



District Handbook 2023 - 2024

School Mission Statement

*Preparing students through personalized virtual learning
for success in tomorrow's world.*

Vision Statement

*Premier virtual school empowering students to lead,
serve, and soar.*

Core Values

Opportunities for All

Willingness to Grow

Life Readiness

Supportive Environment

Board of Directors		
<p>For more information on the NCCA Board of Directors, including meeting schedules, agendas and minutes please visit: https://www.myncca.com/our-school-board</p>		
Board President	Dr. Julie Marks	jmarks@myncca.com
Vice President	Ms. Angela Howard	ahoward@myncca.com
Secretary	Ms. Dee Ray	dray@myncca.com
Treasurer	Ms. Debora Williams	dwilliams@myncca.com
Members	Ms. Jill Hammergren	jhammergren@myncca.com
	Dr. Audrey Martin-McCoy	amartinmccoy@myncca.com

North Carolina Cyber Academy Administration Directory

District Administration		
Superintendent	Mr. Martez Hill	mhill@myncca.com
Special Assistant & Projects Coordinator	Ms. Tonya Daniels	tdaniels@myncca.com
Receptionist & Office Manager	Ms. Dapheney Hunter	dhunter@myncca.com
Chief of Staff	Mr. James Mullins	jmullins@myncca.com
Student Services & Community Engagement Officer	Ms. Leslie Bryant	lbryant@myncca.com
Public Information Officer	Mr. Adam Powell	apowell@myncca.com
Director of Exceptional Children's Program	Dr. Crystal Vail	cvail@myncca.com
Director of Student Support Services	Dr. Maggie Bush	mbush@myncca.com
Director of Technology & Innovation	Ms. Kris Yerkie	kyerkie@myncca.com
Director of Data & Accountability	Dr. Ashley Cooper	acooper@myncca.com
Testing & Innovation Coordinator	Ms. Kelli Hulsey	khulsey@myncca.com
Technology & Innovation Coordinator	Ms. Monica Hill	monicahill@myncca.com
Teacher Support Coordinator	Ms. Debra Hunter	debrahunter@myncca.com
Student Information Coordinator	Mr. Andre McEntire	amcentire@myncca.com
Multilingual Learner Coordinator	Ms. Naomi Monson	nmonson@myncca.com
Academically/Gifted Education Coordinator	Ms. Amanda Sieg	asieg@myncca.com

School Administration		
Elementary School Principal	Mr. Micah Copeland	mcopeland@myncca.com
Elementary School Asst. Principal	Ms. Whitney Pratt	wpratt@myncca.com
Middle School Principal	Ms. Clarissa Fleming	cfleming@myncca.com
Middle School Asst. Principal	Ms. Cher Perry	cperry@myncca.com
High School Principal	Dr. Chris Vecchione	cvecchione@myncca.com
High School Asst. Principal	Ms. Christy Scott	cscott@myncca.com
High School Asst. Principal	Ms. Melissa Anders	manders@myncca.com

Table of Contents

Section 1: School Mission and Overview	6
1.1 - School Mission	6
1.2 - School Information	6
1.3 - General Legal Compliance	6
1.4 - The 2023 - 2024 School Calendar	7
1.5 - Title I Parent Involvement	8
1.6 - Clubs, Field Trips, and Special Programs	8
1.7 - Mandatory Testing	8
1.8 - Campus Visitors	10
1.9 - Emergency Closure Information	10
1.10 - Medication Administration	10
1.11 - Annual Health Information for Students and Parents	11
1.12 - Mandated Reporters	11
Section 2: Admission, Enrollment, Withdrawal, and Transfers	12
2.1 - Admissions and Open Enrollment Policy	12
2.2 - Enrollment Process	12
2.3 - Immunization Requirements for Enrollment	13
2.4 - Enrollment After the Start of a School Year or Semester	14
2.5 - Dual Enrollment in Another School	14
2.6 - Age Requirements for Enrollment	14
2.7 - Enrollment of Students Expelled from Another School	14
2.8 - School Requests for Student Records from Another School	15
2.9 - Parent Withdrawal from School	15
2.10 - Administrative Withdrawal from School	15
Section 3: School Engagement and Attendance	17
3.1 - Student Attendance Tiers	17
3.2 - Compulsory Attendance	19
3.3 - Lawful Absences/Excused Absences	19
3.4 - Educational Opportunities	19
3.5 - Truancy	19
3.6 - Parent/Guardian Attendance and Engagement Related Responsibilities	20
3.7 - School Responsibilities	20
3.8 - Non-Response to Contacts	21
Section 4: Student Code of Conduct, Grievance, and Due Process	22
4.1 - Freedom of Expression	22
4.2 - Bullying and Other Prohibited Behavior	22
4.3 - Complaints on Conduct	23
4.4 - Privacy and Confidentiality	24
4.5 - Bystanders	24
4.6 - Student Due Process	25
4.7 - Student Conduct Warning	25
4.8 - Behaviors Leading to Access Restrictions or Suspensions	25
4.9 - Behaviors Leading to Expulsion	27
4.10 - Academic Honesty and Plagiarism	27
4.11 - Consequences of Plagiarism - Grades K through 8	27

4.12 - Consequences of Plagiarism - Grades 9 through 12	28
4.13 - Grievance Policy for Parents/Guardians	28
4.14 - Grievance Process for Parents/Guardians	28
Section 5: Academic Policies	31
5.1 - Student Evaluation	31
5.2 - Grading Scale	31
5.3 - Promotion for Grades Kindergarten Through 8th Grade	31
5.4 - Third Grade Read to Achieve Reading Proficiency and Notice Requirements	31
5.5 - Promotion for Grades 9 through 12	32
5.6 - High School Courses Taken in Middle School	32
5.7 - Earning College Credits While in High School (College & Career Promise)	32
5.8 - Transfer Credits from Other Schools	33
5.9 - Credit for Course Work Completed in a Non-Standard School Program	33
5.10 - Credit by Demonstrated Mastery	33
5.11 - Graduation and Diploma Requirements	34
5.12 - Community Service Graduation Requirement	34
5.13 - Requesting Official High School Transcripts	34
5.14 - National College Athletic Association (NCAA) Eligibility	34
5.15 - Participation in School Athletics at Local Education Agencies (LEAs)	35
Section 6: Student Support Services	36
6.1 - Multi-tiered System of Support (MTSS)	36
6.2 - School Counselors	36
6.3 - School Social Workers	37
6.4 - School Psychologists	37
6.5 - School Mental Health Plan	37
Section 7: Services for Special Populations	39
7.1 - Gifted Students	39
7.2 - English Learners	39
7.3 - Section 504	39
7.4 - Individuals with Disabilities Education Act (IDEA)	41
7.5 - Discipline for Students with Disabilities	42
7.6 - Attendance	42
Section 8: Educational Materials Provided by the School	43
8.1 - Technology Provided by the School	43
8.2 - Use of Personal Equipment and Software	43
8.3 - Internet Safety Policy	43
8.4 - Technology Responsible Use Policy	43
Appendix: NCCA Forms and Documents	44

Section 1: School Mission and Overview

1.1 - School Mission

The Board of North Carolina Cyber Academy welcomes you! North Carolina Cyber Academy's mission is to prepare students through personalized virtual learning for success in tomorrow's world. This handbook, and other school materials, provide direction and information for our school community. As needed, this document may be updated periodically.

North Carolina Cyber Academy (NCCA) is a North Carolina public charter school open to any student eligible to attend a traditional North Carolina public school. NCCA was established as one of two authorized "pilot" public virtual charter schools resulting from legislation passed in 2014. (NC Session Law 2014-100.) As required by the North Carolina Charter School statutes (the "NC Charter School Act") and NCCA's charter agreement with the North Carolina State Board of Education, NCCA is independently operated by a North Carolina non-profit corporation and its Board of Directors. The Board is ultimately responsible for the school's operation and accountable to the State Board and the public to conform to all laws and charter provisions.

This handbook provides specific information related to the operation of NCCA. As the name indicates, it is essential that students and parents/guardians be familiar with this handbook to understand the schools' processes and standards.

1.2 - School Information

Phone Number	(984) 262 - 9237
Fax Number	(919) 406 - 0063
Address	2800 Meridian Parkway, Suite 150 Durham, NC 27713
Main Office Hours	Monday through Friday, 8:00a - 4:00p
Technical & General Support	1-888-846-2998

1.3 - General Legal Compliance

The school shall comply with all state laws, the Charter School Act, North Carolina Non-profit law, and all other applicable federal, state, and local laws and regulations. The school shall be nonsectarian in its programs, admission policies, employment practices, and all other operations and shall not charge tuition or fees, except that it may charge fees that are charged by the contiguous local school district in which the school's main offices are located.

Although NCCA is generally exempt from most state education statutes and regulations, there are exceptions to this. Consequently, the school will abide by regular education rules as required by law and its Charter including those related to special education; health and safety rules; open meetings, public records, and record retention requirements; financial reports and audits; and student reports, retention, and testing.

