement will be contacted.</p>	<p><u>Middle/High School</u> Confiscate weapon. 365-day suspension. Law enforcement will be contacted.</p>
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Category II

Other weapons that are prohibited on school property or at a school-sponsored event include: Knives, pocket knives, bowie knives, switchblades, dirks, daggers, slingshots, slungshots, leaded canes, blackjacks, metal knuckles, BB guns, air rifles, air pistols, stun guns and other electric shock weapons such as tasers, ice picks, razors and razor blades (except those designed and used solely for personal shaving), fireworks, and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance, box cutters and other types of utility blades and blowguns. A student shall not possess disabling, chemical irritants (including, but not limited to pepper spray) or laser light.

Consequences

<u>Grades K-2</u>	<u>Grades 3-5</u>	<u>Middle/High School</u>
Confiscate weapon. Ranging from in-school disciplinary action up to 10 days OSS and/or long term suspension. Law enforcement will be contacted if required by law.	Confiscate weapon. Ranging from in-school disciplinary action up to 10 days OSS and/or long term suspension. Law enforcement will be contacted if required by law.	Confiscate weapon. Ranging from in-school disciplinary action up to 10 days OSS and/or long term suspension. Law enforcement will be contacted if required by law.

Terms of Suspension

Any student suspended for a first time during a school year at Pinnacle Classical Academy will be allowed to make up the school work missed and receive credit for the grade if work is submitted to the teacher on designated due dates. After first suspension, students may not be allowed to make up assignments depending upon the circumstances of the suspension. This rule covers class work, homework, tests, and any and all other assignments completed during the suspension. Any suspension may result in loss of extracurricular activities (including field trips) for the semester in which the suspension occurs.

**EXPLANATION OF DISCIPLINARY LEVELS
SCHOOL INITIATED CONSEQUENCES**

Pinnacle Classical Academy is responsible for following the Code of Conduct and applying the appropriate Level intervention for any violations.

Conference/Verbal Warning:

Staff members may conduct a conference among any combination of the following:

- Teacher/Student
- Teacher/Parent/Legal Guardian
- Teacher/Counselor
- Teacher/Student/Administrator
- Teacher/Student/Counselor/Parent/Legal Guardian
- Administrator/Student

Administrator/Parent/Legal Guardian
Telephone Conference with Administrator/Parent/Legal Guardian
Telephone Conference with Teacher/Parent/Legal Guardian
Other parties as deemed necessary

In-School Suspension: ISS will be defined as one full or part of a school day under the supervision of a Pinnacle Classical Academy employee. This day will be a work and study day separate from the general population of the school.

After-School Detention: ASD will be defined as the hour after school is dismissed and will be supervised by a Pinnacle Classical Academy employee. Parents will be responsible for transportation of student.

Suspension (1-10 days):

Out of School Suspension. The denial of a student's right to attend school or school sponsored activities

Long Term Suspension (365 days)/ Withdrawal/Expulsion

The denial of a student's right to attend school or school sponsored activities

Note: at the discretion of the Headmaster other interventions may be assigned as deemed appropriate.

Sample list of Interventions:

Referral To School Counselor, time-outs, detention, work programs, meeting of school personnel and/or other professionals, restricted activities, denial of school activities and extracurricular events, behavior essays, Substance Abuse Programs, Mental Health Programs, evaluations, testing, referrals to other professionals, and involvement with outside agencies. Please note that this list is not all-inclusive but only a sample of possible interventions.

Pinnacle Classical Academy may request information from professionals that could include Alcohol/Drug assessments by a certified professional, psychological counseling and/or testing with the complete results being released to the Pinnacle Classical Academy counselor. Partial results will not be accepted when these items are required. This may be requested for the safety of other students at the school as well as the well being of the student. This information will be held in the utmost of confidence and will not be released to any third party without the written permission from the parents.

DUE PROCESS PROCEDURES/RIGHTS of APPEAL

The following procedure is to be followed in the event a parent has a substantial disagreement with a particular disciplinary situation that has been addressed by the Headmaster or designee:

1. The parent is to set an appointment with the Headmaster or designee along with the teacher or staff member as appropriate.
2. If the issue is not satisfactorily resolved via the meeting outlined in Step #1, it may then be referred to the Pinnacle Classical Academy Board of Directors.
3. The parent or guardian may write a letter of grievance (*within two (2) days of receiving the final determination from Headmaster*) to the Pinnacle Classical Academy Board of Directors. Letters should be addressed to the Chairperson of the Pinnacle Classical Academy Board of Directors at: P.O. Box 2695, Shelby, NC 28150.

DUE PROCESS PROCEDURES LONG-TERM SUSPENSION OR EXCLUSION

HEADMASTER'S RECOMMENDATION:

Headmaster or assigned designee notifies student and parent(s)/guardian of recommendation for long-term suspension or exclusion.

