



2025-2026
Parent Handbook

Cardinal Charter Academy
1020 St. Charles Place
Cary, NC 27513



From the very first day of school until they don their caps and gowns, students go through the most enriching growth period of their lives. The Charter Schools USA family of schools is proud to offer you and your family the opportunity to choose a great educational experience. As an alternative to public schools without the typical added cost of tuition, our schools offer a rigorous academic curriculum, a safe learning environment, a community atmosphere and so much more.

Educational success for all students cannot be achieved without parent partnerships. You are the most essential part of your child's education and it is important that we build a strong relationship in order to best serve your child's educational needs.

Please use this handbook as a guide. If you cannot find the information you need, please contact school staff members as indicated on the following pages. We look forward to a successful year and are committed to providing our students with quality learning opportunities that will help them become productive citizens in the 21st century.

Charter Schools USA's Mission

Relentless commitment to student greatness in school and in life.™

Charter Schools USA's Promise

Strong Minds, Good Hearts™

CSUSA Values

Purpose
Passion
Integrity
Grit



North Carolina

Cardinal Charter Academy

Cardinal Charter Academy
at Wendell Falls

Concord Lake STEAM
Academy

Iredell Charter Academy of
Arts & Science

Langtree Charter Academy

Steele Creek Preparatory
Academy

Union Preparatory Academy
at Indian Trail

West Lake Preparatory
Academy

Dear Cardinal Charter Academy Students and Families,

Welcome to the new school year! On behalf of our entire team, I am thrilled to welcome you to what promises to be an exciting and enriching journey. At our school, we are committed to living out the CSUSA Mission, Vision, and Purpose (MVP) every day—ensuring that every student receives a high-quality education in a safe, supportive, and engaging environment.

Communication and collaboration are at the heart of everything we do. We believe that strong partnerships between school and home are essential to student success. Throughout the year, we will maintain open lines of communication and invite you to be active participants in your child’s educational experience. Whether through parent-teacher conferences, school events, or regular updates, we are here to listen, support, and grow together.

We place the highest value on student safety. Every decision we make is grounded in our commitment to creating a secure and nurturing environment where students can thrive academically, socially, and emotionally. You can trust that your child’s well-being is our top priority.

Our approach is student-driven—we believe that students flourish when their voices are heard and their needs are at the center of decision-making. From personalized learning opportunities to leadership development, we are dedicated to empowering students to take ownership of their learning and become confident, capable individuals.

This handbook is a living document, designed to evolve with the needs of our students and families. It outlines our expectations, policies, and resources to help ensure a smooth and successful school experience for every student and family. We encourage you to refer to it often and reach out with any questions or suggestions. We are honored to partner with you and look forward to a year filled with growth, achievement, and meaningful connections. Let’s make this the best year yet—

together.

With gratitude and excitement,

Blair Pruette
Principal

School Calendar

[2025-2026 School Calendar](#)

2025-2026



1020 Saint Charles Place
Cary, NC 27513
(919) 653-5000

August '25						
Su	M	Tu	W	Th	F	Sa
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31						

September '25						
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November '25						
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December '25						
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January '26						
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February '26						
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March '26						
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April '26						
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May '26						
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June '26						
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July '26						
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- Holiday/School Closed
- Staff Workdays - No School for Students
- Early Release
- End of Quarter

- Aug 07-08 New Staff Workdays
- Aug 11-15 New/Returning Staff Workdays
- Aug 18 First Day of School
- Sep 01 School Closed - Labor Day
- Sep 19 School Closed - Staff Workday
- Sep 19 Quarter 1 Progress Reports
- Oct 13 School Closed - Staff Workday*
- Oct 21 End of Quarter 1
- Oct 24 Quarter 1 Report Cards
- Nov 04 School Closed - Staff Workday
- Nov 11 School Closed - Veteran's Day
- Nov 21 Quarter 2 Progress Reports
- Nov 21 Early Release
- Nov 24-28 School Closed - Fall Break
- Dec 19 Early Release
- Dec 22-Jan 02 School Closed - Winter Break
- Jan 05 School Closed - Staff Workday
- Jan 16 End of Quarter 2
- Jan 19 School Closed - MLK Jr Day
- Jan 20 School Closed - Staff Workday
- Jan 23 Quarter 2 Report Cards
- Feb 16 School Closed - President's Day
- Feb 17 School Closed - Staff Workday*
- Feb 24 Quarter 3 Progress Reports
- Mar 13 School Closed - Staff Workday
- Mar 27 End of Quarter 3
- Mar 30-Apr 03 School Closed - Spring Break
- Apr 06 School Closed - Staff Workday
- Apr 07 Quarter 3 Report Cards
- May 01 School Closed - Staff Workday
- May 08 Quarter 4 Progress Reports
- May 25 School Closed - Memorial Day
- May 27 Kindergarten Promotion Ceremony
- May 28 8th Promotion Ceremony
- May 29 End of Quarter 4
- May 29 Last Day of School
- Jun 1-2 Staff Workdays

After-School Care and Before-School Care

After School Care (ASC) is provided by the Taylor Family YMCA. Parents and guardians who wish for their students to participate must contact the YMCA for details and registration.

ASC Hours:

Charter Schools USA – Cardinal Charter Academy
June 2025

- The ASC program runs from 3:15 until 6:00 p.m.
- Students may not be picked up from ASC during dismissal time 2:45 – 3:30 p.m.
- Students will not be dismissed until after 3:30 p.m.

Before School Care (BSC) is not offered. Parents may begin dropping students off in the cafeteria at 7:30 am where they will wait until 7:45 to report to their classes. All students must be in class and ready to learn prior to 8:00 am.

BSC Hours:

- Students may begin being dropped off from carpool at 7:30 a.m.
- No students will be permitted to enter the building prior to this time.
- Breakfast is available beginning at 7:30 a.m. – 7:50 a.m. for an additional fee.

Arrival

Students need to learn the importance of regular and prompt school attendance. All students must be dropped off at the school cafeteria. The school's drop-off time is from 7:30 a.m. – 7:55 a.m. to ensure students are sitting in class by 8:00 a.m. There is no supervision before 7:30 a.m. for students.

STUDENT DROP-OFF

Traffic will loop around the parking lot and students may only be dropped off in front of the cafeteria.

Students are not permitted to walk through the parking lot. Please do not leave your car unattended in the car loop lane during drop-off and refrain from conferences with your child's teacher during drop-off. Parents must not use their cell phones while driving in the parking lot and music must be turned off. NO ONE should park in surrounding areas and walk to our parking lot. **The safety of our children is our first priority. Please follow drop-off procedures very carefully to keep all of our children safe.**

Attendance Policy

ABSENCES

1. Your children must be in school every day as mandated by state law. [Chapter 115C - Article 26](#)
2. Parents will email the office at **absences@cardinalcharter.org to notify the school if the student is going to be absent.** Parents have two days to excuse the absence. Failure to do so will result in an unexcused absence
3. Per North Carolina law, after **3 unexcused absences**, the parent will be notified. After 6 unexcused absences parents will be warned that they may be in violation of the state compulsory attendance law
4. After 10 unexcused absences, additional legal steps will be followed, per state law. The school and staff will work with parents throughout this process to find ways to facilitate better attendance. Please note that the student is subject to being automatically withdrawn from the school roster
5. If an excused absence is required for more than 10 school days, the school will work with the family to consider hospital-homebound or other district alternatives.
6. The attendance clerk will contact the parent regarding excessive absences (5 or more unexcused absences in a calendar month/15 or more unexcused absences in a 90-day period) or early dismissals via phone conference, email, teacher/parent conference or letter.
7. A student must be present for a minimum of 4 hours of instructional time to be considered present.
8. Students with excused absences will have 10 days to complete make up work.
9. If a student is picked up early, they will be marked absent for any classes they miss.

When a student returns to school after an absence, a note MUST be brought from home.

Per NC law, after 3 unexcused absences the parent will be notified. After 6 unexcused absences parents will be warned that they may be in violation of the state compulsory attendance law.

After 10 unexcused absences additional legal steps will be followed. The school and the staff will work with parents throughout this process to find ways to facilitate better attendance. Please note that the student is automatically removed from PowerSchool following the 10th consecutive unexcused absence.

If a student has accrued ten (10) days of unexcused absences, he or she is subject to being withdrawn from the school roster. Under these circumstances, the student's seat at Union Preparatory Academy at Indian Trail will be held for five (5) days after which the student's name will be placed on the wait list and that seat will be considered open for the admission of another student.

EXCUSED ABSENCES

Students must be in school unless the absence has been permitted or excused for one of the following reasons. Please note that vacations are considered unexcused absences.

1. Illness of student
2. Illness of immediate family member
3. Death in the family
4. Religious holidays of the student's own faith
5. Required court appearance or subpoena by a law enforcement agency
6. Special event (public functions, competitions, exceptional cases of family need)
7. Scheduled medical appointments, dental appointments, and absences for treatment of autism spectrum disorder.
8. Students who have, or are suspected of having communicable disease

EARLY PICK-UP

Students in grades K – 5 who are picked up from school prior to the end of the day will be marked as tardy. The tardy will be excused if the parent provides written documentation that the need to leave school early was for the same reason(s) that an absence from school would be excused. The parent's notation in the school's early pick-up log may be sufficient for meeting the written documentation requirement. Every fifth unexcused tardy for students in grades K - 5 will convert to an unexcused absence and can be used to meet the criteria to file a truancy petition in circuit court. For all students in grades K – 8, once the student has accumulated 3 excused tardies or absences due to leaving school early for medical/dental reasons within a semester, the parent must provide documentation from a physician that the student had a medical/dental appointment for subsequent class absences or tardies to be excused. The school principal or designee may approve an early pick-up or release beyond these limits after taking into consideration the reason, as well as the student's attendance history, both daily and by period, and the number of early releases.

PLANNED EXTENDED ABSENCES

Parents are urged to plan family trips during school vacations so as not to interfere with the learning process. Missing school for a family vacation is strongly discouraged. However, if an extended student absence is unavoidable, the school must be notified in writing at least one week before the first day a student is out. Make-up work will be given to students either before or after the absence based on what the teacher deems as most beneficial for the student.

TARDIES

A child is tardy when he/she is not in their classroom by 8:00 a.m. All late students must enter the front office and be issued a tardy pass. A student is considered tardy if they are absent at the time attendance is taken provided the student is in attendance before the close of the day. If tardy for half a period or more, a student is considered absent for that period.

Excused Tardies:

A student will be considered as excused only if a parent/guardian personally escorts their child to the front desk and has a viable reason. The reasons for excused tardies are as follows:

1. Doctor appointments with notes from the doctor/orthodontist or
2. Extreme emergencies approved by administration

Excused tardies will not count toward the student's tardy record.

Unexcused Tardies:

A tardy will be considered unexcused due to alarm clock failures, "parent's fault", car trouble, and inclement weather conditions. Unexcused tardies will count toward the student's record. Your children must be in school and ON TIME by state law.

The procedures for abiding by state law are as follows:

1. At five tardies, the attendance clerk will double check for medical excuses or extreme emergencies approved by the administration for tardies turned in and recorded.
2. At five tardies, the attendance clerk will contact the parent regarding excessive tardies or early dismissals via phone conference, email, teacher/parent conference or letter.
3. If tardies continue, a referral letter will be given to administration with supporting documentation of parent contact and non-medical or emergency tardies stapled to the referral. Appropriate consequences will follow, such as detention or Saturday School.

Birthday Celebrations

It is our goal to protect all instructional time. Therefore, classroom birthday celebrations will be limited to one day per month for elementary students. Families should communicate with their student's teacher to ensure food allergy safety. **No party bags, balloons, decorations, etc. are permitted. Siblings may not attend this celebration as it would be disruptive to other classes.**

Book Bags/Folders/Personal Items

Book bags, backpacks, folders, or any other personal items must not display patches, entertainment insignias, drawings, obscene words, gang signs, or any other item that would be deemed inappropriate, offensive, or reflect negatively on CSUSA. Failure to comply will constitute a uniform violation and subject to detention and parental notification.