1.4 - The 2023 - 2024 School Calendar

215 Total School Year Days

175	Student Instructional Days
11	Teacher Holidays ¹
13	Teacher Annual Leave ²
16	Teacher Workdays

43	Quarter 1
44	Quarter 2
45	Quarter 3
43	Quarter 4

Color Key

End of Quarter
State Testing
Teacher Workday (Optional)
Teacher Workday (Required)



<table border="1"> <caption>August 2023</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 1-3 Teacher Workdays (Required) 4 Teacher Workday (Optional) 7 First Day of School 21-25 <i>In-Person</i> Testing: Beginning of Gr 3 (all 3rd Gr) 	S	M	T	W	Th	F	S		31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1"> <caption>February 2024</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19¹</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 19 February Break - No School <i>In-Person</i> ACCESS Testing (ML Only) 	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19 ¹	20	21	22	23	24	25	26	27	28	29																
S	M	T	W	Th	F	S																																																																																													
	31	1	2	3	4	5																																																																																													
6	7	8	9	10	11	12																																																																																													
13	14	15	16	17	18	19																																																																																													
20	21	22	23	24	25	26																																																																																													
27	28	29	30	31																																																																																															
S	M	T	W	Th	F	S																																																																																													
				1	2	3																																																																																													
4	5	6	7	8	9	10																																																																																													
11	12	13	14	15	16	17																																																																																													
18	19 ¹	20	21	22	23	24																																																																																													
25	26	27	28	29																																																																																															
<table border="1"> <caption>September 2023</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4¹</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table> <ul style="list-style-type: none"> 4 Labor Day - No School 	S	M	T	W	Th	F	S						1	2	3	4 ¹	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<table border="1"> <caption>March 2024</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25²</td><td>26²</td><td>27²</td><td>28²</td><td>29²</td><td>30</td></tr> </tbody> </table> <ul style="list-style-type: none"> <i>In-Person</i> ACT Testing (All 11th Gr) 20-22 <i>In-Person</i> WorkKeys (Select 12th Gr) <i>In-Person</i> ACCESS Testing (ML Only) 8 Quarter 3 Ends 11 Teacher Wkday (R) - No School 12 Quarter 4 Begins 25-29 Spring Break 	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25 ²	26 ²	27 ²	28 ²	29 ²	30														
S	M	T	W	Th	F	S																																																																																													
					1	2																																																																																													
3	4 ¹	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25	26	27	28	29	30																																																																																													
S	M	T	W	Th	F	S																																																																																													
					1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21	22	23																																																																																													
24	25 ²	26 ²	27 ²	28 ²	29 ²	30																																																																																													
<table border="1"> <caption>October 2023</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9¹</td><td>10²</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 5 Quarter 1 Ends 6 Teacher Workday (Required) 9-10 October Break - No School 11 Quarter 2 Begins 18-20 <i>In-Person</i> PreACT Testing (all 10th Grade) 	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9 ¹	10 ²	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<table border="1"> <caption>April 2024</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15²</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 15 April Break - No School 	S	M	T	W	Th	F	S	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15 ²	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																		
S	M	T	W	Th	F	S																																																																																													
1	2	3	4	5	6	7																																																																																													
8	9 ¹	10 ²	11	12	13	14																																																																																													
15	16	17	18	19	20	21																																																																																													
22	23	24	25	26	27	28																																																																																													
29	30	31																																																																																																	
S	M	T	W	Th	F	S																																																																																													
31	1	2	3	4	5	6																																																																																													
7	8	9	10	11	12	13																																																																																													
14	15 ²	16	17	18	19	20																																																																																													
21	22	23	24	25	26	27																																																																																													
28	29	30																																																																																																	
<table border="1"> <caption>November 2023</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10¹</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22²</td><td>23¹</td><td>24¹</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 10 Veteran's Day - No School 15-17 <i>In-Person</i> WorkKeys (Select 12th Grade) 22-24 November Break - No School 	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10 ¹	11	12	13	14	15	16	17	18	19	20	21	22 ²	23 ¹	24 ¹	25	26	27	28	29	30			<table border="1"> <caption>May 2024</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27¹</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 6-10 <i>In-Person</i> End of Grade Testing: Gr 5 & 8 Science, Gr 3 - 8 Reading & Math 13-17 <i>In-Person</i> End of Course Testing: Math 1, Math 3, English 2, Biology, CTE Electives 17 Last Day of School for students 20-24 Teacher Workdays (24 = Opt) 23 High School Graduation 27 Memorial Day - Office Closed 	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27 ¹	28	29	30	31															
S	M	T	W	Th	F	S																																																																																													
			1	2	3	4																																																																																													
5	6	7	8	9	10 ¹	11																																																																																													
12	13	14	15	16	17	18																																																																																													
19	20	21	22 ²	23 ¹	24 ¹	25																																																																																													
26	27	28	29	30																																																																																															
S	M	T	W	Th	F	S																																																																																													
			1	2	3	4																																																																																													
5	6	7	8	9	10	11																																																																																													
12	13	14	15	16	17	18																																																																																													
19	20	21	22	23	24	25																																																																																													
26	27 ¹	28	29	30	31																																																																																														
<table border="1"> <caption>December 2023</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21²</td><td>22²</td><td>23</td></tr> <tr><td>24</td><td>25¹</td><td>26¹</td><td>27²</td><td>28²</td><td>29²</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 11-15 <i>In-Person</i> End of Course Testing: Math 1, Math 3, English 2, Biology, CTE Electives 15 Quarter 2 Ends 18 Teacher Workday (Required) 19-20 Teacher Workdays (Optional) 21-31 Winter Break - No School 	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21 ²	22 ²	23	24	25 ¹	26 ¹	27 ²	28 ²	29 ²	30	31							<table border="1"> <caption>June 2024</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 19 Juneteenth - Office Closed 	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
S	M	T	W	Th	F	S																																																																																													
					1	2																																																																																													
3	4	5	6	7	8	9																																																																																													
10	11	12	13	14	15	16																																																																																													
17	18	19	20	21 ²	22 ²	23																																																																																													
24	25 ¹	26 ¹	27 ²	28 ²	29 ²	30																																																																																													
31																																																																																																			
S	M	T	W	Th	F	S																																																																																													
						1																																																																																													
2	3	4	5	6	7	8																																																																																													
9	10	11	12	13	14	15																																																																																													
16	17	18	19	20	21	22																																																																																													
23	24	25	26	27	28	29																																																																																													
30																																																																																																			
<table border="1"> <caption>January 2024</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1¹</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15¹</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 1 Winter Break - No School 2 Teacher Workday (Optional) 3 Teacher Workday (Required) 4 Quarter 3 Begins 15 MLK Day - No School 	S	M	T	W	Th	F	S		1 ¹	2	3	4	5	6	7	8	9	10	11	12	13	14	15 ¹	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table border="1"> <caption>July 2024</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <ul style="list-style-type: none"> 4 Independence Day - Office Closed 	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																	
S	M	T	W	Th	F	S																																																																																													
	1 ¹	2	3	4	5	6																																																																																													
7	8	9	10	11	12	13																																																																																													
14	15 ¹	16	17	18	19	20																																																																																													
21	22	23	24	25	26	27																																																																																													
28	29	30	31																																																																																																
S	M	T	W	Th	F	S																																																																																													
	1	2	3	4	5	6																																																																																													
7	8	9	10	11	12	13																																																																																													
14	15	16	17	18	19	20																																																																																													
21	22	23	24	25	26	27																																																																																													
28	29	30	31																																																																																																

1.5 - Title I Parent Involvement

Parent involvement is critical to a child's academic success. Parents and family members are encouraged to participate in the design and development of activities and programming that increase the effectiveness of the school's Title I program. Additional Title I information is available on the [school website](#).

1.6 - Clubs, Field Trips, and Special Programs

NCCA is committed to providing all students with opportunities that support the development of skill sets and character traits necessary for success academically in the classroom and within their communities. NCCA offers field trips and community events across the state throughout the school year. We encourage students to join clubs for both social interaction and for opportunities to expand upon their interests. Additionally, for those that meet specific academic and leadership requirements, students may be eligible for induction into NCCA's chapters of the National Junior Honor Society and the National Honor Society.

For any field trip a student participates in, guardians will be required to complete the "Field Trip Permission Form" found in the Appendix of this handbook

1.7 - Mandatory Testing

State Mandated Testing

As a public Charter School in North Carolina, NCCA students **are required** to participate in all state mandated academic assessments. NCCA will provide families with general testing periods in the school calendar and provide specific testing days, times, and locations closer to each scheduled test period.

North Carolina does not have an opt-out policy for state testing. State Board policy [ACCT-021](#) requires all students enrolled in a school to participate in the state assessment program. The required state assessment is part of regular participation in academic courses for students. North Carolina state law details that NCCA may withdraw students that fail to regularly participate in courses. NCCA takes these assessments, and the valuable information they provide, very seriously, and expects students/families to do so as well. **Failure to participate in State Testing may result in a student being administratively withdrawn from NCCA.**

Failure to participate in these assessments may also negatively impact the future of NCCA being available. NCCA has a specific testing rate that we must meet in order to avoid punitive action by the State. Parents and students need to understand how important testing is for our future operation as a charter school.

All students enrolled in NCCA must participate in the following tests **in-person** at testing sites across the state*:

- Students in grade 3 take a Beginning-of-Grade (BOG) English Language Arts assessment during the third week of the school year.
- Students in grades 3 through 8 take End-of-Grade (EOG) tests in English Language Arts and Mathematics during the last 10 days of the school year (most EOG testing will take place in days 1-5 of this window).
- Students in grades 5 and 8 take an End-of-Grade test in Science during the last 10 days of the school year (most EOG testing will take place in days 1-5 of this window).

- Students in grade 3 who do **not** show proficiency in the Grade 3 BOG or EOG reading assessment will be offered an opportunity to take an additional reading assessment during the last week of the school year to comply with the requirements of the North Carolina Read to Achieve Program statute.
- Students enrolled for credit in courses where end-of-course (EOC) tests are required must take the appropriate end-of-course EOC test. Currently, these courses are Math 1, Math 3, English 2, and Biology. EOC exams are given during the last 10 days of the year for traditional year-long courses or the last 5 days for semester-long courses. **EOC tests will also account for 20% of the final grade for the course.** As part of state law, there are no options to excuse a student from the 20% rule regardless of the reason they are unable to take an EOC.
- Students enrolled in elective courses where Career and Technical Education (CTE) tests are required to take the appropriate exam during the last 5 days of the semester. A list of CTE courses requiring exams will be provided to families during course selection as these may change from year to year.
- Students in grade 10 will take the Pre-ACT during a NCCA administration.
- Students in grade 11 will take the ACT during a NCCA administration.
- Students in grade 12 may be required to take the ACT WorkKeys assessment based on specific CTE electives they have taken during high school. Information will be sent to students who meet the qualifications for this assessment.
- Alternate assessments may be available for students with disabilities. This will be determined each school year based upon state testing requirements and documented annually in the student's IEP.
- All students identified as Limited English Proficient participate in ACCESS testing in the spring and other possible English Learner tests as required.
- High School students enrolled in Advanced Placement (AP) Courses are expected to take the AP Test when administered as the culminating activity of the course. Failure to take the AP Test may result in the enrolled course being lowered to "Honors" weight.

*Additional tests may be required by NCDPI based on changing legislation

Every effort will be made to ensure that families will not need to travel an unreasonable distance to testing locations, however, **all families should be prepared for travel to and from testing sites.** It is the responsibility of the caretaker to ensure students attend required state testing. One testing site is required in each of the eight [NC State Board of Education - Education Districts](#). Any concerns regarding travel to and from testing sites should be directed to the Testing and Accountability Coordinator.