School Level Procedures:

When a student is sent to the Headmaster or assigned designee for any disciplinary action or conferencing concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student.

The administrator:

- 1) Advises the student of the charge(s).
- 2) Advises the student of the facts on which the charge(s) are based.
- 3) Gives the student an opportunity to respond to the charge(s) and to provide his/her version.
- 4) Provides written verification of the proposed disciplinary actions (including a written statement of appeal procedures) to the parent(s)/guardian.
- 5) Makes every effort to notify the student's parent(s)/guardian by telephone if immediate action will be taken to suspend the student based on guidelines in the **CODE OF CONDUCT: STUDENT RIGHTS, RESPONSIBILITIES, AND CHARACTER DEVELOPMENT MANUAL**.

Basic Rights and Responsibilities

The maintenance of a positive school climate conducive to the individual pursuit of learning, working and living is shared by parent/guardians, students and all school personnel. Each is expected to work positively toward this goal and to respect the individuality and the rights of every person. Parent(s)/Guardian(s), students and school personnel are also expected to deal effectively with behavioral concerns. The regulations below are written in accordance with N.C. General Statutes 115C-390 and 391.

RESPONSIBILITIES

A. Pinnacle Classical Academy Board Responsibilities

1. To adopt a fair and consistent discipline policy that establishes clear standards of student behavior.
2. To ensure, through the Headmaster or appointed designee, that there is fair and consistent application of the discipline policy.

B. Parent(s)/ Guardian Responsibilities

1. To assume legal responsibility for the behavior of the child as determined by law and community practice and to ensure that the child is familiar with the discipline policy and regulations.
2. To teach the child self-discipline, respect for authority and for the rights of others.
3. To make sure that the child attends school regularly and that the school receives notification of the reason for absences when the child cannot attend.
4. To work to the best of his/her ability to provide the necessary materials and a positive home learning environment for the child to succeed in school.
5. To maintain communication with the school and provide the school with a current telephone number through which he/she may be reached during the school day.
6. To respond quickly to school to get the child when called upon.
7. To be available for conferences when requested.
8. To cooperate with the school staff to develop strategies to benefit the child.
9. To be an active volunteer within the school in all areas, assisting in any capacity that facilitates learning and/or assists teachers.

C. Student Responsibilities

1. To be aware of and to abide by system wide policies, regulations and school guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To respect the personal, civil and property rights of all members of the school community.
5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.

6. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
7. To attend school and classes regularly, on-time and to be prepared with the necessary learning materials.
8. To know and to follow the policies and regulations for every event considered part of the school program regardless of the time or place.
9. To immediately comply with any staff member's reasonable request to carry out school rules.

D. Teacher Responsibilities

1. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
2. To accept shared responsibility for control and discipline of students throughout the school building and property.
3. To consider the physical, social, intellectual and emotional development of the students.
4. To establish and inform students of individual classroom behavior expectations, and to maintain discipline within the classroom.
5. To provide appropriate learning opportunities for all students.
6. To be aware of and to abide by system wide policies, regulations and school guidelines for discipline.
7. To confer with support personnel for possible solutions to inappropriate student behavior and to attend conferences upon request.
8. To report to the parent/guardian at regular reporting periods and at other times, when appropriate, regarding the acceptability of a student's behavior.
9. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out of class disciplinary action.
10. To refer, in writing, a disruptive student to the Headmaster or assigned designee when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.

E. Headmaster's Responsibilities

1. To consistently apply the Code of Conduct guaranteeing clear standards and consequences for student behavior.
2. To maintain order at Pinnacle Classical Academy. The Headmaster has primary responsibility for maintaining order on the campus.
3. To discipline students and the Headmaster shall have authority to exercise discipline over the pupils of the school pursuant to the policies adopted under these provisions.
4. To report certain acts to law enforcement. When the Headmaster has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the Headmaster shall immediately report the act to the appropriate local law enforcement agency.
5. To provide documentation to the Discipline Committee for reviewing the grievances.

6. To assume the overall responsibility for the implementation of procedures and rules that are necessary to establish standards of acceptable student behavior in the school.
7. To be readily available to handle disruptive behavior, discipline and emergency situations.
8. To communicate effectively to parents the expectations of the school discipline program and the role of the parent/family in supporting the efforts of the school in providing a safe school environment.
9. To utilize resources/agencies that can provide additional services and support to the school discipline program if needed.
10. To provide assistance to teachers and parents on issues related to a sound disciplinary program, establishing effective rules and consequences, legal issues, etc.
11. To develop a viable communication network that informs the community, parents, and staff of the status and modification of the school's discipline policies and procedures.
12. To continuously monitor and assess current data in order to make modifications to the program and provide alternative disciplinary strategies to fit the needs of the school.