Bus Transportation

Cardinal Charter Academy does not provide bus transportation. Parents are encouraged to carpool and make sure that students are dropped-off and picked-up according to posted school hours.

Cafeteria

CCA provides all breakfast and lunches for a fee and families may apply for free and reduced lunch costs. A standard menu will be used, and the monthly menu can be picked up or viewed online. Breakfast and lunch will be served in the cafeteria/multi-purpose room. Students who bring lunch from home are able to purchase milk. NO LUNCH CHARGES can be made since public funds do not allow schools to extend credit. Students are not allowed to bring sodas to school. Since we are trying to promote healthy eating habits, we request that fast food not be brought to school when a child forgets his/her lunch. In addition, we discourage sugary foods, candy, cookies, gum, and foods heavy in red dye.

CAFETERIA BEHAVIOR

Each student is required to show good manners, courtesy and consideration of other students and adults in the cafeteria. Students will enter and exit the cafeteria in an orderly fashion. Students will stand in a single file line while waiting for food, keep communication noise levels low, and stay seated unless they have been given permission to leave their seat. Students are required to dispose of trash on and around their table before the lunch period is over (or immediately upon the request of the monitors) in the trash receptacles. No student is allowed to leave the cafeteria to another area of the school during the lunch period without a written pass. A student is not allowed to leave the school grounds during the lunch period. NO FOOD OR BEVERAGE IS TO BE TAKEN OUT OF THE DESIGNATED DINING AREA AT ANYTIME. The cafeteria rules are posted, and all students are expected to follow them at all times. Food or other objects are not allowed to be thrown at any time while in the cafeteria as this poses a safety concern; such acts may result in disciplinary action.

Payment:

All North Carolina Schools FRL Meal Pricing 25-26

Lunch Paid Students: \$3.55

Breakfast Paid Students: \$1.85

REDUCED MEALS: No Charge, they will be covered by the state again for this school year.

Payments can only be made through [**My School Bucks**](#)

Free/Reduced Price Lunches: Free and reduced lunch applications are available in the office. Students qualifying for free or reduced meals will receive free milk at breakfast and lunch and at milk break. Parents must apply for this benefit yearly. Applications should be completed and returned for students starting school at the beginning of the school year. Students who enroll after the school year has begun must return their free/reduced lunch applications with their registration packets. A random selection of applicants will be asked for additional information regarding verification of income. Notification pertaining to qualification for free/reduced lunch will be sent promptly. Parents are responsible for providing lunch for their children

until the application is approved; however, prior year lunch status is valid for the first two weeks of school.

Care of School Property

Students are expected to respect the school buildings and property. Receptacles are provided throughout the buildings and grounds for proper disposal of waste. Marking or defacing school property is a serious offense and will result in disciplinary action. Any student who damages/vandalizes school property will be required to make full restitution for damages. Chewing gum in the school building is forbidden. All food must be consumed in the cafeteria or area designated by the Administration. Students are not permitted to play in bathrooms. Any student who disregards rules pertaining to the care of school property may be subject to disciplinary action.

Electronic Telecommunications Device Policy

North Carolina Statute

(<https://www.ncleg.gov/Sessions/2025/Bills/House/PDF/H959v5.pdf>)

prohibits students from using, displaying, or having a wireless communication device turned on during instructional time.

Wireless Communication Device: Any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including the following: a. Cellular telephones. b. Tablet computers. c. Laptop computers. d. Paging devices. e. Two-way radios. f. Gaming devices.

In accordance with North Carolina state law, students are prohibited from using, displaying, or having a wireless communication device turned on during instructional time. (c) A wireless communication policy shall allow students use of a wireless communication device during instructional time as follows: (1) If ***authorized by a teacher for educational purposes or for use in the event of an emergency.*** (2) ***As required by the student's individualized education program or section 504 (29 U.S.C. § 794) plan.*** (3) ***As required to manage a student's health care, in accordance with a documented medical condition.***

The use of a cell phone by a student while school is in session is not allowed. Students in grades K-8 who use cell phones at school will have the cell phone confiscated, and the phone will only be returned to the parent/guardian. If a cell phone is brought to school and is lost or stolen, **the school is not responsible for the loss.**

Consequences are as follows:

First Offense: The electronic device will be returned to the parent/guardian of the student.

Second Offense: The electronic device will be returned to the parent/guardian of the student and the student will receive Detention.

Third Offense: Parent must sign paperwork acknowledging the electronic device will be returned at the end of the academic year.

Failure to surrender items will result in a disciplinary consequence.

Character/Citizenship

Students are expected to demonstrate superior character and citizenship. Character education provides a focus on developing the whole child. We encourage students to always do the right thing and seek the assistance of staff members when a troublesome situation arises. Follow the golden rule: Do unto others, as you would have them do unto you. Lend a helping hand whenever possible, always make good choices and act responsibly.

STUDENT OF THE MONTH

Each month students have the opportunity to become a Student of the Month.

Students must demonstrate the following qualities:

- Make good choices when reacting to or handling a problem
- Exhibit self-control at all times, including special area classes, lunch, recess, school events, and before/after school care
- Demonstrate concern for other people, for their own personal property, and for school property
- Accept negative and positive consequences, and act responsibly
- Arrive to school on time (no more than 2 unexcused tardies per quarter and/or early dismissals per quarter)
- Turn in home learning assignments in a timely manner
- Receive no detentions or suspensions

Student of the Month is a component of the school's overall school-wide behavior plan. Students may be nominated by their classroom teachers, who will take into account regular behavior in special classes, lunch, recess, and Before/After Care Programs.

Child Abuse

State law requires that teachers, administrators and other school personnel report suspected cases of abuse, abandonment, or neglect to the o Report Child Abuse or Neglect. Wake County Child Protective Services: Call:

[919-212-7990](tel:919-212-7990) (English)

[919-212-7963](tel:919-212-7963) (Espanol)

Business Hours: Monday – Friday 8 a.m. – 5 p.m.

Child Find

The Exceptional Children department and Student Services is looking for all children and youth ages birth through 21 with special needs who may not be receiving help needed. These include children and youth with physical disabilities, emotional disabilities, and/or intellectual disabilities, and children and youth with suspected disabilities who are highly mobile, migrant and/or homeless. If your child has a disability, or you suspect that he/she may have a disability, please contact the school.

Homeless Students

McKinney-Vento Homeless Assistance Act Cardinal Charter Academy is committed to assuring that all students have equal access to the same free public education as that of other students. For information concerning the educational rights of students experiencing homelessness, please contact Student Services.

Communication Between Home and School

Communication is absolutely essential for success in any human endeavor. The administration and staff recognize this and will strive to facilitate open and frequent communication with parents at all times. Teachers will communicate with parents on behavior and academics daily through the agenda and/or Talking Points the school's closed, private learning network that allows students and parents to interact with the classroom teacher and school in a manner that blends social networking tools with traditional school communications tools. Make sure that you check your child's backpack/folder daily for informal notes from the teacher or from our staff. Report cards, progress reports (sent home once during the middle of each grading period), and Personal Learning Plans (PLP) allow parents opportunities to review student work and progress. Additionally, student work will be sent home. Parents/guardians are asked to review all student work and communications sent home. Parents may also view their child's current academic status through the Parent/Student Information System. Usernames and passwords will be sent home at the beginning of the school year, or you can call the front office to receive login instructions. Please feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administrators and the faculty to be of service to both parents and student, and every teacher welcomes a conference with any parent. However, we do request that such visits be arranged beforehand with the teacher at a convenient time, either before or after school. Parents are asked not to meet with a teacher unless a conference has been scheduled. Impromptu conferences with teachers at the classroom door and during arrival and dismissal before or after school are not permitted as this may distract the teacher from supervision of students during a crucial time of movement. Parent satisfaction surveys are conducted twice annually, shortly after the start of the school year and toward the end of the school year. Your participation is crucial so that the school can determine areas that are working well and areas that need

improvement.

Discipline Procedures

Discipline is the process of changing a student's behavior from inappropriate to exemplary. We are never satisfied with merely stopping poor behaviors; we desire to teach the student to do what is right. We do not discipline a student out of anger or for the sake of convenience. Though few students desire discipline, they often need structure and clear expectations to reach their full potential.

Each teacher will establish appropriate procedures for discipline in his/her classroom based on these guidelines. **The following list is not all-inclusive:**

1. Students are expected to respect the authority of school personnel which includes but is not limited to administration, teachers, staff and substitutes.
2. Malicious destruction of school property will result in the replacement, repair or payment for damages by either the student or his/her parents. The placement of stickers on school property is forbidden.
3. Students shall help keep the school clean at all times. There is to be no gum chewing in the school building or on school grounds.
4. Items such as water pistols, matches, iPods, skateboards, handheld game devices, toys, weapons of any sort, etc. are not permitted on school grounds.
5. No items will be permitted that carry pictures or slogans referring to drug culture or alcohol. No profane, abusive or slang language is to be used.
6. All students will follow the established school cell phone policy. Cell phones or other personal electronic devices should not be brought to school, and use is prohibited during school hours. School phones are available in case of emergency. Possession of a cell phone or other personal electronic devices during the school day will result in the equipment being collected and returned directly to the parent.
7. There is zero tolerance for aggression, drugs and alcohol on campus. Students that push, hit, bite, kick, harass, bully, threaten School Safety or use the internet in a negative way will be assigned an appropriate consequence, up to and including suspension or dismissal from the school.

Code of Student Conduct and Discipline Guidelines

Every teacher shall endeavor to hold each pupil to a strict accountability for any disorderly conduct in school, in school-sponsored activities, on the playgrounds of the school, on the street, while going to or returning from school, and during intermission or recess. To assist the teacher, the administrators of Cardinal Charter Academy have established regulations for the use of disciplinary measures within the school and will continually monitor and appraise their usefulness

Cardinal Charter Academy passed a Code of Student Conduct that lists violations and

disciplinary actions that must be taken in order to deal with misconduct. All students and their parents must read the Cardinal Charter Academy Parent Handbook, which can be viewed online and must be agreed to and acknowledged by parents/guardians.

Detention Policy

Kindergarten – 2nd Grade: 30 minutes (2:45 – 3:15)

3rd Grade – Grade 8: 1 hour (3:30 – 4:30)

3rd Grade – 8th Grade: Saturday School (9:00-11:00 a.m.)

Whenever a teacher is intentionally struck by a student, the student, in addition to any other discipline given, may be permanently removed from the teacher's classroom, unless the teacher objects, or unless the principal, with the concurrence of the Student Services Team, finds the striking incident to be entirely inadvertent.

Students who are suspended or expelled from school may not be on the school's campus, a school bus, or at a school event during the term of the suspension or expulsion.

Discipline assignments take precedence over all school activities (athletic events, band practice, field trips, etc.).

Students suspended, excluded, or expelled may not attend, participate, or represent the school in any school activity during the terms of that suspension or expulsion.

Students returned to campus after an expulsion may continue to be prohibited from extracurricular activities. In making the decision regarding a return to athletic participation, the Administration shall consider but is not limited to the following factors: the nature of the misconduct, prior disciplinary history and behavior of the student, and the impact on other students/participants.