The testing coordinator will monitor compliance with this policy. All licensed testing personnel, teachers, and school administrators are subject to the state Testing Code of Ethics regarding the statewide testing program. A copy of these ethical standards is available on the [State Testing Code of Ethics](#) website.

District Mandated Assessments

Throughout the school year, students will be assessed on their mastery of course content with various benchmark, formative, and summative assessments. Assessment results are analyzed by staff to support data driven instructional decisions for student success. Students are required to participate in all benchmark and course assessments in order to provide a complete academic picture of their progress towards content mastery.

Assessments help us identify student strengths and weaknesses in order to better individualize educational plans and supports. These tools also assist us in determining a student's level of academic mastery and may play a role in course placement decisions and eligibility for certain programs such as AIG. Universal screeners are a type of academic or behavioral/social emotional skill assessment that is administered to students 2-3x/year to assist us in determining a student's level of academic mastery as well as the need for additional supplemental services. Universal Screeners are taken online by students and are mandatory. A student's special circumstances may necessitate participating in additional

assessments that may be required for MTSS, to participate in the AIG program, and/or as may be required based on a student's IEP.

It is important to note that NCCA may require that students are on camera, with a mic on, for the entirety of an assessment/exam. There also may be situations when students may have to take an assessment again if results are significantly inconsistent with other data or may be invalid.

For testing that is done virtually, it is important that the atmosphere allows the students to focus and be completely engaged in the process. It is suggested that testing take place in an environment with limited distractions (e.g. without toys, electronics, or excess noise). Also consider the amount of activity that might be around the student while testing. An environment with limited distractions helps students stay engaged and focused on their assessment. When students are focused, they are better suited to do their best, ensuring reliable, accurate insights into strengths and needs. It is very important that learning coaches or others do not engage with students during the testing process unless technical problems arise during the administration of the assessment. Helping a student answer questions compromises test data and makes it harder for teachers to provide personalized instruction. Further, providing additional support or information during an assessment is in violation of our honor code.

1.8 - Campus Visitors

NCCA is a virtual school with a teaching center in Durham, NC. If your family would like to schedule an in-person meeting with teachers or administrators, please call or email the desired staff member to make an appointment.

1.9 - Emergency Closure Information

Since NCCA is a virtual school, an entire school or system-wide closure is not typical. Typically, teachers are still working even if the main office may be closed. If students are not impacted by the weather event, it is expected that they will work.

In the case of an emergency closure (generally weather-related), an internal message will be sent to students regarding teacher schedules and main office closures. Be sure to check your internal messages for this information before calling the school office.

1.10 - Medication Administration

If a child must be medicated (including over-the-counter and prescribed medication) during any in-person school activity the parent must remain on-site to administer the medication to their student.

Exceptions to Medication Administration.

Middle and high school students may, upon proper written authorization and approval by the principal or his or her designee, self-medicate with medications that are labeled and packaged in the original container and are required for a medical condition. Any student with diabetes or asthma or a student subject to anaphylactic (life-threatening) reactions will be allowed to carry and self-administer his or her medication if the parent, physician, and student sign a completed medication request form and the student demonstrates appropriate proficiency in delivering the medication. Self-administering privileges will be withdrawn if the student exhibits a lack of responsibility towards self or others in regards to his or her medication. Any student who abuses the privileges described in this section may be subject to disciplinary action.

Diabetes Plans and Compliance Reports.

The school shall implement rules and procedures for students with diabetes in accordance with State Board of Education requirements and G.S. 115C-375.3. This includes making available necessary information and staff development to teachers and school personnel in order to appropriately support and assist students with diabetes in accordance with their individual diabetes care plans. The Board shall report to the State Board of Education annually on the number of students at the school on such plans and the Board's compliance with state law.

1.11 - Annual Health Information for Students and Parents

The school shall regularly determine and comply with any federal, state, and local requirements pertaining to safety such as dangerous chemicals, airborne illnesses and blood-borne pathogens. It shall also comply with all requirements as to food inspections and safety.

1.12 - Mandated Reporters

NCCA staff members are required by NC General Statutes to report any incident of child abuse/neglect to the proper authorities. Child abuse is when someone, whether through action or failing to act, causes injury, death, emotional harm, or risk of serious harm to a child. Abuse is the intentional maltreatment of a child and can be physical, sexual or emotional in nature. Alternatively, neglect is the failure to give children the necessary care they need. If you see any signs of abuse, have been abused, or know someone you think is being abused, please get help right away. The identity of the person making the report, and all information obtained during the report, will be held in the strictest confidence possible to maintain everyone's safety. To report child abuse or neglect contact your local DSS agency or, if this is an emergency, call 911.

Section 2: Admission, Enrollment, Withdrawal, and Transfers

2.1 - Admissions and Open Enrollment Policy

NCCA is a tuition-free public charter school and admission is available to all students who would otherwise qualify for enrollment in North Carolina Public Schools. NCCA will not discriminate against any student on the basis of religion, ancestry, ethnicity, national origin, or gender for admission. Admission will not be limited by a student’s intellectual ability, measures of achievement or aptitude, athletic ability, or disability. NCCA is committed to admitting students in a fair and consistent manner. The open enrollment period for the 2022 - 2023 school year was from April 29, 2022 to July 15, 2022. Based on NCCA's allotment cap, and the available open seats, NCCA will conduct a lottery to identify applicants to extend an offer of enrollment. The date and time of the NCCA lottery for the 2022 - 2023 school year is April 28, 2022 at 5:30 p.m. during the regularly scheduled public NCCA Board Meeting. Applicants who have siblings currently enrolled at NCCA, or who are applying as kindergartners are given priority for the lottery. Results of the lottery are made available on the school's website immediately following the conclusion of the Board Meeting.

The NCCA Admission and Enrollment Policy is in compliance with the [G.S. 115C-218.45](#).

2.2 - Enrollment Process

Step 1: Lottery Application

Students looking to enroll at North Carolina Cyber Academy begin the process by submitting an enrollment form on the My NCCA website.

[NCCA Lottery Application](#)

Submission of the application will place you on the waitlist for the 2022-2023 school year. Families that receive a seat after the lottery will have 10 days to confirm acceptance and complete the necessary documentation to complete enrollment. If applications are not complete it may result in the family surrendering their seat. If you have any questions regarding enrollment or the lottery, please contact Enrollment at 1-888-846-2998.

PLEASE SUBMIT ONE LOTTERY APPLICATION PER STUDENT

Student Information

Student First Name Student Middle Name Student Last Name
 Student DOB Grade Requested

Parent/Guardian Information

Parent/Guardian First Name Parent/Guardian Last Name Relationship To Student
 Parent/Guardian Email Address Phone Number Home Address
 Street Address Apartment Number
 City State Zip Code

Do you have a different mailing address? Yes No

Additional Information

Is this new student a sibling of a student currently enrolled in NCCA? If yes please fill out the sibling’s name and current grade.

Sibling First Name
Lottery Sibling Grade

Sibling Middle Name

Sibling Last Name

Step 2: Document Verification

Students who receive an offer of enrollment based upon the lottery results, will then be required to submit the following documentation during the document verification phase:

1. Student/Parent Policy Acknowledgement for the following policies:
 1. Entrance Agreement
 2. NCCA Honor Code
 3. NCCA Technology Acceptable Use Policy Guidelines
 4. NCCA Technology Responsible Use Policy
 5. NCCA District Handbook
 6. NCCA School Compact
2. [North Carolina Health Form](#)
3. Most recent complete academic record:
 1. For students enrolling in grades K - 8: Most recent full Report Card.
 2. For students enrolling in grades 9-12: Complete Official Transcript detailing earned/potential credits, final course grades, and GPA points awarded for each course.
4. Proof of Residency

Step 3: Grade Level Placement and Course Registration

Once completed documents are submitted and approved, students will have their academic documents reviewed by grade level counselors and administration in order to be placed into the appropriate grade level. Students will then complete the course registration process and be issued a schedule.

Step 4: Membership

Once a student has received their course schedule and the start date of that schedule has passed, per phase 1 of the NCCA Entrance Agreement, in order to remain a student at NCCA and be counted in our school's official state reported enrollment, students must meet membership. To meet membership, students must participate consistent with their engagement tier in Section 3.1 in at least 50% of their courses within two weeks after initial enrollment. If a student does not meet membership within their first five instructional days, their enrollment may be forfeited and the student will be withdrawn from NCCA.

***Current NCCA students looking to return for the 2023 – 2024 term must complete the following documents:**

1. Student/Parent Policy Acknowledgement for the following policies:
 1. Entrance Agreement
 2. NCCA Honor Code
 3. NCCA Tech Acceptable Use Policy Guidelines
 4. NCCA Technology Responsible Use Policy
 5. NCCA District Handbook
 6. NCCA School Compact

2.3 - Immunization Requirements for Enrollment

No child may attend the school unless a certificate of immunization is provided to the school indicating that the child has

received the immunizations required by state law. If on the first day of attendance the child does not present such a certificate, the child's parent will be notified. **The parent shall normally have thirty calendar days from the date of first attendance to obtain the required immunizations for the child.** If a vaccine reasonably requires more than thirty calendar days to complete, and a suitable physician reliably verifies this fact, a reasonable extension of time may be granted. At the end of the thirty calendar days or extended period, if the student has not received the required immunizations, the school shall withdraw the student from the school. In accordance with state law, the school provides for medical and religious exemptions of immunizations.

2.4 - Enrollment After the Start of a School Year or Semester

For the next school year, NCCA will accept completed applications as space allows based on grade level capacity.

If a student in any grade level withdraws from NCCA before the close of the semester, **the student must wait until the following semester to be considered for re-enrollment.** In addition, high school students who withdraw before the close of the semester may not receive course credit due to not meeting the State minimum requirements of contact hours in a course.

Failure to provide all documentation and completed applications will result in students being placed on a wait list. High school students' schedules will be finalized based upon their most recent transcript. The NCCA High School takes no responsibility for inaccurate scheduling due to incomplete academic records being provided during the enrollment process.