Privacy Act: The Privacy Act of 1974 forbids the dissemination of personal information of individuals without their authorized permission or, in the case of a minor, the parent or guardian's written permission, except internally where the information is necessary to effectively conduct school business. In accordance with the Privacy Act, no individual member of the community, whether or not he/she is affiliated with Pinnacle Classical Academy, has the right to receive personal information concerning any individual associated with the school, whether it is a student, staff member, or board member, except in cases where the information is critical to the job requirements of the individual and is approved by the Headmaster. Personal information includes, but is not limited to, the individual's health, academic, or discipline records, religion, marital status, political party affiliation, and grades. This does not restrict individuals from discussing their own private information freely, nor does it interfere with any other form of free speech.

Freedom From Harassment: If an unauthorized individual, whether or not he is affiliated with the school, approaches a staff member for personal information concerning another staff member or student, the request will be denied, the individual will be informed that he/she is seeking private information, the person receiving the request will record the details of the incident and submit a copy of the information to the Headmaster. Likewise, if a student or staff member feels threatened by another individual concerning demands that are not duty-related, he should record the incident and immediately submit the concern to the Headmaster, who will take appropriate action. If it occurs again, the Headmaster will investigate it, and determine whether or not harassment charges should be pursued against the individual. Parents, of course, have every right to seek and obtain private information concerning their own child/ren, but not the private information concerning others.

Safe & Orderly Classroom Visits: Parents and visitors are welcome at Pinnacle Classical Academy, and encouraged to actively participate in their children's education. In the interest of maintaining a safe and orderly environment for students, however, we request that all visitors check in with the school's administrative assistant, arrive five minutes before the beginning of the class they wish to observe, and remain in the class until all students have been released.

Pinnacle Classical Academy
RELEASE OF INFORMATION

I, _____, do authorize the release of
(Parent's Name)

_____-SS# _____ - _____ - _____
(Student's Name)

DOB _____ / _____ / _____, records and information between

_____ and Pinnacle Classical Academy. This is a reciprocal agreement between the two designated parties and the exchange of information in either direction. This information is to include:

(please initial the appropriate areas)

- | | |
|--|--|
| <input type="checkbox"/> Admission Face Sheet | <input type="checkbox"/> Assessment Report |
| <input type="checkbox"/> Psychiatric Consult/Evaluation | <input type="checkbox"/> Progress Notes |
| <input type="checkbox"/> Treatment Plan and Review | <input type="checkbox"/> Treatment Update, Verbal |
| <input type="checkbox"/> Psychological Evaluation & Tests | <input type="checkbox"/> Treatment Update, Written |
| <input type="checkbox"/> Medications | <input type="checkbox"/> Recommendations |
| <input type="checkbox"/> Lab Results | <input type="checkbox"/> Discharge Summary |
| <input type="checkbox"/> Correspondence (specify): _____ | |
| <input type="checkbox"/> Other (specify): _____ | |
| <input type="checkbox"/> All of the above information that is available. | |

I hereby request and authorize the above-named agency, organization or individual, which possesses information relative to the student, named above to release information to Pinnacle Classical Academy. I understand that the information to be released may include information regarding DRUG ABUSE, ALCOHOL ABUSE, PHYSICAL PROBLEMS AND/OR PSYCHOLOGICAL OR PSYCHIATRIC INPAIRMENTS.

I certify that this authorization is made freely, voluntarily and without coercion. I understand that the information to be released is protected under state and federal laws and cannot be redisclosed without my consent unless otherwise provided for by state or federal law. I understand that I may revoke this authorization at any time, except to the extent that action has already been taken to comply with it. Without my express revocation, this consent will automatically *expire in one year*. A photocopy of this authorization may be considered as valid as the original.

(Patient/Parent/Legal Guardian Signature)

(Date)

(Witness)

(Date)



DATE: _____

NOTICE OF SUSPENSION:

Dear Parent/Guardian:

Your child, _____, has been given a _____ day(s) suspension due to the infraction(s) listed below, pursuant to North Carolina Public School Law, 115C-391(c). This suspension will be in place from _____ through _____.

We are quite hopeful that _____ will learn from this incident and will be a fine student of exemplary character at Pinnacle Classical Academy when he/she returns. Hopefully, his/her focus and attention will be applied to his/her studies and future potential.

Reason(s) for Suspension

Additional Conditions of Return: *Note if any of the conditions required have not been fully complied with this will extend the length of suspension.*

Headmaster's Signature: _____

Parent/Guardian: _____
(This form should be returned the following day with the parent's signature – otherwise further consequences could apply.)