Discipline reports will be requested and reviewed when a student enters from another school. If a student exits to another school, discipline reports may be requested and reviewed by that school. **The school reserves the right to decline admission to a student who is on active suspension or expulsion from another school or district.**

LEVELS OF DISCIPLINARY ACTION

There are four (4) levels of disciplinary action, and the levels are determined by the seriousness of the act and the school's Code of Conduct. **Mitigating and aggravating factors will be considered by school administration**

Level I Actions- In order to resolve Level I discipline problems, the following options are available. **This list is not exhaustive.**

- Conference with teacher
- Parent Contact
- Conference with teacher and parent(s)
- Conference with Principal or designee
- Conference with counselor
- Behavioral Contract
- Detention
- In school suspension

Repeat Violations can result in Level 2, 3, 4 consequences

Level II Actions- In order to resolve a Level II offense, more formal disciplinary actions will be used. Formal actions include, but are not limited to:

- Detention
- Time Out
- Conference with Principal or designee
- Saturday School
 - In School Suspension
 - Out of School Suspension

**Referral to Law Enforcement, if applicable

Level III & IV Actions- In order to resolve Level III offenses, the options available, in addition to Level I and II; this list is not exhaustive:

- OSS suspension
 - Long term Suspension (more than 10 days)
- Exclusion the public charter school reserves the right to return a student to their base school, per North Carolina statute.
- Expulsion

Referral to Law Enforcement – G.S. 115C-390.10 requires a 365-day suspension for the possession of a firearm or destructive device.

**Referral to Law Enforcement, if applicable

Discipline Matrix: This is not an exhaustive list. Principals reserve the right to consider mitigating and aggravating elements.

Level	Behavior Type	Possible Examples	Possible Interventions/Consequence
Level I	Minor Infractions	Disruptive talking Profanity Violates Traffic & Safety Regulations Gambling Academic Dishonesty Misuse of the internet or other technology Disturbs the School Not following directions	Conference with teacher Parent Contact Conference with teacher and parent(s) Conference with administrator Conference with counselor Behavioral Contract Detention In school suspension ** Possible Law Enforcement

		Tardiness Dress code violation	Involvement
Level II	Offenses Which May Seriously Disrupt the Learning Environment Moderate Infractions	Repeated Level 1 behaviors Willful disobedience Conduct injurious to others Disrespectful language Misuse of technology Minor property damage Cuts, defaces, or damages any part of the building/vandalism Skipping class Guilty of stealing (value at less than \$100.00) Bullying, Harassment, Threats Forgery Possession of obscene or pornographic material Inappropriate displays of affection Unauthorized Selling of Items on School Property	Detention (after school administrative) Detention (after school teacher) Time Out Conference with Principal or designee Saturday School ISS OSS Long term suspension Exclusion ** Referral to Law Enforcement, if appropriate
Level III	Major Infractions that Compromise the Safety of the School Community	Repeats of Level 1 & 2 Fighting Bullying/harassment, including cyber bullying Theft Vandalism Defiance Makes an unfounded charge against authority Using profane or obscene language to an adult Guilty of immoral or vicious practices Guilty of conduct or habit injurious of students'	Out of school suspension Long term Suspension Exclusion- Charter schools reserve the right to return a student to their base school, per NC statute. Expulsion ** Referral to Law Enforcement, if appropriate The principal may consider the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors when deciding whether to recommend long-term suspension.

		associates Uses or possesses tobacco products or lighters Cuts, defaces, or damages any part of public-school building/vandalism over \$100.00 (requires restitution) Instigates or participates in fights False Alarm Public Indecency Trespassing Violation Failure to serve assigned consequence	
Level IV	Severe Infractions Which Involve Law Enforcement Intervention	Weapons Drugs/alcohol- Uses or possesses any controlled dangerous substances governed by the Uniform Controlled Dangerous Substances Law, in any form Uses or possesses alcoholic beverages Possesses any type of weapon(s) as defined in Section 921 of Title 18 of the U.S. Code Possesses firearms as defined in Section 921 of Title 18 of the U.S. Code (not permitted by federal law), knives, or other dangerous weapons which may be used to inflict harm or injury Throwing missiles liable to injure others Leaves school premises without permission Commits any other serious offense Threats of violence	Out of school suspension Long term Suspension Law Enforcement involvement ** Referral to Law Enforcement, if appropriate Exclusion (charter schools reserve the right to return a student to their base school, per NC statute. Expulsion Referral to Law Enforcement – G.S. 115C-390.10 requires a 365-day suspension for the possession of a firearm or destructive device. The principal may consider the student’s intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors when deciding whether to recommend long-term suspension.

		Sexual harassment Repeated Level 3 behaviors	
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After School Detention

An administrator or teacher will complete the After-School Detention form which includes the date/time/location of the detention, description of why the detention was given, and the attempts made to contact parent/guardian. If a student misbehaves during After-School Detention or is late, they may be issued another behavioral consequence such as Saturday Detention.

Short-Term Suspension is the exclusion of student from school attendance for disciplinary purposes for up to ten (10) school days.

The Principal or Assistant Principal will provide written notice to the student's parents of any short-term suspension, including the reason for the suspension and a description of the student's conduct upon which the suspension is based. The notice shall be given in person, by telephone, facsimile, or e-mail and shall be given by the end of the day during which the suspension is imposed.

- The written notice shall be provided in English and in the parent's primary language, when appropriate foreign language resources are readily available, and both versions shall be in plain language and shall be easily understandable.
- A student serving a short-term suspension shall be provided the opportunity to take textbooks home, to receive all missed assignments, and to take any examinations missed during the suspension period. A student will have up to 5 school days to complete work they missed for that day(s).
- A student is not entitled to appeal the Principal/Assistant Principal's decision to impose a short-term suspension.

Long-Term Suspension is the exclusion for more than ten (10) school days.

(a) A principal may recommend to the superintendent the long-term suspension of any student who willfully engages in conduct that violates a provision of the Code of Student Conduct that authorizes long-term suspension. Only the superintendent has the authority to long-term suspend a long-term. (b) Before the superintendent's imposition of a long-term suspension, the student must be provided an opportunity for a hearing consistent with [G.S. 115C-390.8](#). (c) If the student recommended for long-term suspension declines the opportunity for a hearing, the superintendent shall review the circumstances of the recommended long-term suspension. Following such review, the superintendent (i) may impose the suspension if it is consistent with board

policies and appropriate under the circumstances, (ii) may impose another appropriate penalty authorized by board policy, or (iii) may decline to impose any penalty. (d) If a teacher is assaulted or injured by a student and as a result the student is long-term suspended or reassigned to alternative education services, the student shall not be returned to that teacher's classroom unless the teacher consents.

Cardinal Charter Academy uses a disciplinary hearing officer and hearing panel process with a recommendation to the State Superintendent for Charter Schools USA, North Carolina.

Neither the governing body nor the superintendent shall appoint any individual to serve as a hearing officer or on a hearing panel who is under the direct supervision of the principal recommending suspension. If the hearing is conducted by an appointed hearing officer or hearing panel, such officer or panel shall determine the relevant facts and credibility of witnesses based on the evidence presented at the hearing. Following the hearing, the superintendent or governing body shall make a final decision regarding the suspension.

Long-term suspension hearings shall be conducted in accordance with state law, and students will be provided with procedural due process including, but not limited to, the following:

- The right to be represented at the hearing by counsel or, in the discretion of the Board, a non-attorney advocate.
- The right to be present at the hearing, accompanied by his or her parents.
- The right to review before the hearing any audio or video recordings of the incident and, consistent with Federal and State student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges.
- The right of the student, parent, or the student's representative to question witnesses appearing at the hearing.
- The right to present evidence on his or her own behalf, which may include written statements or oral testimony, relating to the incident leading to the suspension.
- The right to have a record made of the hearing.
- The right to make his or her own audio recording of the hearing.
- The right to a written decision, based on substantial evidence presented at the hearing, either upholding, modifying, or rejecting the principal's recommendation of suspension and containing at least the following information:
 - i. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated.
 - ii. Notice of what information will be included in the student's official record.
 - iii. The student's right to appeal against the decision and notice of the procedures for such an appeal.

Exclusion:

Cardinal Charter Academy utilizes exclusion as a disciplinary consequence under its code of conduct and abides by the due process required under

N.C.G.S. § 115C218.60 and its Charter Agreement and Charter Application. Procedures by which students can be excluded from the charter school are outlined in the school's discipline policies and code of conduct.

PERMANENT DISMISSAL (Expulsion)

Expulsion The Board may expel any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or school staff. This may be a result of habitual violations of school rules, or for other serious one-time infractions (drugs, weapons, and other serious offenses).

Prior to the expulsion of any student, the Board shall conduct a hearing to determine whether the student's continued presence in school constitutes a clear threat to the safety of other students or school staff. The student shall be given reasonable notice of the recommendation in accordance with the provisions for long-term suspensions as well as reasonable notice of the time and place of the scheduled hearing.

The procedures described in G.S. 115C-390.8(e)(1)-(8) apply to students facing expulsion pursuant to this section, except that the decision to expel a student by the governing body of the public school unit **shall be based on clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students and school staff.**

The principal may recommend dismissal of a student to the Board of Directors for any of the following:

1. Possession, use of or transmission of a weapon including, but not limited to, a gun, knife, razor, explosive, ice pick or club.
2. Possession, use of or transmission of a substance capable of modifying mood or behavior.
3. Using any article as a weapon or in a manner calculated to threaten any person.
4. Committing a serious breach of conduct including, but not limited to, an assault on school personnel or on another pupil, making a threat or false report, lewd or lascivious act, arson, vandalism or any other such act, which disrupts or tends to disrupt the orderly conduct of any school activity.
5. Engaging in less serious but continuing misconduct including, but not limited to, the use of profane, obscene or abusive language, or other acts that are detrimental to the educational function of the school and that have clearly transpired.

Request for Readmission

All students suspended for 365 days or expelled may, after 180 calendar days from the date of the beginning of the student's suspension or expulsion, request in writing readmission to the school. The Board shall consider such requests using the following process:

- The Board shall review petitions for readmission together with the recommendation of the principal and shall rule on the request within 30 days of the petition being filed. The Board shall allow the parties to be heard in the same manner as provided above for long-term suspensions.
- The student shall be readmitted if the student demonstrates that his or her presence in the school no longer constitutes a clear threat to the safety of other students or staff.
- A decision by the Board to deny readmission of a 365-day suspended student is final and not subject to further review.
- An expelled student may subsequently request readmission not more often than every six months.
- If a student is readmitted under this section, the Board and the Principal have the right to place reasonable conditions on the readmission.
- If a teacher was assaulted or injured by a student, and as a result the student was expelled, the student shall not be returned to that teacher's classroom following readmission unless the teacher consents.

Bullying

Cardinal Charter Academy will comply with all North Carolina laws related to bullying. The definition of bullying and harassing behavior, including cyber bullying as provided by the North Carolina Law on Bullying/NC Violence Prevention Act is as follows: Any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that: (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. (a) Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. (b) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students. (c) No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior. (d) A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying

or harassing behavior shall report the incident to the appropriate school official. (e) A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official. Reports of bullying or harassment may be made anonymously. However, the school shall not impose formal disciplinary action based solely on an anonymous report. The principal/designee is responsible for receiving complaints alleging violations of the bullying policy. All school employees and parents chaperoning, or supervising school-sponsored functions and events are required to report alleged violations of this policy to the Principal or the Principal's designee. All school employees and parent chaperones must verbally report to the principal/designee on the same day as the employee or parents witnessed or otherwise learned of the incident and file a written report no later than two days thereafter. The principal/designee will initiate an investigation into the bullying incident no later than the next business day that school is in session. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. The act of bullying or harassment, including cyber bullying, shall constitute a Level 2 Infraction.

Authority of School Principals

Principals and Assistant Principals shall have both the authority and the duty to take disciplinary action whenever the behavior of any pupil(s) materially interferes with or substantially disrupts the maintenance of a proper atmosphere for learning within the classroom or other parts of the school. Depending on the severity of the offense committed by the student, the principal retains the right and the responsibility to use any appropriate form of discipline available, including suspension, expulsion, or law enforcement. However, no pupil shall be disciplined in any manner by the school Principal, teacher, or other school employee for the use of force upon another person when it can be reasonably concluded that the use of such force, more probable than not, was committed solely for the purpose of preventing a forcible offense against the pupil or a forcible offense provided that the force used must be reasonable and apparently necessary to prevent such offense (i.e. a student shall not be disciplined for reasonable use of force in self-defense). A student who is the aggressor or who brings on a difficulty cannot claim the right stated above to defend him/herself.