2.5 - Dual Enrollment in Another School

Since North Carolina Cyber Academy is a full-time program, students shall not be concurrently enrolled in another public school, private school or a registered home school on a full or part-time basis with the exception of high school students in grades 6-12 participating in the Career and College Promise Program (CCP) or participating in courses in the North Carolina Virtual Public School (NCVPS). Students enrolled in CCP must maintain "full-time" status as defined by being enrolled in two (2) or more classes per semester at NCCA. Violations of these policies may be grounds for dismissal from the program. Enrollment in external programs such as CCP or NCVPS is at the discretion of the principal.

2.6 - Age Requirements for Enrollment

Age requirements for enrollment are determined by state law (NC General Statutes - Chapter 115C). Students may enroll in Kindergarten if they reach age 5 on or before August 31 of the school year, unless one of the exceptions in G.S. 115C-364 apply. A student may only attend school until they reach 21 years of age.

Exceptions include:

1. If the student becomes 21 years of age before graduation the student is permitted to complete the current school year if otherwise qualified to do so.
2. Any child with a disability who is receiving special education and who has not graduated from high school with a regular diploma, may attend until the end of the school year in which that child reaches the age of 22.

2.7 - Enrollment of Students Expelled from Another School

Consistent with North Carolina law, NCCA may refuse admission to any student who has been expelled or suspended from a school until the period of suspension or expulsion has expired. In some instances, however, NCCA may be an

appropriate option for such an applicant as determined by the school principal. Therefore, NCCA will accept, for review on a case-by-case basis, applications involving prospective students who have been suspended or expelled from a prior school. The school principal, in consultation with any school staff and/or leaders as appropriate, will review and make a determination regarding such applications. If the principal approves the application, the applicant will be permitted to enroll in NCCA under its normal enrollment procedures. Students who are permitted to enroll in NCCA while under suspension or expulsion from another school may, however, be prohibited from attending field trips or school events until the end of the term of their suspension period, depending on relevant circumstances. All determinations about enrollment and field trip participation shall ultimately be made according to the principal's discretion.

2.8 - School Requests for Student Records from Another School

NCCA will fully comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Individuals with Disabilities Education Act (IDEA). FERPA allows for certain exceptions that would allow NCCA to receive student education records from a previous school without the prior written consent of parents. However, upon enrollment in NCCA, parents will be asked to sign a Release of Records form as written consent for the release of their student's education records from the student's previous district. NCCA will request parents' written consent for the release of their student's education records to a third party. The school will also comply with the Protection of Pupil Rights Amendment and the Children's Online Privacy Protection Act of 1998 (COPPA). NCCA will address record compliance with a records management program that addresses creation, maintenance, storage, and final destination of records in accordance with North Carolina laws and regulations.

2.9 - Parent Withdrawal from School

Parents wishing to withdraw their child from NCCA must complete the [withdrawal form on the NCCA website \(https://www.myncca.com/withdraw\)](https://www.myncca.com/withdraw). Parents must have valid next school information to complete the withdrawal. Students should continue working in their NCCA courses until they start at their next school. Students in North Carolina are not permitted to be enrolled in two schools concurrently, therefore it is imperative that the parent/ guardian complete all aspects of the withdrawal process prior to beginning at the next school.

Students who withdraw or are administratively withdrawn before the close of the semester, must wait until the following semester to be considered for re-enrollment at NCCA. For high school courses that are not complete at the time of withdrawal, **the student will not earn credit for any incomplete course from NCCA.**

Parents that wish to withdraw students from NCCA for the purpose of enrolling in a local North Carolina High School Equivalency (HSE) Diploma program, must be aware of the NC Statutes regarding this decision. In North Carolina, the minimum age to qualify for HSE testing is 16. State statute requires that students ages 16 and 17 must have the permission of the high school principal to transfer to an HSE program. Students who are not granted permission will have a 6 month waiting period between withdrawing from NCCA and attending an HSE program. NCCA will not approve enrollment in an HSE program unless the student is at least 1.5 years behind their graduating class. The NCCA Administrative Team will do whatever they can to assist a retained student with credit recovery that may allow them to rejoin their original graduating class.

2.10 - Administrative Withdrawal from School

After admission and during the school year, serious or repeated violations of school policy will result in an evaluation of the student's enrollment in the school, as allowed by law and consistent with the school's charter. If a student is

administratively withdrawn from NCCA, the responsibility falls to the parent/guardian to enroll the student back in their home district, or other school of their choice.

Students may be administratively removed from school due to failure to adhere to the student engagement and attendance policies. A student who accrues ten (10) consecutive days of unexcused absences or a student who accumulates ten (10) or more unexcused absences may be administratively withdrawn after the school has demonstrated attempts to communicate with the family. These attempts may be in the form of teacher communication logs, administrative communication logs, attendance letters, and/or other communications. A student who fails to participate in their courses, may be administratively withdrawn. Students who fail to adhere to the Student Code of Conduct or do not participate in district and state assessments may be administratively withdrawn.

Prior to administrative withdrawal, the student and the parent/guardian will be notified of the intent to administratively withdraw and have opportunities to demonstrate improvement. Failure to respond to the notification of the intent to withdraw is an acknowledgement of the withdrawal, and the parent/guardian(s) assumes the responsibility to enroll their student back in their home district or other school of their choice. The assigned school district and corresponding local agencies will be informed of students administratively withdrawn under the age of 16.

If a student is administratively withdrawn and would like to request re-enrollment at NCCA, that student must demonstrate at least one semester of academic success, regular attendance, and adherence to the Student Code of Conduct at their community school.

Section 3: School Engagement and Attendance

North Carolina Compulsory Attendance Law (NC General Statutes - Chapter 115C Article 26) requires that North Carolina students attend school. For NCCA students, attendance is measured according to the student’s designated Attendance Tier. Students are expected to attend live learning sessions based on their assigned Attendance Tier, and submit work as assigned.

Note that these are the minimum requirements and that for some students, additional time, supplemental assignments and/or participation in small group instruction, may be required for mastery of content. Students may be withdrawn from NCCA for failing to abide by the engagement requirements.

3.1 - Student Attendance Tiers

Attendance Tiers for Grades K - 5	
Tier	Description
Traditional	<ul style="list-style-type: none"> ● REQUIRED: Attending all daily live learning sessions Monday - Thursday. Friday is asynchronous. ● REQUIRED: Attending Live Sessions for small group instruction (ex. Reading, Math, SEL) as Invited or Scheduled throughout the week <ul style="list-style-type: none"> ○ Includes students who receive additional services (EC, ML, MTSS, AIG) ● REQUIRED Complete/attend course/district assessments

Attendance Tiers for Grades 6- 12		
Tier	Criteria	Description
Full Flexibility	<ul style="list-style-type: none"> ● Subject/Course Average: 80 or above ● Completion of Course/District assessments. Performance indicates that student is on-grade level 	<ul style="list-style-type: none"> ● OPTIONAL: Attending Live Learning Sessions ● REQUIRED: Attending Live Sessions for small group instruction (ex. Reading, Math, SEL) as Invited or Scheduled throughout the week <ul style="list-style-type: none"> ○ Includes students who receive additional services (EC, ML, MTSS, AIG) ● REQUIRED: Courses only offered asynchronously (such as some electives) - students are to stay on pace with weekly tasks/assignments ● REQUIRED: Complete/attend course/district assessments <p>-----</p> <p>A student may be transitioned to the Traditional Class Structure if any of these occur at any time during the year:</p> <ul style="list-style-type: none"> ● Failure to complete/attend course/district assessments ● Failure to maintain a course average of 80 ● Failure to attend required small group sessions
Traditional	<ul style="list-style-type: none"> ● Subject/Course Average: 79 or below ● Non Proficient on most recent EOG/EOC tests, and/or not on grade level based on course/district assessments 	<ul style="list-style-type: none"> ● REQUIRED: Attending All Live Learning Sessions Monday - Thursday. Friday is asynchronous. ● REQUIRED: Attending Live Sessions for small group instruction (ex. Reading, Math, SEL) as Invited or Scheduled throughout the week <ul style="list-style-type: none"> ○ Includes students who receive additional services (EC, ML, MTSS, AIG) ● REQUIRED: Complete/attend course/district assessments <p>-----</p> <p>A student may be transitioned to the Full Flexibility Class Structure if the combination of these occurs:</p> <ul style="list-style-type: none"> ● Complete/attend course/district assessments. Performance indicates

		<p>that student is on-grade level</p> <ul style="list-style-type: none"> • Achieving and maintaining a course average of 80
--	--	--

Additional Attendance and Engagement Policy Details:

- ❖ Students are to be active learners in their virtual educational experience. Students are required to join all digital learning platforms used during live lessons and participate in the daily class assignments, activities, and breakout rooms as instructed by the teacher.
- ❖ Students are required to participate and complete classroom, district and state assessments.
- ❖ Students are strongly encouraged to have their cameras on for the duration of the Live Learning Sessions. Note that teachers may require cameras to be on for certain activities. Students shall adhere to the teacher directive.
- ❖ Secondary students will be assigned an Attendance Tier for each class. A student can be in different tiers pending on their performance in each of their classes.
- ❖ Existing students at NCCA will be evaluated on prior year grades and test scores as applicable for placement into an Attendance Tier. New students may be required to attend all live learning sessions for at least their 1st quarter before having the opportunity to transition to another Attendance Tier.
- ❖ All students will be re-evaluated for placement in an Attendance Tier on a quarterly basis, with adjustments made as appropriate.
- ❖ At any point during a quarter, a teacher may identify a student who is struggling to demonstrate an understanding of the content or repeatedly fails to submit assignments, and require them to move into an Attendance Tier with more live learning.
- ❖ Students and their families may choose to move toward an Attendance Tier with more live learning opportunities, at any time during the year. However, they may not move toward an Attendance Tier with less live learning (increased flexibility), without being reevaluated and placed by the school.
- ❖ If a student has an IEP or 504 Plan and class attendance or engagement is addressed, then the IEP or 504 Plan would be the leading document governing that student’s class attendance and engagement requirements.
- ❖ Students who are in the Full Flex Tier are counted as present daily. However, they are still encouraged to attend live sessions and or view recordings.
- ❖ Students who are in the Traditional Class Tier must log in to Canvas every day. All other students are strongly encouraged to log in to Canvas every day as well.
- ❖ Students are required to arrive at the start of any scheduled time for live learning sessions. Failure to do so may result in student being recorded as absent.
- ❖ If students desire to use a digital background, the digital background shall be in compliance with the Student Code of Conduct and align with the mission and vision of NCCA. The use of digital backgrounds ensure privacy and minimize distractions.
- ❖ Students shall attend live sessions in a designated location, with minimal distractions and noise.