Discipline of Students with Disabilities

34 CFR §§ 300.530 – 300.536 and NC 1504-2 To the extent that they also take such action for children without disabilities, school personnel may, for not more than 10 school days in a row, remove a child with a disability who violates a code of student

conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension. School personnel may also impose additional removals of the child of not more than 10 school days in a row in that same school year for separate incidents of misconduct, if those removals do not constitute a change of placement. Once a child with a disability has been removed from his or her current placement for a total of 10 school days in the same school year, the school must, during any subsequent days of removal in that school year, provide services to the extent required.

Additional Authority

If the behavior that violated the code of student conduct was not a manifestation of the child's disability and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that child with a disability in the same manner and for the same duration as it would to children without disabilities, except that the school must provide services to that child. The child's IEP (Individualized Education Plan) Team determines the interim alternative educational setting for such services.

Manifestation Determination

Students who have an IEP or 504 plan are provided protection under that plan outlined in State and Federal statutes. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct (except for a removal that is for 10 school days in a row or less and not a change of placement), the school, the parent, and other relevant members of the IEP Team must review all relevant information in the student's file, including the child's IEP, any teacher observations, and any relevant information provided by the parents to determine: 1. If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or 2. If the conduct in question was the direct result of the school's failure to implement the child's IEP or 504. If the school, the parent, and other relevant members of the child's IEP Team determine that either of those conditions was met, the conduct must be determined to be a manifestation of the child's disability. If the school, the parent, and other relevant members of the child's IEP Team determine that the conduct in question was the direct result of the school's failure to implement the IEP, the school must take immediate action to remedy those deficiencies. For additional information on procedural safeguards and due process, please refer to: Parent Rights and Responsibilities in Special Education Notice of Procedural Safeguards at <http://ec.ncpublicschools.gov/parent-resources/ecparenthandbook.pdf>.

Dismissal

Please avoid calling the front office during dismissal (2:45 p.m. – 3:30 p.m.) Students must leave school grounds immediately after dismissal, unless enrolled in ASC or Enrichment Programs. Parents must wait for their children outside the school. ASC Students will not be dismissed during regular dismissal and may be picked up after 3:30 p.m.

Only individuals listed on the *EMERGENCY CONTACT CARD* will be allowed to pick up students from school. Please update information whenever changes occur. Valid photo identification will be required of all individuals' picking-up students. If someone arrives at the school to seek the release of a student and the person's name is not on the emergency contact card or the person does not have valid photo identification, the student will **not** be released.

To avoid having the school become involved in personal family conflicts, parents or guardians should submit to school authorities a copy of any legal documents that indicate who has legal access to the child and his/her records during school hours. In the absence of legal documentation, school officials will provide access only to those individuals whose names appear on the student's data card. Failure to provide the school legal documentation outlining visitation rights will result in any parent listed on the birth certificate being permitted to pick up a child. Friends and strangers will be denied access to a student in the absence of verified parental consent.

Students not picked up on time will be placed in ASC and be charged according to the Late Fee Schedule below:

Late Fee Schedule

K - 6

3:31 p.m. - 3:45 p.m. \$15.00

3:46 p.m. - 4:00 p.m. \$20.00

4:01 p.m. - 4:15 p.m. \$25.00

4:16 p.m. - 6:00 p.m. \$30.00

*Any child picked up after 6:00 p.m. will be charged a late fee and an additional \$2.00 per minute.

If you make changes to your child's dismissal plan, please fax the information with a copy of your Driver's License and signature to the school before 2:00 p.m. No phone calls will be accepted.

Examples of changes to child's dismissal plan:

- An ASC student going home in "parent-pick-up" instead of going to the ASC Program.
- Requesting that a student be placed in ASC for the day instead of going to "parent-pick-up".

No early dismissals will be permitted after 2:00 p.m. If you must sign your child out early for an appointment, please do so by the 2:00 p.m. cut-off.

STUDENT PICK UP PROCEDURES

Pick up: All vehicles are expected to comply with the pattern set up by school personnel.

PICK UP CAR TAGS

The pick-up car tag must be displayed in your front window at dismissal. A staff member will collect the pick-up car tag upon your arrival in the traffic loop. Staff members will use the cards to ensure your child is escorted to the pick-up area. After entering the traffic loop and giving your pick-up car tag to the staff member, proceed around the parking lot traffic pattern. Your child will be picked up by you at the designated door and your car tag will be returned to you.

Students are not permitted to walk through the parking lot. Do not leave your car unattended in the car loop lane during pick up. Please refrain from conferences with your child's teacher during these times. Parents must not use their cell phones while driving in the parking lot and music must be turned off.

Please follow our procedures for dismissal to ensure the safety of students and to demonstrate positive citizenship in our school's neighborhood.

Early Dismissal

Any student leaving school prior to dismissal will have an early dismissal logged to his/her record.

Excused early dismissals are given for doctor's appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day. No doctor's notes will be accepted late.

If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child. Students will not be dismissed from the classroom to a parent. Parents need to sign their child out on the sign-out log and wait for their child to come to the main office. No early dismissals will be permitted after 2:00 p.m.

A parent conference will be required if a student exceeds a combination of 20 unexcused absences, tardies or early dismissals to ensure improvement in student attendance.

Dress Code/School Attire Policy

A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior. Our dress code guidelines indicate appropriate school dress during normal school days for every student. CCA reserves the right to interpret these guidelines and/or make changes during the school year. Students are expected to follow these guidelines. If a student comes to school without the proper uniform, they will be kept/sent to the front office and remain there until a parent/guardian brings a proper uniform for the student.

UNIFORM VIOLATIONS¹

Level I – Verbal warning.

Level II – School sends home a uniform violation note/stamp or student will call parent from office to obtain correct uniform.

Level III – School sends home a uniform violation note/stamp or student will call parent from office to obtain correct uniform. Students will call their parents from the office to obtain the correct uniform. Students will wait in the office for parents to

bring the correct uniform.

SHIRTS

All shirts must be tucked in and purchased from Flynn O'Hara, Lands' End, or Red Apple with the school's logo. Elementary students' color is red. Elementary students are required to wear polo shirts with short or long sleeves bearing the school logo. Middle school students' colors are navy blue or white with short or long sleeves. T-shirts are not allowed as normal school day wear. Only one solid white, gray, or black t-shirt may be worn underneath the polo shirts. T-shirts may not be visible below the shirt hem or cuff. The polo shirt must be worn every day to school.

Students participating in PE or an after-school sporting function may wear the approved Heather Gray PE shirt.

HAIR and MAKE UP

Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, mohawks, spikes, head symbol shavings, etc. Hair that is distracting to the educational setting will not be allowed. The decision about whether hair or make up is appropriate will be at the administration's discretion. No hats, hoodies, headbands, scarves, or bandanas may be worn. If a student wears make-up to school, they will be asked to remove it in the front office. The parent may be contacted for inappropriate hair or make up, as necessary.

SHOES

Students must wear shoes with closed toe and back. at all times. No heavy military type boots or shoes with metal tips may be worn. No stacked or pumped shoes may be worn. We recommend sneakers or flat dress shoes. No wheeled sneakers, bedroom/other slippers, or pointed/cowboy boots. Students should not wear black sole shoes as they scuff the floor. Note on Crocs?

SOCKS

Socks must be worn daily and must be white or dark colored. Fishnet stockings or other inappropriate leg wear is not acceptable. Socks should be worn no higher than lower calf height.

BOTTOMS

Students in grades K-6 must wear Khaki or Navy bottoms (shorts, slacks, skorts).

CSUSA logoed bottoms are encouraged but not required.

Absolutely no jeans will be allowed on any day (no matter the temperature), except on designated Jeans Days when the student may wear appropriate jeans if the student chooses to participate as a fundraiser.

OUTERWEAR

Navy blue² school authorized jackets and school authorized zippered sweatshirts without hoodies are the only outerwear permitted. Parents may purchase the school's navy-blue jacket or sweatshirt that provides the rest of the school uniform.

BELTS

A belt must be worn at all times with any article of clothing as belt loops are part of the school uniform print. It should be fitted around the waist so that excess length can be tucked in loops and NOT hanging. Belts must be plain khaki, brown, black or navy (not white or bright-colored). Belts cannot have dangling items, large buckles, or logo/written items.

JEWELRY

Boys and girls may not wear body piercings other than earrings in the ear lobe. One earring per ear may be worn. For safety reasons, only a stud or a tiny hoop earring can be worn. (Tiny hoops can be no larger than an adult pinky finger.) Limited jewelry can be worn such as a watch, small bracelet, and thin necklace/chain. For safety reasons, necklaces/chains should be worn inside of school uniform, NOT on top of the uniform shirt. Bracelets need to be limited to one per wrist to eliminate unnecessary noise and distractions.

GENERAL

At no time are students to wear anything offensive, immodest or deemed inappropriate by the faculty. ALL CLOTHING SHOULD BE LABELED WITH THE STUDENTS NAME. Parents of students in kindergarten are encouraged to leave a Ziploc bag labeled with the child's name with a spare change of clothes in the classroom throughout the year for emergencies.

Student Health Emergencies

A student's health is important to his or her success in school. Cardinal Charter Academy employs a school nurse who provides services to minimize health conditions that impede learning. School health services include:

- Screening, assessment, identification, and planning for the care, safety, and ongoing evaluations of students with health needs
- Recommendations to community resources
- Consultation with administrators and staff regarding health-related activities at school such as clinic procedures, medications administration, medically authorized procedures and communicable disease control
- Health training for all staff members

Health/Emergency Information Cards

Each parent/guardian will receive a card to provide necessary health and emergency information which will be shared with appropriate staff. The card must be completed and returned immediately so that your directions may be followed in an emergency. This information must include current parental/guardian contact information and other emergency contacts and numbers, such as a relative, friend, or neighbor. When sickness or accidents occur at school, parents are notified as soon as possible. It is critical that the numbers/information be updated and kept current during the school year. It is **extremely important** that we are able to reach you in the event of an accident or illness.

Health Requirements/ Immunizations/ NC Health Assessment Reports

All children in North Carolina must be vaccinated against certain diseases according to General Statute (G.S.) 130A-152. Immunization records are checked when a child enters school. No student may attend any grade (K-8) without presenting a certification of immunization. The parent/guardian has 30 calendar days from the student's first day of attendance to show proof of the required immunization or provide evidence that they are in the process of completing their immunizations. **Principals have both the authority and responsibility to exclude students who have not presented an Immunization report within 30 calendar days of school enrollment.**

Religious or medical exemptions from this law require that a statement be made on file at the school in the student's cumulative record. Medical exemptions will need to be provided by your physician. Please see the school website at www.cardinalcharter.org for the religious and medical exemption forms or contact the school nurse.

You can also reference this website for NC state vaccine requirements.

<http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/northcarolina.aspx>

Please visit <http://www.immunize.nc.gov> for more information.

Students entering kindergarten and those transferring in must present a completed North Carolina Health Assessment Report. The health assessment shall be completed no more than 12 months prior to the date of school entry. **Principals have both the authority and responsibility to exclude students who have not presented a health assessment report within 30 calendar days of school enrollment.**

Please see the school website at www.cardinalcharter.org or <https://www.wcpss.net/> for a copy of the NC Health Assessment Form or contact the school nurse.

Garrett's Law

Garrett's law was enacted in 2004. It mandates schools provide parents and guardians with information about meningococcal meningitis and influenza and the vaccines that protect against these diseases. The law was expanded in 2007 to mandate that

information also be provided about human papillomavirus (HPV) and the vaccines available to protect against HPV.

Please see the school website at www.cardinalcharter.org and/or these websites for the following information to support this effort.

Meningococcal Meningitis

- [Meningococcal Disease Fact Sheet](#)
- <https://www.langtreecharter.org/pdf/health/Meningococcal-Disease-Fact-Sheet.pdf>

Flu

- [What Parents Need to Know About the Flu](#)
<https://www.langtreecharter.org/pdf/health/What-Parents-Need-to-Know-About-the-Flu.pdf>

HPV

- [Human Papillomavirus \(HPV\)](#)
<https://www.langtreecharter.org/pdf/health/Human-Papillomavirus-HPV.pdf>
- [HPV – Get Vaccinated \(updated\)](#)
<https://www.langtreecharter.org/pdf/health/2012-HPV-Get-Vaccinated-updated.pdf>

Please visit <http://www.immunize.nc.gov> for more information.

Communicable Disease Conditions

School personnel will notify parents if a child appears to have signs and/or symptoms of a communicable disease or condition so that they can seek medical advice or attention. Students will be excluded from school for the period of communicability and readmitted in accordance with recommendations from their health care provider and/or DHHS Regulations for Control of Communicable Diseases.

Please see the school website at www.cardinalcharter.org and/or these websites for the following information to support this effort.

- [Good Health Manners](#)
- <https://www.langtreecharter.org/pdf/health/Good-Health-Manners.pdf>

General Health Recommendations

Children perform better at school when they are well nourished and get adequate sleep (*needing as much as 9-11 hours each night*). Regular school attendance is important, but children who are sick need to stay home to recuperate. A student who is vomiting, nauseous, has diarrhea, or running a fever of at least 100.4 degrees should not be sent to school until they are symptom free for 24 hours. If a student becomes ill during the school day and it appears that they would be best cared for at home, the parents will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. Therefore, sick students should be picked up as soon as possible.

Illness:

The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill. Students will be sent home if they have a temperature of 99 degrees or above. In order for a child to return to school, he/she must be fever-free, diarrhea, vomit-free for a minimum of 24 hours. If a student becomes ill during the school day and it appears that they would be best cared for at home, the parents will be contacted. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart condition or seizures). This heightens awareness in case of an emergency. Please update Emergency Contact Information whenever changes occur. Students will not be permitted to take calls from parents to see how they are feeling. The school will contact you if your child is not feeling well.

Symptoms/ Conditions	When to keep a student home/ Return to school guidelines
Fever: A temperature of 100.4 F or higher	The student must remain at home until there is no fever for at least 24 hours without fever-reducing medicine such as Tylenol, Advil, or Ibuprofen.
Diarrhea: is not a disease but a symptom of a disease or condition.	The student needs to remain at home if unable to participate in classroom activities or has accompanying signs of illness, such as fever. A student with frequent loose stools, especially if unable to control those bowel movements, should be evaluated by a physician as the condition may lead to dehydration.
Vomiting: is not a disease but a symptom, usually caused by a stomach virus.	A student must remain home until at least 24 hours have passed since the last vomiting episode.
Rashes: can be the sign of contagious conditions such as chickenpox, bacterial meningitis, or impetigo. Can be related to allergies or dry skin.	A visit to a healthcare provider is required for rashes that are blistered, draining, or have accompanying signs of illness such as fever.
Conjunctivitis: (known as Pinkeye) is inflammation of the covering of the white part of the eye and inside of the eyelids and may be caused by allergens,	A child who is exhibiting such symptoms for more than a day should be evaluated by a physician. Treatment depends on the cause. Drainage from the eye that is purulent (thick, yellow or green) or dry/crusty indicates the condition is/remains contagious and the student may not return to school until these symptoms have resolved. If the physician determines the inflammation to not be contagious, the

viruses, and/or bacteria	student may return to school with documentation of this.
Impetigo (bacterial) is a contagious skin condition.	This condition requires medical treatment. The student may return to school when antibiotic treatment has been received for at least a 24-hour period and the crusting lesions are no longer present.
Hand, foot, and mouth (viral) disease is a contagious skin condition.	Students should remain home until fever free without using fever reducing medications such as Tylenol, Advil, or Ibuprofen, there are no open sores, and blisters have healed.
MRSA (Methicillin-resistant staphylococcus aureus) is a type of skin infection, staph bacteria that is resistant to certain antibiotics.	Skin lesions appear as boils which often are red, swollen, painful, or have pus type drainage. This condition requires evaluation by a healthcare provider and medical treatment. Lesions must be kept covered while at school. NCHSAA guidelines must be followed for student athletes diagnosed with MRSA.
Pediculosis (head lice): is when insects attach themselves to your scalp and reproduce, laying eggs in the hair causing itching. It can be spread by close contact with an infected person.	Students with live lice need to receive treatment and may return to school when there is no evidence of active lice.
Strep throat: is a bacterial infection in the throat and tonsils.	Students must remain at home until 24 hours after treatment has been started and any associated fever has abated without use of fever-reducing medication such as Tylenol, Advil, or Ibuprofen.
Scarlet Fever: is a bacterial infection causing fever, sore throat, a red rash that peels as the rash fades.	Students must remain at home until 24 hours after treatment has been started and any associated fever has abated without use of fever-reducing medication such as Tylenol, Advil, or Ibuprofen.
Scabies: is a contagious skin rash caused by tiny mites that burrow into the skin and lay eggs causing itching. It can be spread with direct skin to skin contact with another infected person.	Students must be treated with prescription medication before returning to school.
Varicella (Chicken Pox): is a viral illness	An evaluation by a healthcare provider is needed to ensure accurate diagnosis. The student may not return to school

that causes a blister-like rash and fever

until all blisters have formed scabs.

**To report an absence due to illness email absences@cardinalcharter.org.
Medications**

In order for a student to receive prescription and non-prescription medicines at school, parent/guardian consent and written authorization from a licensed health care provider are required. Medications cannot be given to a student at school until a Medication Authorization form has been received. A separate form is required for each medicine. New authorization forms are required every year at the beginning of school, whenever the dose or directions change, or when a new medicine is prescribed. It is the parents' responsibility to provide all medicines to be given at school. Each medicine must be in an appropriately labeled container that corresponds with the completed Medication Authorization form. Over the counter medications must be in the original nonprescription container. The medication will be kept in a secure location in the Health Clinic and will be administered by trained school personnel. Parents must pickup and drop-off medicine at the front desk. Students are responsible for coming to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer the medication personally.

All medicine must be picked up at the end of the school year by a parent/guardian. Any medication not picked up within the given time frame will be discarded.

No student shall give to or receive from another student any medication, either prescribed or over the counter. Any such exchange may be considered a serious offense and may result in suspension.

Please see the school website at www.cardinalcharter.org for the Medication Authorization Form or contact the school nurse.

Screenings

Vision and hearing screenings are conducted on students because of the obvious relationship with learning. The school nurse will conduct vision screenings, make referrals, and follow-up with referrals as needed.

Special Health Conditions

If your child has a health condition that needs special assistance and or an emergency action plan at school, please contact the school nurse. Examples of health conditions

that the nurse needs to talk to parents about include diabetes, asthma, severe allergy, seizures, sickle cell disease, etc. The nurse will work with the school staff to ensure your child's special health needs are met.

Please see the school website at www.cardinalcharter.org for these forms or contact the school nurse.

For severe allergies, please print and fill out:

1. "Allergy Information" sheet
2. "Severe Allergy Emergency Action Plan" (to be completed by physician)
 - 1.

For asthma, please print and fill out:

1. "Asthma Emergency Action Plan" (to be completed by the physician)
 - 1.

For diabetic, please print and fill out:

1. Diabetes Medical Management Plan (DMMP) *(to be completed by the physician)*
 - 1.

Once the nurse receives the request for a diabetic care plan, she will contact you to schedule a meeting.

Injuries

The procedures listed below will be followed for an injured student:

- Teachers will send the student to the health clinic.
- Teachers will notify school personnel if the student is unable to be moved.
- School personnel will administer basic first aid.
- The parent(s) will be called and the injury described. For minor injuries, the parent will make the decision about retrieving the student from the school or not. Emergency contact persons will be called if parent cannot be reached.
- Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

Concussions -

A concussion, also known as a mild traumatic brain injury, is a head injury that can be caused by a direct or indirect impact to the head resulting in disruption of normal brain functioning. Symptoms may include headache, dizziness, difficulty with thinking and concentrating. The National Football League (NFL) and school athletic associations have made great strides in bringing this complicated condition to public awareness. Today, we have concussion protocols in place for identifying concussion as well as guidelines for returning to sports and academics.

Our concussion protocol for our school is guided by the North Carolina High School Athletic Association. This is a roadmap for identifying and initiating care for students who could potentially have a concussion and supporting their return to sports and

academics.

1. Any student who has a hit to the head is sent to the Health Clinic for evaluation.
2. The evaluation includes a Neurological exam and an investigation for common signs and symptoms of a concussion like headache, dizziness, balance, light and noise sensitivity, and confusion (to name a few). Pupils are checked for appropriate response to light. Other more serious symptoms assessed are neck pain, loss of consciousness, seizures, numbness and tingling, vomiting, agitation, changes in mood and more.
3. The student will remain continuously observed by a trained school personnel member for at least 15 minutes and possibly longer depending on signs and symptoms.
4. A parent/guardian will be contacted as soon as possible. They will be informed of the incident and subsequent signs and symptoms. If a parent/ guardian cannot be reached, Emergency contact persons will be called.
5. The parent/guardian and the school personnel supervising the student (usually the school nurse) will confer about the decision to return to class or go home. The parent/guardian is always able to retrieve the student from school regardless of symptoms. If symptoms are present that are suspicious for a concussion, the school can require the student be assessed by a licensed professional at locations such as a pediatrician’s office, urgent care, or Emergency Department before returning to school. The Concussion Clearance Form will be provided to the parent/guardian for this.
6. If severe symptoms are present such as the student is unconscious or continuously vomiting, Emergency Services will be contacted simultaneously as the parent/guardian.
7. Paperwork documenting the event and subsequent signs and symptoms will be sent home with the student and/or parent/guardian who picks the student up.
8. Should a student be returned to class and symptoms return, become more intense, or change in any way. The student will return to the health clinic and a parent/guardian will be contacted again to go home and be evaluated by a licensed professional.

Continuous observation is needed as in some instances, signs and symptoms of a concussion may not become apparent until several hours or even days after the injury. When observing for signs and symptoms please consider this:

Take to Healthcare Provider for Evaluation, if any of the following signs and symptoms occur:			
Thinking/ Remembering	Physical	Emotional/Mood	Sleep
Difficulty thinking clearly	Headache	Irritability	Sleeping more than usual
Feeling slowed down	Fuzzy or blurry vision	Sadness	Sleeping less than usual
Difficulty concentrating	Nausea/ Vomiting	More emotional than normal	Trouble falling
Difficulty remembering new information	Dizziness	Feeling nervous or	

	Balance problems Sensitivity to noise or light	anxious Crying more	asleep
RED FLAGS: Call 911 or Report Immediately to the Emergency Department, if any of the following symptoms suddenly occur:			
Headaches that worsen Seizures Neck Pain Loss of Coordination	Look Very Drowsy, can't be awakened Repeated vomiting Slurred speech	Can't recognize people/ places Increasing confusion Weakness or numbness in arms and legs	Unusual behavior change Increasing irritability Loss of Consciousness Abnormal body movements

It is OK to:	There is No need to:	DO NOT:
Go to sleep Rest; periodic naps when fatigued/tired Use Acetaminophen (Tylenol) for headaches Use ice pack on head & neck for comfort Eat a light diet and carbohydrates	Check eyes with a flashlight Wake up every hour, unless directed by healthcare provider Test reflexes Stay in bed Drink extra fluids	Exercise or lift weights Do strenuous activity including PE, at work, play sports, video games, texting or use computers Take ibuprofen, aspirin, naproxen, or other non- steroidal anti-inflammatory medications (NSAIDS) Drive vehicle while having symptoms Drink Alcohol

If a concussion is diagnosed, academic or activity accommodation may be needed. [A Concussion Care Plan/Clearance Form](#) and/or a Return to Play (For Athletes) should be completed by a healthcare provider.