- ❖ It is recommended that students view recorded sessions for any required live online sessions that they missed.

3.2 - Compulsory Attendance

NCCA adheres to the [NC Compulsory Attendance law](#), which requires us to follow the guidelines determined by the State Board of Education for monitoring attendance, intervening to prevent excessive absences/truancy, and reporting parents and students to the appropriate authorities when those interventions have failed. All absences will be defined as excused or unexcused.

- Students are required to follow the school calendar, which includes a minimum of 1,025 instructional hours a school year.
- If a student does not attend at least 50% of their classes noted on their daily schedule, they will be considered absent for the day.
 - Students who are required to attend live lessons will be marked absent if they are not present for the class session.

3.3 - Lawful Absences/Excused Absences

To be considered present for an entire school day, students are expected to attend live learning sessions based on their assigned Attendance Tier. Lawful absences under North Carolina law are as follows:

1. Illness or injury.
2. Quarantine as ordered by a local health officer or by the State Board of Health.
3. Death in the Immediate Family. Immediate family includes parents, grandparents, brothers, and sisters.
4. Medical and/or dental appointments.
5. Court or Administrative Proceedings. When a student is a party to the action or is under subpoena to serve as a witness in a case.
6. Religious Observance. Two excused absences each academic year for religious observances required by faith of a student or a student's parents. Students shall be given the opportunity to make up any tests or other school work missed due to this excused absence.
7. Educational Opportunity. A valid education opportunity, such as travel, Legislative Page or Governor's Page.
8. Absence Related to Parent Deployment. Parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent/guardian.
9. Child Care. Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent.
10. Local School Board Policy. NCCA may excuse temporary or occasional absences for other reasons consistent with local school board policies only if the student has been in attendance for at least one-half of a school day during the current school year.

3.4 - Educational Opportunities

Requests for excused absences for educational opportunities, must be submitted **at least one week prior to the absence**. An artifact created by the student, may be required by Administration upon the student's return to school in order to be approved as an excused absence. Families can seek prior approval by completing the [Student Absences Submission Form](#).

3.5 - Truancy

In order to maximize student learning, regular attendance is imperative. NCCA has zero tolerance for truancy. Parents/guardians are held legally responsible for ensuring that their students, under the age of 16, are fully participating in school, even if they have designated another individual as their student's Learning Coach. The information below is intended to help parents/guardians understand how to avoid having their students be considered truant and to understand the consequences of truancy.

Unexcused absences may subject a student to disciplinary action or truancy reports, and may also lead to administrative withdrawal from the school. Parents/Guardians may also be subject to investigation by local social services agencies based on North Carolina law.

In order to avoid truancy, the parent/guardian is highly encouraged to adhere to best practices such as the following:

- The student logs into Canvas daily and completes all assigned learning tasks and/or assessments
- The student attends all assigned live learning sessions.
- The student attends mandatory state testing and completes all district assessments.
- The parent/guardian communicates with school staff in advance or within 72 hours of the student's absence by submitting the [Student Absences Submission Form](#).
- Parents/Guardians should check school related communication daily and respond as needed.

3.6 - Parent/Guardian Attendance Related Responsibilities

Alert School of Excused Student Absences.

If a student is absent and/or, based upon their individual Attendance Tier, is unable to participate in their live learning sessions, it is the responsibility of the parent/guardian to submit all doctor's notes and documentation for excused absences within 72 hours of the absence.

The school will then review the submitted documentation and determine if the absence is considered excused or unexcused per the guidelines listed in Section 3.3 of this handbook. Documentation and information for absences can be submitted via the [Student Absences Submission Form](#).

Days School is not in Session.

The [NCCA school calendar](#) outlines all school holidays and teacher workdays. Students may utilize the flexibility afforded in a virtual school to complete work on any day during the academic year including school holidays and teacher workdays.

3.7 - School Responsibilities

Review Attendance Records

Teachers will monitor and review attendance records on a regular basis. If a teacher has concerns about a student's engagement and/or progress in their course they will communicate concerns to the parent/guardian and the student. Attendance records will be reviewed weekly by each school's Attendance Team.

Monitor Attendance and Engagement Issues

School staff in partnership with the parent/guardian will monitor student attendance and participation. Individual plans may be developed to support the student maintaining adequate attendance. School staff will also develop and maintain

escalation and communication systems for students who are chronically absent and at risk of administrative withdrawal due to violation of the [NCCA Entrance Agreement](#).

- Notification will be sent for Attendance Issues:
 - After the accumulation of 3 days of unexcused absences, parents will be notified reminding them of the importance of school attendance and our policies.
 - After the accumulation of 6 days of unexcused absences, the NCCA school staff will schedule a mandatory attendance meeting. At this meeting, participants will discuss possible barriers, and the parents/guardians will be notified that they may be in violation of the Compulsory Attendance Law if the student continues to accumulate unexcused absences.
 - Based on Article 26 of Chapter 115C of the North Carolina General Status after the accumulation of 10 days of unexcused absences, NCCA school staff will schedule a mandatory attendance meeting, which will include the principal or the principal's designee. At this meeting if the principal or the principal's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal or principal's designee may notify the district attorney and the director of social services of the county where the child resides.
 - Being present and engaged at NCCA is a necessary precursor to learning. State Board policy, defines "chronic" absenteeism as a student who "is enrolled in a North Carolina public school for at least 10 school days at any time during the school year, and whose total number of absences – excused or unexcused – is equal to or greater than 10 percent of the total number of days that such student has been enrolled at such school during such school year". Students deemed as "chronically absent", may be administratively withdrawn.
 - If at anytime a student accumulates 10 consecutive unexcused absences, the parent/guardian will receive notification that their student will be administratively withdrawn.
- Notification will be sent for Engagement Issues:
 - Parents/Guardians should expect notification and documentation from their student's teacher if there is an issue with engagement.
 - If the engagement does not improve, NCCA school staff will schedule a mandatory engagement meeting. At this meeting, parents/guardians will be notified that failure to demonstrate re-engagement may result with their student being administratively withdrawn.

*Failure to attend mandatory meetings, may result in the student being administratively withdrawn from NCCA.

3.8 - Non-Response to Contacts

Communication is a key to academic success at NCCA, therefore it is expected that students, Learning Coaches, and guardians will return staff calls and emails within one (1) school day. If a staff member has made three attempts at phone contact over successive days with no response, the student may be referred to the appropriate administrator and may eventually lead to withdrawing the student for non-participation as outlined in section 2.9 of this district handbook.

Section 4: Student Code of Conduct, Grievance, and Due Process

4.1 - Freedom of Expression

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

4.2 - Bullying and Other Prohibited Behavior

NCCA is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and encourages the promotion of positive interpersonal relations among members of the school community.

Harassment, intimidation, bullying, cyber-bullying, and/or hazing toward any member of the school community, whether by or toward any student, staff, parent/guardian, or other third parties, is strictly prohibited and will not be tolerated. Examples of such prohibited behavior include, but are not limited to, stalking, bullying/cyberbullying, intimidating, menacing, coercion, insults, taunting, making threats, and hazing. This also includes aggressive behavior; physical, verbal, and psychological abuse; and violence within a dating relationship. These types of behavior are forms of intimidation and harassment and are strictly prohibited.

NCCA Administration and the Governing Board will not tolerate any gestures, comments, threats, or actions which (i) cause, threaten to cause, or, an objective and reasoned third-party would find was intended to cause, bodily harm or personal degradation, or (ii) creates, or an objective and reasoned third-party would determine was intended to create an intimidating, threatening, or abusive environment for any student, staff member, member of the administration, parent/guardian, or other third-party.

This policy applies to all school-related activities and/or engagements, including, but not limited to, online school-related activities such as live learning sessions, participation in clubs and activities, internal mail messages, text messages, chat rooms discussion boards, course assignments, telephone communications, and social media; and in-person activities, such as state testing, field trips, open houses, etc. This policy also applies to those activities or engagements which occur off school property; if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips or events where students are under the school's control, in a school vehicle, where an employee is engaged in school business, or where the prohibited behavior is facilitated through the use of any school property or resources.

Any student or student's parent/guardian who believes that student, any other student, or other third-party, has been or is the recipient of any of the prohibited behaviors should immediately report the situation to the school counselor or principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate school administrator. Complaints about prohibited behavior against the principal should be filed with the Chief Academic Officer.

Every student is encouraged, and every staff member is required to report any situation that they believe to be prohibited behavior. If a student or other individual believes there has been prohibited behavior, he/she should report it and allow the administration to determine the appropriate course of action. Any teacher, school administrator, or school staff member

who does not timely make a written report of an incident of prohibited behavior shall be subject to appropriate disciplinary action in accordance with the school's disciplinary process found in the Employee Handbook.

All complaints about prohibited behavior shall be handled consistent with Section 4.4 of this handbook and investigated within five (5) school days of the complaint. The principal or appropriate administrator will prepare a written report of the investigation upon completion. Such a report will include findings of fact, a determination of whether any prohibited behavior(s) were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action, will be in the report. Where appropriate, written witness statements will be attached to the report. When the target of the prohibited behavior is a student, NCCA will provide that student with a written copy of the rights, protections, and support services available to him/her. If there is any evidence that the student has experienced physical harm as a result of the prohibited behavior, NCCA will promptly communicate that information to the appropriate personnel, including, but not limited to, emergency personnel and /or law enforcement.

If the investigation finds an instance of harassment, intimidation, bullying, dating violence, or any other prohibited behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action in accordance with NCCA's disciplinary process. This may include up to expulsion for students; up to discharge for employees; exclusion for parents/guardians, guests, volunteers, and contractors; and removal from any official position and/or a request for a Governing Board member(s) to resign. Individuals may also be referred to law enforcement officials. Remedial and/or disciplinary action for employees will follow the procedures outlined in the Employee Handbook. Remedial and/or disciplinary action for students will follow the procedures outlined in the Student Handbooks.

When appropriate, the target(s) of the prohibited behavior (and/or such target(s) parents/guardians shall be notified of the findings of the investigation, and, when appropriate, that action has been taken. In providing such notification care shall be taken to respect the statutory privacy rights of the accused perpetrator of such harassment, intimidation, bullying, and/or dating violence.