EMERGENCY EVACUATION

Your child's safety is a top priority. We need to be prepared for the unexpected. We hold monthly fire drills, quarterly lockdowns, and practice extreme weather procedures to prepare us for the possibility of an emergency. Under extreme circumstances should we need to evacuate the building, the local police will assist in determining the location the students would be held. Under no circumstances will parents be allowed to pick up their child at school during an evacuation period. For information during such an emergency you may contact CSUSA at 954-202-3500. Please wait patiently for a phone call from our office staff telling you the location and procedure for picking up your child. The local news stations may also be helpful but

are always helpful with disseminating information regarding evacuations and procedures as well.

Students will only be released to the people identified on the emergency contact form. Please bring proper identification (a picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.

Enrichment Programs

The enrichment program functions independently from the ASC program; therefore, it is not a requisite to be enrolled in the ASC program to participate in enrichment activities. Students have several opportunities to participate in extracurricular activities for an additional fee.

An enrichment guide will be posted on our website which will include the activities offered, the days, time and cost. Fees are due monthly at the front office or in an envelope with the student's name, enrichment registration form and homeroom teacher's name. If paying by check, please print the student's name and the name of the enrichment program on the check memo section.

Family Rights and Privacy Act

The revised Family Rights and Privacy Act became a Federal law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your prior consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. In special instances, you may waive this right of access to allow other agencies working with your child to have access to those records.

Field Trips

As a learning experience, teachers may plan field trips. Parents may be asked to assist the teacher as chaperones. Parents serving in this capacity may not have other children accompany them. Parents who are officially selected to be chaperones may count their hours on the field trip as volunteer hours. Parents accompanying students on overnight field trips must be fingerprinted and background checked per the Jessica Lunsford Act, in effect since September 2005.

Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to behavior or conduct. Students must follow all instructions given by staff or any other adult in charge while on the trip, including while on the bus and while at the field trip site. Students who fail to follow instructions will be given an appropriate consequence upon return to school. If a student is suspended during the first semester, they may be excluded from participating in any field trips or dances during the first semester. If a student is suspended during the second semester, they may be excluded from participating in any field trips or dances during the second semester. Parent permission must be given for students to participate in field trips. The teacher will send permission slips and information about each field trip 2-4 weeks prior to

each field trip. Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip or the student will not be permitted to take part in the field trip. Students are to wear their uniform on field trips for security reasons (unless otherwise authorized by the administration). All open balances owed to the school must be remitted prior to the student attending the field trip i.e., before/after care, lost books, volunteer hours.

Early dismissal from a field trip site is not permitted.

- All field trip money will be collected by the classroom teacher.
- Field trips must be paid via cheddar up only.
- Money will not be accepted at the front office.

Grading Policy

Academic grades are a reflection of student mastery of the standards being taught. Students' academic work is not graded based on behavior. For example, students will not be academically penalized for turning in a late assignment. However, they will receive a behavioral consequence for not following the teacher's directions. The same principle will apply for cheating. Students will receive a behavioral consequence if caught cheating, and will be required to take a new, different assessment to measure mastery.

Grading a student's work solely on the standards taught allows teachers to have a true indicator of the proficiency level of the student since grades are not skewed by non-academically related aspects. Students are given ample opportunity to practice what is taught in order to demonstrate what they have learned both in class and through home learning assignments, which are reflective of student practice grades. Students are afforded reteaching and reassessment opportunities. Parents will have real-time access to grades in the electronic grade book, and teachers will frequently communicate with families before a report card with final grades is issued to address any concerns about students who are failing their assignments.

Grading Scale

The grading scale is as follows:

Grades K-1	Grades 2-12
E* – Excellent Progress	90-100% A – Exceeds Mastery of the Standards
S* – Satisfactory Progress	80-89% B – Mastery of Standards
N – Needs Improvement	70-79% C – Approaching Grade Level Standards

U – Unsatisfactory Progress	60-69% D – Below Grade Level Standards
	0-59% F – Failure
	S** – Satisfactory Progress
	N** – Needs Improvement

*E, S, N, and U are used on the Kindergarten and Grade 1 report cards for Reading and Math. S and N are used for all other subject areas.

**For Grades 2-5 Art, Music, PE, and Grade 2 Social Studies, Science, and Health.

Grievance Procedure

If a student or his/her parents feel they have a grievance or complaint, they should do the following:

1. Carefully analyze the problem and be sure you have ALL the FACTS.
2. Ascertain that you have a rational attitude about the problem.
3. Seek to resolve the problem with the teacher, if applicable, through appointment.
4. If you believe the problem is not resolved, meet with the school administration.
5. If left unresolved, you should contact School Support, CSUSA at 954-202-3500.
6. If still unresolved, you should contact the Board of Directors. Please call the school for contact information.

Hallway Behavior

Students should travel through hallways quietly to avoid interrupting ongoing classes. Students should always arrive at class on time. Students are NOT allowed to show "Public Displays of Affection." For safety reasons, students should walk on the right side of the hallway and keep their hands, feet and other objects off the corridor walls.

Home Learning Policy

The purpose of home learning is to develop study habits in children early on in their academic lives. It is also used to reinforce concepts that have been taught or to work on projects that have been assigned. Home learning assignments will reflect a practice grade in the electronic grade book. If a child does not understand his/her assignment after trying to do it at home, please communicate the problem to the teacher.

Teachers use the following time schedule as a guide when assigning home learning:

Home learning	Reading and Log	& Instructional Software
Grade K	10 minutes	10 minutes
Grade 1	20 minutes	10 minutes
Grade 2	20 minutes	20 minutes
Grade 3	30 minutes	30 minutes

Grade 4	45 minutes	30 minutes
Grade 5	45 minutes	30 minutes
Grade 6-8	60 minutes	30 minutes

These times are a guide and are based on the average child's ability and on concentrated, undistracted time for doing home learning. Some home learning assignments may take less time or may take slightly more time on any given day. A child who does not complete class work during school hours may have to complete this work in addition to the home learning assignment. Reading Log requirements will be sent home by the teacher.

Assignments must be completed on time and properly written. The only acceptable excuse for not completing home learning is the student's illness or a written note stating an emergency, which prevented home learning from being completed. If a student fails to bring in home learning, he/she should complete it for the following day. If a child consistently fails to complete home learning, there may be behavioral consequences in the classroom. It is important to note that home learning is the student's responsibility.

The parents' responsibility is to provide a quiet environment and assistance when needed. In addition, parents may help in the following ways:

- Show an interest in your child's work.
- Provide a place and time for quiet study.
- Assist in skill building
- Encourage home reading and listen to your child read.
- Review the assignments for neatness and completeness.
- Refrain from doing the work for your child.
- Discuss problems related to home learning with your child's teacher.

Students will not be permitted to return to a classroom after dismissal to get home learning assignments and projects. This also includes the students participating in ASC. Assignments will not be accepted at the office from parents.

Honor Roll Requirement

QUARTERLY AWARDS

High Honor Roll - All As or equivalent in academic subjects

Honor Roll - All As and Bs or equivalent in academic subjects

END OF YEAR AWARDS

A variety of awards will be given covering numerous academic and nonacademic areas at the end of the school year.

Injury

- An accident report will be completed and filed for everyday accidents.
- The procedures listed below will be followed for an injured student:
- Teachers will send the student to the office if the injury is minor.
- Teachers will notify the office if the student is unable to be moved.

- School personnel will administer basic first aid.
- The parent(s) will be called and the injury described. For minor injury, the parent will make the decision about retrieving the student from the school. Emergency contact persons will be called if parent cannot be reached.
- The Emergency Services will be called for critical injuries that require the type of care that school personnel cannot offer, and the parent or emergency contact will be notified.

Instructional Books, Equipment, Materials, and Supplies

All textbooks needed by students for school and home learning assignments are furnished by the school.

Student care of books and materials is mandatory as these items are costly, and replacement is limited. **Students are required to cover all books that are issued to them.** A brown grocery bag makes an excellent book cover, in addition to books covers that may be offered for free by some businesses. Students should print their names and room number on the front of each book cover. Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.

(If you have 1:1 policy, please include expectation and policy for tech care.)

Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing his/her homework and supplies in the evening to avoid the last-minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been packed.

Labels

Please have your child's name on all personal property such as lunch boxes, sweaters, raincoats, etc.

Lost and Found

Throughout the school year, items which have been lost are turned in. Many of our problems would be solved if clothing and personal belongings were labeled with the student's name. Anytime a student loses an item, he/she may go to the "Lost and Found" to claim it. There are many items lost and never claimed each year. These items are donated monthly to various charitable institutions. Therefore, please label your child's personal belongings.

Sweaters, jackets, and uniforms not labeled and in good condition will be washed and resold for \$5.00 each after 30 days.

Medication

The administering or dispensing of any medicines (including non-prescription

medication) to students by employees of the school without specific written authorization by the physician & parents of the student is forbidden. If it is absolutely necessary that the child take any medication while he/she is in school, and a physician's form is not signed, the parent may come to the school to administer medication personally. A Physician's Form may be obtained from the school office. The medication will be kept in the office and will be administered by office personnel. Students are not allowed to have any medication (not even over-the-counter medication) in their possession. Parents must pick-up and drop-off medicine in the office. Students are responsible for coming to the office at the appropriate time to ask for their medication. It is not the responsibility of the office staff to remind the student. Please inform your child's teacher of any medication procedures.

Parent Teacher Organization (PTO)

Cardinal Charter Academy truly believes that the involvement of parents in the education of a child is essential. Not only is academic communication important, but the volunteer involvement of parents is also important to benefit the programs of the school. The PTC is structured in a manner that respects the importance of time with family, engagement in the school community, and the opportunity to enrich the programs of the school for students.

CCA PTO will create monthly opportunities for parent involvement on a large scale that will allow parents to assist and volunteer.

A major component of the CCA PTO will be the team structure for events, fundraisers and identified needs of the school. A parent can focus their talents and areas of personal enjoyment with the events and opportunities of the school. Volunteer organizations have always known that putting the right volunteers in the right places always increases retention of volunteers and the success of organizational efforts. CCA intends to put these lessons into practice and harness the immense abilities within our school.

The primary mode of volunteering will always be with your child's classroom and grade level. Each grade level will facilitate major events for their students. This will require close cooperation between the parents and teachers. Teachers will share the major events they are planning and coordinate with parents to form teams to make the event a success. Most grade levels will host one major and one minor event each year. Teachers will coordinate with parents to organize small groups and teams to host a successful event. These events will also facilitate a parent's ability to completely fulfill their volunteer hour obligation. Parents with multiple children in the school will always be able to find opportunities to work with multiple grade level events and fulfill their hours.

Your teacher will be in touch consistently to recruit parent-teacher teams for events, causes, fundraisers, and school tasks. They can include, but are not limited to lunch monitor duties, fundraising, field trips, class presentations, etc. CCA intends to reach out and tap into your talents and gifts to bring learning to life in our school.

Parent Volunteer Hours

To further the school's mission and purpose, which includes developing well-rounded, engaged students, active parental participation will be required at the school. Parents are required to participate in their child's education. We have determined that active parental participation is essential to the delivery of our educational goals and is the key to the success of the overall program.

Parents are encouraged to volunteer a **minimum of 20 hours per school year**.

When two or more children from the same family are enrolled, parents will be asked to volunteer a total of 30 hours per school year. The School Principal or other school designee verifies the completion of the hours and credit is applied to the family's account. At the time of recommitment (usually January) for the following school year, parents are sent a letter notifying them of their progress toward completion of their volunteer hours. Parents are provided with numerous volunteer opportunities which can be completed at the school or at their home, thereby alleviating any possible hardship that may be created for parents that may not be able to complete volunteer hours at the school. Many opportunities are provided to families that have a limited schedule and school personnel work closely with each family, individually, to design their volunteer opportunities to meet the needs of their family.

Pediculosis (HEAD LICE) and Eye Infections

Students will be checked periodically for head lice. Students will be sent home immediately if school personnel suspect lice in his/her hair.

The students MAY NOT return to school until treatment has been administered, and all nits have been removed from the hair. Upon returning to school, the student will be checked to determine if any nits are still present before admission to class. To prevent an outbreak of head lice, parents are asked to examine the hair of their children weekly, and shampoo frequently.

Any eye conditions that do appear to be infectious must be cleared by a doctor in order for the student to return to school. This is for the protection of the students and their classmates.

Pupil Progression Plan

CCA will follow the CSUSA and NCDPI requirements and procedures for K – 8 students. For further information, please reference the school website.

Report Card Distribution

Report cards will be sent home with the student for Quarters 1, 2, and 3 (see the school calendar for report card issue dates).

School Hours

School hours are from 8:00 a.m.-3:00 PM for all students
Student Arrival 7:30 – 7:55 a.m.
Student Dismissal 3:00 p.m.
After School Care All grades 3:15- 6:00 p.m.

Screenings

All Kindergarten students are screened for speech, hearing, and vision to rule out any difficulties in these areas.

Student Information System

All parents will have access to the web-based PowerSchool, a tool to assist in your daily interaction with your child's school life. This tool can be accessed from any computer with Internet access. All that is required is that you have the correct web site address and a valid username and password. Usernames and passwords are available through the front office.

Parents can get up to date grades, attendance, and tardy records while also having access to email teachers, view school calendar, and see how your student is faring with the State Standards in each class and benchmark test. It is very important that you keep phone numbers, addresses, and contact information updated.

Students' Rights

Students have the right to feel safe from threats and bodily harm. Disruptive behaviors are never acceptable, and when they occur, they will result in exclusion from participation in class activities, detention, suspension or expulsion or other disciplinary action.

Parents who have a conflict with a student other than their own child and/or parent are requested to speak to the Administration. At no time may parents approach the student or their parent directly.

All students and employees will be treated with respect. Slurs, innuendoes, hostile treatment, violence or other verbal or physical conduct against a student or employee will NOT be tolerated. Police will be called when necessary.

Suspension and/or Expulsion

The principal may recommend to the Governing Board and the Superintendent of Schools to expel a student for any of the following in accordance with the (Wake County Code of Conduct:

Prior to suspension or expulsion, the student has the right to a fair hearing as outlined by the Code of Conduct. Offenses include but are not limited to the following:

1. Fighting or other dangerous and/or disruptive behavior (hitting, kicking, harassing, pushing or biting).
2. Possession or use of drugs and tobacco.

3. Being under the influence or having alcoholic beverages on school grounds.
4. Defacing or vandalism of school property.
5. Igniting any flammable substance.
6. Continual disruption of class.
7. Emotional outburst.
8. Profanity.
9. Insubordination.
10. Disrespect.
11. Peer Conflict.

Teacher Conferences

All parents of elementary school students will meet with their child's teacher at least once during the school year. Middle school parents can request a conference by contacting their student's homeroom teacher. We encourage you to have conferences more often, as effective communication is one of the cornerstones of education.

Telephone

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not use the telephone without permission and only for emergencies. It is difficult to deliver a personal message to an individual student without interrupting the instructional program. Only emergency messages will be delivered to the students in the classroom.

Severe Weather Information

In the event of school closing due to severe weather conditions, parents will be notified through the automated communication system and email. This system informs parents of weather or other emergency events and school functions.

Visitors

Visitors, INCLUDING PARENTS, are *NOT* permitted to go to their child's classroom unannounced during school hours because this disrupts normal routine and instruction. For the safety and protection of all students, visitors (including parents) must present a valid Driver's License which will be processed through the *Raptor Screening System*. Parents must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding to a classroom. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

Wireless Telecommunications Device Policy

North Carolina Statute

(<https://www.ncleg.gov/Sessions/2025/Bills/House/PDF/H959v5.pdf>)

Charter Schools USA – Cardinal Charter Academy
June 2025

prohibit students from using, displaying, or having a wireless communication device turned on during instructional time.

Wireless Communication Device: Any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including the following: a. Cellular telephones. b. Tablet computers. c. Laptop computers. d. Paging devices. e. Two-way radios. f. Gaming devices.

In accordance with North Carolina state law, students are prohibited from using, displaying, or having a wireless communication device turned on during instructional time. (c) A wireless communication policy shall allow students use of a wireless communication device during instructional time as follows: (1) If *authorized by a teacher for educational purposes* or for use in the *event of an emergency*. (2) As required by the *student's individualized education program* or *section 504* (29 U.S.C. § 794) plan. (3) As required to manage a *student's health care*, in accordance with a documented medical condition.

The use of a cell phone by a student while school is in session is not allowed. Students in grades 9-12 are permitted to use cell phones during their assigned lunch period **only**. Students in grades K-8 who use cell phones at school will have the cell phone confiscated, and the phone will only be returned to the parent/guardian. Students in grades 9-12 who use cell phones outside of their assigned lunch period will have the cell phone confiscated and the phone will only be returned to the parent/guardian. If a cell phone is brought to school and is lost or stolen, **the school is not responsible for the loss**.

Unauthorized electronic devices, such as handheld games, earbuds and headphones, should not be brought to school. Students who bring unauthorized electronic devices to school will have them confiscated. If these items are brought to school and are lost or stolen, the school is not responsible for the loss. Authorization for having these devices on campus can only be given by the Administration.

Consequences are as follows:

First Offense: The electronic device will be returned to the parent/guardian of the student.

Second Offense: The electronic device will be returned to the parent/guardian of the student, and the student will receive Detention.

Third Offense: Parent must sign paperwork acknowledging the electronic device will be returned at the end of the academic year.

Failure to surrender items will result in a disciplinary consequence.

PARENT OBLIGATION 2025-2026

I (We) the parent(s)/guardian(s) of _____ have read and agree to abide by the Code of Conduct and the Dress Code of Cardinal Charter Academy. I (We) understand that my (our) child is a Wake County) student.

WHEREAS, in order to provide my (our) child with a unique educational opportunity;
WHEREAS, by choosing to enroll my (our) child at Cardinal Charter Academy is a decision of my (our) personal choice and not a privilege;

WHEREAS my (our) desire to enroll my (our) child at Cardinal Charter Academy is premised upon my (our) desire to become an active partner in the education of my (our) child;

NOW, THEREFORE, in consideration of the foregoing:

1. As a parent of a student at Cardinal Charter Academy), my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as the primary educator of my child.
- B. To participate in the parenting workshops as provided by the school.
- C. To attend all conferences scheduled with any member of the Cardinal Charter Academy staff.
- D. To participate in the Parent Volunteer Program for 20 hours for the first child and 10 hours for each additional child. Recording of volunteer hours will be done on PowerSchool by the parent for credit. ½ of the hours must be completed before Winter Break and the second ½ by May 1st.
- E. To provide transportation to and from school for my child. I understand that if I am late picking up my child, Cardinal Charter Academy is not responsible for my child's safety. If my child is continually tardy, I understand that for the benefit of my child's education, he/she may be required to transfer to a school that is more accessible for my child.
- F. To purchase uniforms for my child from the Cardinal Charter Academy approved supplier and ensure that my child is wearing the approved uniform daily.
- G. To supply a lunch, either brown bagged or purchased from the Cardinal Charter Academy approved vendor, each school day for my child.
- H. To be responsible for timely payment of any fees accrued to my account at the school.
- I. To participate in at least one of the many parent groups i.e. PTC, School's Improvement Committee, Fundraising Committee, etc.
- J. To purchase an Agenda Book and Weekly Folder from the approved supplier and sign book nightly.

2. To do the following things to enhance my (our) child's academic growth, I (we) agree to do the following:

- A. To read and use the information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- B. To provide a suitable time and place within the home for homework.
- C. To assist my child in obtaining and regularly using a library card at the Public

- Library and allow for at least 60 minutes of homework daily.
- D. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
- E. To check my child’s homework nightly.

I (we) understand that participation in the school, as defined above, fulfills the mission of the school by enhancing my child's education and the school community as a whole. I (we) understand that such participation is a contractual obligation to the school and to my (our) child, and that failure or refusal to fulfill this obligation is incompatible with the school's mission. Therefore, a breach of this obligation by you may impact your child’s status with the school.

Signature of Parent/Guardian _____

Date _____

Acknowledged by: _____

Date _____

School Official

(School Logo will be added by Marketing prior to uploading to website)

Handbook Acknowledgement

Dear Parent,
 Please complete the bottom portion of this page and return it to your child’s homeroom teacher by August 22nd.
 Thank you,
 Blair Pruette
 Principal

Student Name _____
 Teacher _____

I acknowledge that I have read the parent handbook. I agree to comply with the policies set forth in this handbook.

Parent/Guardian Signature Date _____

Acceptable Internet Use Policy

Student `s Last Name _____ Student's First Name _____

Grade _____ Home Phone Number _____

Introduction

The Internet links thousands of computer networks around the world, giving (Cardinal Charter Academy) students access to a wide variety of computer and information resources.

(Cardinal Charter Academy does not have control of the information on the internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-8 setting. (Cardinal Charter Academy) and the system

administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. There are security systems and filters in place to prevent students from getting to unauthorized sites. If a student does access an unauthorized site, it is a conscious selection and act and may result in the loss of Internet privileges.

(Cardinal Charter Academy) specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following; email safety, downloading, files, www, keyword searches, etc.

Student Guidelines

Students are expected to follow all guidelines stated below as well as those given orally by the staff and to demonstrate ethical behavior in using the network. Care of (Cardinal Charter Academy) facilities go hand in hand with using computer hardware, software and the Internet in a responsible manner. Any actions that might harm the computer equipment or software, or impair its effective use, or show disregard for the proper procedures set up for network access will not be tolerated.

1. Before use, all students will receive an overview of the aspects of security and ethics involved in using the (Cardinal Charter Academy network.
2. Students may not allow others to use their account name and or their password. To do so is a violation of the Acceptable Use Policy.
3. Any action by a student that is determined by his classroom teacher or a system administrator to constitute an inappropriate use Internet at Cardinal Charter Academy) or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy.
4. Transmission of material, information or software in violation of any school district policy, or local, state or federal law is prohibited and is a breach of the Acceptable Use Policy.
5. Any use of the Internet proxy services to circumvent the network filters will result in suspension and loss of Internet privileges.

Violating the Acceptance Use Policy may result in:

- Restricted network access
- Loss of Network access
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the Systems Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

Student Access Contract

I understand that when I am using the Internet or any other telecommunications environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or Local law, (Cardinal Charter Academy), the (Cardinal Charter Academy) and Charter Schools USA.

My signature below, and that of my parents, means that I agree to follow the guidelines of the Acceptable Use Policy for the Internet at (Cardinal Charter

Academy).

Student Name

Student Signature

Date

Acceptable Internet Use Policy: Parent Agreement

A parent must also read and sign this agreement.

We ask you to review this policy with your child and to sign the consent form. Your child's teacher has already discussed this policy with your son/daughter.

If you would like more information about (Cardinal Charter Academy) Internet accounts, please phone _____.

As the parent of this student, I have read the Acceptable Use Policy for the Internet for (Cardinal Charter Academy, I hereby give my permission for my child to use the Internet through classroom curriculum projects.