If after investigation the act(s) of prohibited behavior by a specific student is/are verified, the school principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying, dating violence, or any other prohibited behavior will not be tolerated, independent of whether a complaint is substantiated. Such retaliation is considered a serious violation of school policy, and suspected retaliation should be reported in the same manner as prohibited behavior. Making intentionally false reports about prohibited behavior will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

This policy shall not be interpreted as infringing upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by state or federal law).

4.3 - Complaints on Conduct

Students or their parents/guardians may file a written complaint regarding any suspected prohibited behavior to school staff. Such reports should be reasonably specific including: person(s) involved, number of times and places of the alleged conduct, the target of the suspected prohibited behavior(s), and the names of any potential student or staff witnesses. Upon request by students or their parents/guardians, school staff designated by the principal may assist with drafting the

written complaint. Such reports may be filed with any school staff member or administrator, and they will be promptly forwarded to the principal for review, investigation, and action.

4.4 - Privacy and Confidentiality

NCCA will respect the privacy of the complaining individual, the reporting individual, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

4.5 - Bystanders

Bullying involves not only those who are bullies and their victims but also the bystanders who are witnesses. NCCA recognizes that bystanders may be negatively affected by bullying, but that they also have the potential to play a positive role in responding to it.

Bystanders may be negatively affected in the following or other ways:

- Be afraid of being associated with the victim of bullying for fear of becoming a target of the bully themselves
- Feel discomfort or fear at witnessing bullying
- Feel guilt, helplessness, or loss of control for not standing up to the bully
- Be drawn into the bullying behavior by group pressure
- Feel unsafe in the situation

Conversely, bystanders may be able to help victims of bullying by doing the following:

- Ask for help from a trusted adult such as a teacher, principal, or another school official.
- Help the person being bullied: create a distraction to focus attention on something else; try helping the person who is being bullied leave the scene by telling him/her that you need them to play a game or that an adult needs to see them, etc.
- Don't give bullying an audience: bullies are often encouraged by the attention they receive, so don't support them by watching.
- Set an example: do not bully others; don't encourage bullies; create posters against bullying; join an anti-bullying club; tell a bully that his/her actions are not funny.
- Be a friend to the person being bullied.
- Spend time with the person being bullied: talk to them; listen to them; tell them you think that bullying is bad; tell them to talk to a trusted adult for help.

Student bystanders shall report bullying to a school official or other appropriate adult no later than two (2) school days after observing the bullying. If it comes to the attention of the school leadership or staff that a student bystander did not report bullying, the school will initiate a conversation with the student regarding the school's expectations for bystanders to report bullying. Second and subsequent occurrences of non-reporting of bullying may subject the student to more serious disciplinary action.

Additionally, if it is determined by the school leadership that a student who was initially a bystander became actively involved in the bullying, that student shall be subject to disciplinary action for bullying as described in Student Due Process.

4.6 - Student Due Process

Students enrolled in NCCA are expected to conduct themselves in accordance with the rules for the school, and parents/guardians are expected to cooperate with the school staff in helping students to maintain this conduct. The school's Student Conduct Code governs student behavior occurring on any school property, at any school-sponsored activities, or any activity – whether school-related or not, which activity substantially threatens school safety or operations.

North Carolina law requires that the school have student conduct and discipline policies that comply with specific statutory and constitutional due process requirements. These especially pertain to disciplinary actions related to serious misconduct by students, including the grounds, due process procedures, and rights related to suspension and/or expulsion of students. These statutes are contained in [Article 27 of Chapter 115C](#) of the North Carolina General Statutes.

4.7 - Student Conduct Warning

Students who receive warnings from the school will have a conference (via phone, online, or in person) with their parents/guardians and relevant school personnel. Warnings are issued when a student demonstrates a breach of expected conduct, but not as serious as those listed under the suspension and/or expulsion categories in this handbook. Under some circumstances, school personnel may require attendance at an “in-person” meeting at the Durham office or another location provided at the discretion of school personnel.

4.8 - Behaviors Leading to Access Restrictions or Suspensions

Access Restriction Level 1 is defined as the student having access to the Learning Management System (LMS), but not being permitted to attend Live Learning (LL) for a period of time, removal of access to GMail, and/or removal of access to Google Drive/Docs as determined by school administration.

Access Restriction Level 2 is defined as the student not having access to the Learning Management System and not being permitted to attend Live Learning or Google system applications for a period of time as determined by school administration.

Behaviors that are prohibited and which may lead to suspension and/or expulsion include, but are not limited to, the following breaches of conduct listed below while participating in a school related activity. The following definitions are intended to provide guidance in assessing whether a particular behavior is prohibited behavior. These behaviors are not exhaustive in their scope. When in doubt as to whether or not a particular suspected behavior is a prohibited behavior, you are urged to rule on the side of caution and report your concerns to the appropriate authority, as provided for in this policy.

- **Cheating on tests or daily work**

A student who knowingly participates in copying, using another's work, and representing it as his or her own (for example, students transmitting their work electronically for another student's use), or who provide other students with test answers, answer keys, or otherwise uses unauthorized materials in an assignment or assessment situation.

- **Plagiarism**

A student's use of another person's words, products, or ideas without proper acknowledgment of the original work with the intention of passing it off as his or her own. Plagiarism may occur deliberately (with the intention to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying-and-pasting information from the internet, and getting unauthorized help from family or friends with coursework.

- **Abusive conduct**

A student who uses abusive language or engages in abusive conduct in the presence of others either in person or electronically/virtually.

- **Bullying**

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. The bullied individual typically has trouble defending him or herself.

- **Cyber-bullying**

The use of information and communication technologies, such as, but not limited to, cell phone, email, instant messaging, social media websites, Twitter, etc. to support deliberate and hostile behavior by an individual or group, that (i) is intended to harm others or (ii) that an objectively reasonable person would expect to cause harm to others. Cyber-bullying includes the posting or other transmissions of text, video, or images that are embarrassing, demeaning, or threatening in nature, regardless of whether the subject of such text, video, or images directed, consented to or otherwise acquiesced in the at issue posting or other transmissions.

- **Intimidation**

A student who engages in behavior intentionally meant to cause another person to fear harm or injury, be frightened into submission or compliance, or to feel a sense of inferiority.

- **Harassment**

A student who demonstrates verbal, written, graphic, or physical conduct relating to an individual's sex, race, color, national origin, age, religious beliefs, ethnic background, or disability that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the school's programs that: 1) has the purpose or effect of creating an intimidating or hostile environment, 2) unreasonably interferes with an individual's educational performance, or 3) otherwise adversely affects an individual's educational opportunities.

- **Vandalism**

A student who intentionally damages or destroys school property or records (physical or electronic). In these instances, the school reserves the right to contact the proper law enforcement agency(ies).

- **Theft and robbery**

A student who takes money or other property (physical or electronic) with the intent to deprive another person or the school of that property. The threat or use of force or violence is considered a serious breach of conduct. In these instances, the school reserves the right to contact the proper law enforcement agency.

- **Sexual harassment**

A student who subjects another to any unwelcome sexual advances including verbal harassment, unwelcome or inappropriate touching, or suggestions, requests, or demands for sexual favors.

- **Violence within a dating relationship**

A student who attempts to maintain power and/or control over a dating partner through violence, threats of violence, and/or physical, emotional, and/or mental abuse.

- **Sexting**

Knowingly using a computer, or any other device capable of electronic data transmission or distribution, to transmit or distribute to another student any photograph, image, message, or video which depicts nudity or sexually explicit information. Knowingly possessing a photograph, image, message, or video depicting nudity or sexually explicit information that was transmitted or distributed by another student.

- **Hazing**

The use of ritual and other activities involving harassment, bullying, cyber-bullying, intimidation, abuse or humiliation for the purpose of initiating a person or persons into a group, regardless of whether such person(s) consented to or otherwise acquiesced in the at issue behavior(s) and action(s).

- **Violation of acceptable use policy**

Students who violate the acceptable use policy are open to disciplinary action including suspension. This would include signing on as parents/guardians and other students.

- **Substance abuse**

The use or possession of any illegal substance or misuse of any legal substance such as prescription drugs or alcohol.

- **Vaping**

The use, sale, or distribution of a tobacco product by or to a student in violation of G.S. 14-313.

- **Repeated violation of any disciplinary issues.**

- **Any violation of law.**

4.9 - Behaviors Leading to Expulsion

The Board of Directors may expel students who are 14 years of age or older for behaviors that represent a clear threat to the safety of self, other students, or school staff.

4.10 - Academic Honesty and Plagiarism

NCCA requires the original work of all students and in so doing, prohibits plagiarism of the work of others. Students shall be expected to properly cite the origin of work that is not the student's own. If work content, other than commonly known facts, is not properly cited, attributed, or credited, the work may be determined to be plagiarism.

Students may not plagiarize in written, oral, or creative work. In general, plagiarism occurs when a student uses another person's words, products, or ideas without proper acknowledgment of the original work and with the intention of passing it off as his or her own. Plagiarism may occur deliberately (with the intention to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying and pasting information from the Internet, and getting family or friends to help with coursework.

4.11 - Consequences of Plagiarism - Grades K through 8

First Offense

The first time a student is determined to have plagiarized the work of another, the student will receive a warning. The student's teacher will contact the student and the parent/guardian to explain the specific reason(s) why the work submitted is considered plagiarism and will discuss how to avoid plagiarizing again. The student will be required to resubmit the question/assignment with original work and will be eligible to receive up to full credit for the assignment. If the student chooses not to resubmit the work, the student will receive a zero for that question/assignment.

Second Offense

The second time a student is caught plagiarizing, he or she will receive a second warning. The student's teacher will contact the student and the parent/guardian to explain the specific reason(s) why the work submitted is considered plagiarism, remind the student and parent/guardian that this is the second time the student has been caught plagiarizing, and will reinforce how to avoid plagiarism. The student will be required to redo the question/assignment and will be eligible to receive up to half credit. If a student chooses not to resubmit the work, the student will receive a zero for that question/assignment.

Third Offense

The third time a student is caught plagiarizing; a required conference with the parent/guardian, student and administrator will be scheduled. The student will receive a zero and will not have the opportunity to redo the question/assignment. Such repeated offenses of plagiarism by a student shall result in a recommendation by the principal that the student is determined to be a repeat violator of school policy.