Parent Name

Parent Signature

Date Parent Work Phone Number

Cardinal Charter Academy POLICY AND PROCEDURES PROHIBITING DISCRIMINATION, INCLUDING SEXUAL AND OTHER FORMS OF HARASSMENT

I. Policy Against Discrimination

- A. No person shall, on the basis of race, color, religion, gender, age, marital status, disability, political or religious beliefs, national or ethnic origin, or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this School, except as provided by law.
- B. The school shall comply with all state and federal laws, which prohibit discrimination and are designed to protect the civil rights of applicants, employees, and/or students, or other persons protected by applicable law.
- C. The school shall admit students to programs and classes without regard to race, color, religion, gender, age, national or ethnic origin, marital status, disability or handicap or sexual orientation.

II. Policy Against Sexual Harassment or Other Forms of Harassment Prohibited by Law

- A. The school desires to maintain an academic and work environment in which all employees, volunteers, and students are treated with respect and dignity. A vital element of this atmosphere is the school's commitment to equal opportunities and the prohibition of discriminatory practices. The school's prohibition against discriminatory practices includes prohibitions against sexual

harassment, or any other form of harassment based upon a person's membership in a protected class and specifically prohibited by applicable state or federal law. The school forbids sexual harassment, or any other form of illegal harassment, of any employee, student, volunteer or visitor. The school will not tolerate sexual harassment, or any other form of illegal harassment by any of its employees, students, volunteers or agents.

- B. The prohibition against discrimination including sexual and other forms of illegal harassment shall also apply to non-employee volunteers who work subject to the control of school authorities, and to all vendors or service providers who have access to School facilities.

III. Definition of Sexual Harassment

- A. Prohibited sexual harassment includes, but is not limited to, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when:
 - 1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - 2. Submission to or rejection of conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
 - 3. The conduct has the purpose or effect of having a negative impact on the individual's academic performance or employment, unreasonably interfering with the individual's education or employment, or creating an intimidating, hostile, or offensive educational or employment environment.
 - 4. Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding any term or condition of employment, employment or academic benefits, or services, honors, programs, or activities available at or through the school.
- B. Types of conduct which are prohibited in the school, and which may constitute sexual harassment include, but are not limited to:
 - 1. Graphic verbal comments about an individual's body or appearance.
 - 2. Sexual jokes, notes, stories, drawings, pictures or gestures.
 - 3. Sexual slurs, leering, threats, abusive words, derogatory comments or sexually degrading descriptions.
 - 4. Unwelcome sexual flirtations or propositions for sexual activity or unwelcome demands for sexual favors, including but not limited to repeated unwelcome requests for dates.
 - 5. Spreading sexual rumors.
 - 6. Touching an individual's body or clothes (including one's own) in a sexual way, including, but not limited to, grabbing, brushing against, patting, pinching, bumping, rubbing, kissing, and fondling.
 - 7. Cornering or blocking normal movements.
 - 8. Displaying sexually suggestive drawings, pictures, written materials, and objects in the educational environment.

IV. Definition of Other Forms of Prohibited Harassment

- A. Illegal harassment on the basis of any other characteristic protected by state or federal law is strictly prohibited. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of

his/her race, color, religion, gender, national origin, age, disability, marital status, citizenship or sexual orientation or any other characteristic protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment;
 2. Has the purpose or effect of interfering with an individual's work or academic performance; or
 3. Otherwise, it adversely affects an individual's employment or academic performance.
- B. Examples of prohibited actions, which may constitute harassment include, but are not limited to, the following:
1. Epithets, slurs or negative stereotyping;
 2. Threatening, intimidating or hostile acts, such as stalking; or
 3. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the school premises or circulated in the workplace or academic environment.

V. Retaliation Prohibited

- A. Any act of retaliation against an individual who files a complaint alleging a violation of the school's anti-discrimination policy and/or sexual or illegal harassment policy or who participates in the investigation of a discrimination complaint is prohibited.
- B. Retaliation may include, but is not limited to, any form of intimidation, reprisal or harassment based upon participation in the investigation if, or filing a complaint of, discrimination.

VI. Procedures for Filing Complaint of Discrimination, Sexual Harassment, or Other Form of Illegal Harassment

A. Procedures for Filing Complaints

1. Any person who believes that he or she has been discriminated against, or placed in a hostile environment based on gender, marital status, sexual orientation, race, national origin, religion, age or disability by an employee, volunteer, agent or student of the school should within sixty (60) days of alleged occurrence file a written or oral complaint. The complaint should set forth a description of the alleged discriminatory actions/harassment, the time frame in which the alleged discrimination occurred, the person or persons involved in the alleged discriminatory actions, and any witnesses or other evidence relevant to the allegations in the complaint.
2. The complaint should be filed with the school Principal. Complaints filed with the principal must be forwarded to CSUSA Employee Services within five (5) days of the filing of the complaint. If the complaint is against the principal, the complaint may be filed directly with CSUSA Employee Services.
3. If the complaint is against CSUSA Employee Services, the Chief Academic Officer, or other member of the School's Board, the complaint may be filed with the School Attorney.

B. Procedures for Processing Complaints

1. Complaints filed against persons other than the Chief Academic Officer or

member of the School's Board:

- a. Upon receipt of the written complaint by CSUSA Employee Services, CSUSA Employee Services shall investigate or appoint an investigator to conduct an investigation of the allegations in the complaint. The investigator shall interview the complainant and the accused; interview any witnesses identified by the complainant, accused, or by other sources; take statements from all witnesses; and review any relevant documents or other evidence. Upon completing a review of all evidence relevant to the complaint, the investigator shall prepare a written summary of the investigation and make a recommendation to CSUSA Employee Services as to whether there is reasonable cause to believe a violation of the school's anti-discrimination policy has occurred. Copies of documents, evidence and witness statements which were considered in the investigation must be sent to CSUSA Employee Services along with the summary and recommendation.
- b. If the complaint is against CSUSA Employee Services, the School Attorney shall appoint an investigator, who shall conduct an investigation in the manner set forth in section VI.B.1.a. (above).
- c. The investigation, summary, relevant documents, witnesses' statements and recommendation should be completed and forwarded to CSUSA Employee Services within thirty (30) days, or to the School Attorney within thirty (30) days, if the complaint is against CSUSA Employee Services. CSUSA Employee Services, or School Attorney, respectively, shall review the investigation summary, evidence and recommendation, and determine within ten (10) days whether there is reasonable cause to believe a discriminatory practice occurred.
- d. If CSUSA Employee Services or School Attorney determines there is reasonable cause to believe a violation of the nondiscriminatory policy occurred, he or she shall within ten (10) days provide notice of the reasonable cause finding to the complainant and the accused. CSUSA Employee Services or the School Attorney shall then review the investigatory file, reasonable cause determination, and all related documents and evidence, to the Chief Academic Officer.
- e. If CSUSA Employee Services or School Attorney determines, after a review of the investigation, summary, recommendation and other evidence, that there is no reasonable cause to believe a discriminatory practice occurred, he or she shall provide within ten (10) days' notice of the finding of no reasonable cause to the complainant and accused.
- f. The complainant may request a no reasonable cause finding by CSUSA Employee Services or School Attorney be reviewed by the Chief Academic Officer within ten (10) days of receipt of this notice. The complainant shall provide a written statement detailing facts in support of his or her disagreement with the determination. The complainant will also be given an opportunity to meet with the Chief Academic Officer and CSUSA Employee Services/School Attorney to present his or her position. The Chief Academic Officer and CSUSA Employee Services/School Attorney shall prepare a written memorandum summarizing the content of the conference to be included in the

- complaint file. The Chief Academic Officer shall, within ten (10) days of receipt of the notice, make a final determination as to whether there is reasonable cause to believe a discriminatory practice occurred.
- g. If review by the Chief Academic Officer is not timely requested, CSUSA Employee Services or School Attorney's determination of no reasonable cause shall be final.
 - h. The accused may request, within ten (10) days of receipt of notice of a finding of reasonable cause, that the determination be reviewed by the Chief Academic Officer. The request must include a written statement expressing the accused's position on the complaint and findings, and address any facts, statements or evidence which he or she submits are inaccurate. The accused will be given an opportunity to meet with the Chief Academic Officer and CSUSA Employee Services/School Attorney to present his or her position. The Chief Academic Officer and CSUSA Employee Services/School Attorney must, within ten (10) days of receipt of the notice, prepare a memorandum summarizing the content of the meeting to be included in the complaint file.
 - i. After providing the opportunity for an informal hearing as referenced in section VI.B.1.h. (above), the Chief Academic Officer shall evaluate all the evidence, the investigation summary, recommendations and findings, along with any input by the accused and complainant, and make a final determination as to whether there is reasonable cause to support the complainant's allegations. He or she shall then determine any necessary disciplinary, remedial, or other action. Notice of the final disposition of the complaint and any disciplinary and/or remedial action shall within twenty (20) days of the informal hearing be forwarded to the accused and the complainant and the Chairman of the School's Board, and a copy of will be filed with and maintained in the office of Charter Schools USA Senior Director of Human Resources.
2. Complaints against Board of Directors Members.
 - a. Complaints against the School's Board of Directors shall be filed with the School Attorney. The School Attorney will within twenty (20) days appoint an outside, independent investigator to conduct an investigation and make a recommendation as to whether a discriminatory practice has occurred. It is recommended, but not mandatory, that the investigator be an attorney familiar with federal and state law prohibiting discrimination on the basis of a protected status.
 - b. The complainant and accused shall be interviewed by the outside investigator. Both shall provide written lists of witnesses to be interviewed, and documents or other evidence to be reviewed as relevant to the complaint. The investigator shall interview all witnesses identified by the complainant or accused, in addition to witnesses with relevant knowledge which the investigator may discover from other sources. The investigator shall also review relevant documents and other evidence. The investigator shall within twenty (20) days of receiving the complaint prepare a written summary of his or her investigation, and a recommendation to the School Attorney as to whether there is reasonable cause to believe that a discriminatory practice may have

- occurred.
- c. If reasonable cause is recommended by the investigator against a School's Board Member, the recommendation shall within twenty (20) days be forwarded to the Chairman of the Board of Directors to determine if there is evidence that a misfeasance or malfeasance of office occurred. The Board of Directors will be responsible for taking any necessary action in accordance with applicable law with reference to an elected official.
 - d. A finding of no reasonable cause by the outside investigator, which is reviewed and confirmed by the School Attorney, shall be final and a copy will be forwarded to the Chairman of the Board of Directors.
 - e. Penalties for confirmed Discrimination or Harassment
 - a. Student - A substantiated allegation of discrimination or harassment against a student shall subject that student to disciplinary action consistent with the Code of Student Conduct.
 - b. Employee or Volunteer - A substantiated allegation of discrimination or harassment against an employee may result in disciplinary actions including termination and referral to appropriate law enforcement authorities. A volunteer shall be removed from service and a referral may be made to appropriate law enforcement authorities.
 - 4. Limited Exemption from Public Records Act and Notification of Parents of Minors
 - a. To the extent possible, complaints will be treated as confidential and in accordance with Florida & North Carolina Statutes and the Family Educational Rights and Privacy Act (FERPA). Limited disclosure may be necessary to complete a thorough investigation as described above. The school's obligation to investigate and take corrective action may supersede an individual's right to privacy.
 - b. The parents of a person under the age of 18 who has filed a complaint of discrimination and/or harassment shall be notified within three (3) days of receipt of a complaint.

Cardinal Charter Academy shall conspicuously post its Notice of Non-Discrimination and Non-Harassment and the name and telephone number of the employee responsible for compliance with such policies at its facilities subject to its discretion regarding placement.

CSUSA Employee Services
Charter Schools USA
800 Corporate Drive, Suite 700
Ft. Lauderdale, FL 33334
(954) 202-3500 ext. 1209



Serving Grades K-8

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