4.12 - Consequences of Plagiarism - Grades 9 through 12

First Offense

The first time a student is determined to have plagiarized the work of others, the student will receive a warning. The student's teacher will contact the student and the parent/guardian to explain to the student the specific reason(s) why the work submitted is considered plagiarism and will discuss with the student how to avoid plagiarizing again. The student will be required to resubmit the question/assignment with original work and will be eligible to receive up to half credit for the assignment. If a student chooses not to resubmit the work, the student will receive a zero for that question/assignment.

Second Offense

The second time a student is caught plagiarizing; the student will receive a zero and will not have the opportunity to redo the assignment. The teacher will initiate a Parent/Teacher call to remind the student and parent/guardian that this is the student's second offense of plagiarism, discuss how the student can avoid plagiarism in future assignments, and explain the consequences of the student committing a third offense of plagiarism.

Third Offense

The third time a student is caught plagiarizing; he or she will receive a zero and will not have the opportunity to redo the question/assignment. This third incidence of plagiarism will be considered chronic plagiarism and will result in a referral to the principal. The principal or principal's designee will meet with the student, the parent/guardian and the teachers to discuss the incident(s). The principal or principal's designee shall require the student to complete a behavior intervention plan. Failure to comply with the behavior intervention plan may result in administrative withdrawal.

4.13 - Grievance Policy for Parents/Guardians

The school is committed to ensuring parent/guardian satisfaction and takes its responsibilities for the provision of educational services to the student very seriously. The school's responsibilities are stated in the [Entrance Agreement](#), [Title I Compact](#), and the District Handbook. These responsibilities include such things as contacting the family regularly, delivering educational materials and equipment, and providing accessible support.

The school will also ensure the family and student adhere to their responsibilities stated in the [Entrance Agreement](#) and the District Handbook, and when necessary, will discipline, unenroll a student, invoice, refer to collections, or take legal action against the family for a breach of the agreement or school policy. Reasons for such disciplinary actions include, but are not limited to, failure to attend mandatory state testing, failure to return materials, or disputing the materials and equipment's policy such as invoices for computer damage.

4.14 - Grievance Process for Parents/Guardians

If a parent/guardian has concerns with the school's action or performance on any of the above-defined school responsibilities or disciplinary actions, the following options are available:

Addressing Issues

For routine issues or for the first attempt at redress, contact the principal or the principal's designee.

For more serious issues or to address a lack of resolution of the issue at a lower level, a detailed grievance procedure has been set forth below. During grievance proceedings, NCCA will respect the privacy of the complaining individual, the reporting individual, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. If a hearing is required for grievance proceedings, the parties will be provided with all due process procedures as required by law.

Where a parent/guardian feels that there has been discrimination or any other misconduct on the part of the school or its employees, then the parent/guardian must activate the grievance procedures and can directly report the complaint to the principal. If the complaint involves the principal, then the complaint should go to the Chief Academic Officer.

1. A parent/guardian with a grievance must report the grievance in writing and submit it to the student's teacher (or other appropriate NCCA staff members as necessary) within three (3) school days of the issue giving rise to the grievance. All parties involved must be appropriately named, the problem must be clearly outlined, relevant dates must be listed, and the proposed resolution must be listed.
2. The recipient of the grievance shall copy the principal, and the principal or principal's designee shall schedule and conduct a meeting with the recipient of the grievance, the parent/guardian, and other relevant parties within five (5) school days of NCCA receiving the grievance. If the subject of the grievance is the principal, the principal shall copy the Chief Academic Officer, and the Chief Academic Officer shall schedule and conduct a meeting with the principal, the parent/guardian, and other relevant parties within five (5) school days of NCCA receiving the grievance. At the meeting, the parent/guardian shall be permitted to provide any information related to his/her grievance. The recipient of the grievance, the principal or principal's designee, or Chief Academic Officer if applicable, shall have the right to ask questions related to the grievance and to provide any explanations related to the grievance. The meeting shall not exceed one (1) hour. The principal or principal's designee or Chief Academic Officer if applicable, shall provide a written response to the parent/guardian within three (3) school days of the meeting. The written response shall provide:
 - a. A summary of the problem(s) the parent/guardian expressed in the meeting;
 - b. The principal or principal's designee's or Chief Academic Officer's response to the problems expressed by the parent/guardian;
 - c. A clear statement of whether the principal or principal's designee or Chief Academic Officer will implement the parent/guardian's proposed resolution(s), implement another resolution(s), or take no further action;
 - d. A statement of facts supporting the principal or principal's designee's or Chief Academic Officer's decision; and
 - e. Listing of documents reviewed by the principal or principal's designee or Chief Academic Officer.
3. If the parent/guardian is not satisfied with the principal or principal's designee's or Chief Academic Officer's written response, the parent/guardian may submit a written request for a review of the matter by the Superintendent within three (3) school days of receiving the principal or principal's designee's or Chief Academic Officer's response. The Superintendent shall review all of the grievance documents to ensure that the grievance process was followed properly. If the grievance process was followed properly, the Superintendent shall uphold the principal or principal's designee's or Chief Academic Officer's decision unless one or more factors from section 2.a. through 2.c. above occur. The Superintendent shall issue a written response with an explanation for the decision within ten (10) school days of receiving the parent/guardian written request.
4. If the parent/guardian disagrees with the Superintendent's decision, and the grievance relates to one of the factors in 2.a. through 2.c. above, the parent/guardian may request a review by the Board within five (5) school days of

receiving the Superintendent's decision. If the grievance does not relate to either of those factors, the Superintendent's decision shall be the final agency decision. For grievances involving one or more factors in 2.a. through 2.c., the Board President will designate a board grievance panel to evaluate the grievance. The board grievance panel shall review the grievance within ten (10) school days from the date of receiving notice of the grievance.

5. The parent/guardian and the school administration shall have thirty (30) minutes each to present information to support their position at the board grievance review. The board grievance panel shall have the opportunity to ask clarifying questions of all parties after each has presented their position. The board grievance panel can uphold the Superintendent's decision, overturn the Superintendent's decision, or give any other direction on how to resolve the grievance. The board grievance panel shall issue a final written decision within ten (10) calendar days of receiving the grievance.

Section 5: Academic Policies

5.1 - Student Evaluation

Student academic achievement shall be based on the degree of mastery of the North Carolina State Standards, as well as, NCCA's core belief to empower children with knowledge, skills, and character traits to be successful in their education through an engaging, personalized learning experience in a full-time virtual school.

Teacher created assignments, assessments, projects, live learning participation, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated standard(s). Student course grade averages are determined using a combination of assignment categories and weights.

Families can monitor progress at any time in the learning management system. In addition, students will receive an official final report card at the end of the academic school year that consists of final course grades as well as retention and promotion status.

5.2 - Grading Scale

Students in grades K-12 will be graded on a 10 point scale. Additional details regarding GPA weights for courses taken in grades 9-12 can be found in the [High School Student Handbook](#).

Grade	Grade %	Passing?
<i>A</i>	<i>90 - 100</i>	<i>Yes</i>
<i>B</i>	<i>80 - 89</i>	<i>Yes</i>
<i>C</i>	<i>70 - 79</i>	<i>Yes</i>
<i>D</i>	<i>60 - 69</i>	<i>Yes</i>
<i>F</i>	<i><60</i>	<i>No</i>

5.3 - Promotion for Grades Kindergarten Through 8th Grade

Principals and teachers will collaborate with families through any potential retention process. The focus will be upon engagement, mastery, and growth in core classes and relevant assessment data where applicable.

NCCA teachers will communicate with parents/guardians at least one time per semester. For students in grades K-8, parents/guardians will be notified of their student's possible retention prior to the beginning of the 4th quarter. Students who are retained, or do not demonstrate proficiency on End of Grade state assessments, may be required to participate in summer sessions in order to increase standard mastery and be promoted to the next grade level.

5.4 - Third Grade Read to Achieve Reading Proficiency and Notice Requirements

Part 1A of Article 8 of Chapter 115C of the General Statutes establishes the NC Read to Achieve Program (RtA). The program requires the State Board of Education (SBE) to create a comprehensive plan for reading achievement. All students entering kindergarten are required to receive a developmental screening in early language, literacy, and math skills, and students in grades K-3 must be assessed with valid, reliable, formative and diagnostic reading assessments.

These assessments are to be used to identify and assist students demonstrating difficulty with reading development, including offering reading camps as an option to students in grades first through third. A student must be retained in the third grade if not demonstrating reading proficiency on the third grade standardized test of reading comprehension but may be promoted if the student qualifies under certain exemptions or if the student demonstrates reading comprehension on an alternative assessment. RtA requires specific interventions for students retained in third grade, including the option of a reading camp, accelerated reading classes or transitional third-fourth grade classes, and the possibility of midyear promotion upon demonstration of reading comprehension.

Additional information will be provided throughout the school year for K-3 families.

5.5 - Promotion for Grades 9 through 12

Promotion from one grade level to the next in the NCCA high school will be based on the following minimum number of earned credits.

Classification	Grade	# of Credits
Freshman	9	0 - 5
Sophomore	10	6 - 11
Junior	11	12 - 17
Senior	12	18+

At the time of a student's enrollment, school counselors will establish estimated grade levels based on preliminary information about previously earned credits. The automatic adjustments are based on the student's earned and verified credits recorded in PowerSchool. In certain situations, the counselor (with the permission of the high school principal), in consultation with the student, and/or parent/guardian, the school may adjust the student's grade level to most appropriately match the student's current academic credits.

NCCA-HS takes no responsibility for inaccurate scheduling due to incomplete academic records being provided during the enrollment process. It is the responsibility of the parent/guardian to ensure that the transcript submitted to NCCA-HS is an accurate reflection of the student's academic profile and record.

5.6 - High School Courses Taken in Middle School

Students may earn high school credit for high school level courses taken during the middle school years. A middle school course for which high school credit is granted must cover the same content as the equivalent high school course and must be approved by the school counselor and administration in advance. EOC exams, if applicable, are required just as they would be if the course was taken in high school. Grades received by middle school students taking high school courses for credit are not factored into the high school GPA but will appear on the student's high school transcript. Check with your assigned school counselor for more specific information.

5.7 - Earning College Credits While in High School (College & Career Promise)

Career & College Promise (CCP) is North Carolina's dual enrollment program for high school students. This program allows eligible NC high school students to enroll in college classes at North Carolina community colleges and universities

through their high school. Students who successfully complete college courses earn college credit they can take with them after graduation. In many cases, students can also earn dual credit — meeting high school graduation requirements with college courses. Students who wish to take advantage of this opportunity must retain “full-time” status at NCCA which is defined as two (2) or more courses per semester enrolled at NCCA. Violations of these policies may be grounds for dismissal from the program. Enrollment in external programs such as CCP and/or NCVPS is at the discretion of the principal.

For additional eligibility requirements, information, and program specifics, please see the NCCA High School Handbook.

5.8 - Transfer Credits from Other Schools

As part of the enrollment process, families submit their students’ most recent report cards and/or transcripts. Counselors analyze previously earned credits and determine which credits will transfer to NCCA. The school counselor may require complete unofficial transcripts or complete end-of-year report cards before approving a student’s grade level and course selection. **Official transcripts are required within the first 30 days of school for final credit transfer approval and for final course approval.** Upon graduation or withdrawal, the official NCCA transcript may display both the credits earned at NCCA as well as any transfer credits.

5.9 - Credit for Course Work Completed in a Non-Standard School Program

Students may request to receive credit for courses completed in previous educational settings other than fully accredited schools, including home school, non-accredited public, private, alternative or international schools.

There are two options for requesting and being granted credit by NCCA for coursework completed in a non-standard school program:

- Students who wish to receive credit for courses must provide the nationally standardized test results from the most recently concluded school year. Test result scores that are proficient or above will be reviewed by the principal or principal designee to grant credit for the courses.
- Students may submit school report cards, portfolios or other records of their work from the non-standard school program which will be reviewed by the principal or principal designee. If approved, students will be given a grade of “Pass,” which is not included in the calculation of the student’s GPA.
- Students may be eligible for additional elective credits based upon criteria of personal pursuits completed during the time the student is enrolled at NCCA. This request for approval must be in writing and sent to the High School Principal for consideration. These personal pursuits must align comparably with the expectations of the State, i.e 135 contact hours, etc. Approval can only be awarded from the High School Principal.

These credits are not entered into the student’s records until the student has completed a full semester at NCCA. If the submitted course materials are not approved, the student may be required to repeat the course at NCCA if it is required to meet graduation requirements.

5.10 - Credit by Demonstrated Mastery

NCCA, in compliance with the North Carolina Board of Education policy, allows students the opportunity to earn credit in a particular course without requiring the student to complete course instruction. This opportunity is open to all NCCA students in grades 9-12 in high school courses and in grades 6-8 for high school courses offered in middle school. Additional details and information can be found in the High School Student Handbook.

5.11 - Graduation and Diploma Requirements

To be eligible to graduate and receive a diploma from NCCA, a student must meet all of the following requirements:

- Be enrolled at NCCA during the semester immediately prior to graduation, and not be enrolled full-time in any other school.
- Earn a minimum of 4 of the credits required for graduation at NCCA.
- Earn a total of 26 credits (in specific areas and subjects as outlined in the high school student handbook)
- Complete at least 25 hours of community service per academic year the student is enrolled at NCCA as specified in section 5.12 below.
- Meet any other additional graduation requirements required by the school or state.
- *Any deviation from the above requirements may be determined by the High School Principal.*

A student may attend school until the student reaches 21 years of age. Exceptions include:

1. if the student is in a graduating class and becomes 21 years of age before graduation, the student is permitted to complete the year if otherwise qualified to do so, and
2. Students with IEPs may complete credits until the end of the school year of their 22nd birthday.

5.12 - Community Service Graduation Requirement

An additional North Carolina Cyber Academy requirement for high school graduation is a minimum of 100 hours of community service or 25 hours for each year enrolled in the high school at NCCA for students enrolling after their freshman year. Students will receive a notation on their high school transcript conveying the fulfillment of this requirement.

This requirement supports the cultivation of civic literacy, increases knowledge of how to actively participate and initiate change in one's community, and supports the cultivation of 21st century skills such as communication, collaboration, productivity and accountability, and leadership and responsibility.

5.13 - Requesting Official High School Transcripts

NCCA will provide educational records, including official high school transcripts, class rank, test scores, and letters of recommendation to third parties such as post-secondary institutions, scholarship committees, and/or potential employers, only with prior written approval from the student's parents/guardians or from the student if he or she is aged 18 or older or an emancipated minor.

Students will be able to access current information about their courses through their online grade books. To request an official copy of a transcript, families must complete a Records Request on the [NCCA Transcripts and Records Request Website](#). Official transcripts are generated at the school. They have official school signatures, raised or electronic seals, and are sent in a sealed envelope or via secure electronic means.

In order to ensure that application deadlines are successfully met, **we require advance notice of at least 10 working days** for requests to provide educational records to students, parents/guardians, and/or third parties.

5.14 - National College Athletic Association (NCAA) Eligibility

In order to be eligible for National College Athletic Association (NCAA) scholarships, students must meet certain academic and other requirements, including but not limited to taking NCAA-approved high school courses. Many core and elective courses are NCAA-approved; however, students interested in NCAA scholarships should contact their school counselor to determine an appropriate course schedule that will help them meet NCAA requirements. Students should also visit the [NCAA Eligibility Center](#) for more information. You may find more information here on the [NCAA website](#).

5.15 - Participation in School Athletics at Local Education Agencies (LEAs)

NCCA does not provide a schoolwide interscholastic athletic program. Students may have the opportunity to participate within their local school district. NCCA will provide a formal letter to request to school districts, however families pursuing this route must contact their local LEA's principal to gain permission for participation. NCCA will continually seek to provide different opportunities within NCCA and throughout North Carolina for our students to participate in youth league and/or intramural sports programs.

Section 6: Student Support Services

6.1 - Multi-tiered System of Support (MTSS)

MTSS is a school improvement framework which encompasses academic, behavioral, and social and emotional instruction and support. This model employs a systems approach using data-driven problem-solving to maximize growth for all. The Integrated Academic and Behavior Systems Division at North Carolina Department of Public Instruction supports the implementation and sustainability of a Multi-Tiered System of Supports (MTSS). The agency's vision for MTSS is that every North Carolina pre-kindergarten-12th grade public education system implements and sustains all components of a Multi-Tiered System of Support to ensure college, career, and community readiness for all students. All students at NCCA participate in the MTSS process, which is embedded in the schools' instructional model. If your child is struggling to meet grade level standards, please contact your classroom teacher to discuss the need for additional support and interventions available through the MTSS process.

MTSS uses a tiered model incorporating universal screening, problem-solving methods, and evidence-based interventions to identify and serve students having academic, behavioral, and/or emotional difficulties. The goal of the MTSS process is for the student to achieve a satisfactory rate of progress in the regular education setting, preventing the need for more intensive services at a later period.

Students identified as needing supplemental (Tier 2) or intensive (Tier 3) support receive additional help which may include live lessons, tutoring, and/or assigned online instructional programs. The teacher/interventionist and learning coach/parent will need to carefully follow and document the student's response to those interventions. During the period that additional supports are provided, data is collected and reviewed to determine whether the recommended interventions are effective. Once the data is collected, the MTSS team reviews the student's progress. If the interventions have shown minimal or no effect on student progress, the MTSS team may recommend a referral for further academic or behavioral screenings, a diagnostic evaluation, or participation in other evidence based programs designed for more intensive support. The decision to refer to the Exceptional Children's (EC) committee may occur if progress is insufficient with intense, evidence supported interventions in place or if the level of intervention is unsustainable in the general education setting without support. Referral to EC is a data-based decision.

Since MTSS is a process, not a program, students may move up and down through the tiers throughout their academic career. It is critically important that students attend all live learning sessions offered, whether through an elective intervention class or through additional small group or individual sessions.

6.2 - School Counselors

NCCA is committed to providing a comprehensive school counseling program that promotes academic, career, and personal/ social development. School counselors play an essential role in the education of the whole child and in promoting a positive school culture. Counselors work collaboratively with students, parents and school staff to foster a productive learning environment and support the growth of all students enrolled at NCCA. School counselors provide extensive, developmentally appropriate services that may include the following:

- Conducting lessons on social/emotional learning and other relevant topics
- Advising students and parents on topics related to academic success
- Assisting students in selecting appropriate courses to support their educational and career goals
- Providing individual and group counseling
- Helping students transition from different grade levels and advising them through the college admissions process

- Assisting students, parents, and staff with attendance and behavioral concerns
- Serving as liaisons to connect students with community resources and opportunities
- Serving as student advocates in the educational setting
- Assisting with and responding to students in crisis
- Developing prevention and intervention strategies to promote student success
- Assisting with the development and monitoring of 504 plans

6.3 - School Social Workers

School social workers bring unique knowledge and skills to NCCA and are an integral part of the student services team. NCCA School social workers provide a link between home, school, and community by providing direct and indirect services to students, families and school personnel. School social workers advocate, promote, and support students' academic success by eliminating barriers that may impact student learning. NCCA School social workers provide services and interventions that may include the following:

- Addressing students' social, emotional, physical, mental, and environmental needs
- Providing case management to McKinney-Vento (<https://hepnc.uncg.edu/>) students
- Providing individual and small-group counseling
- Conducting suicide risk and threat assessments
- Connecting families with appropriate community and mental health resources
- Conducting virtual home visits to assess individual student and family needs
- Consulting with administrators, teachers, and school based teams to advocate for student needs
- Providing early intervention to help reduce attendance and truancy concerns

6.4 - School Psychologists

School psychology is a specialized area within the field of psychology that includes advanced training in child development, mental health, learning, and behavior. School psychologists at NCCA are vital members of the student support team and apply strategies to help children and adolescents succeed academically, socially, behaviorally, and emotionally. Within a comprehensive model of service delivery, school psychological services include:

- Using decision-making processes in collaboration with other team members to analyze data and identify barriers to learning
- Providing consultation regarding how to meet the needs of diverse learners
- Supporting implementation of MTSS and assisting school teams in selecting interventions and progress monitoring tools matched to student needs
- Conducting evaluations to help identify unique cognitive, emotional, behavioral and academic strengths and areas of need
- Providing direct counseling and indirect interventions through consultation for students with mental health, behavioral, and/or social skills issues that impede academic learning
- Helping families navigate the special education process
- Providing crisis intervention and response
- Serving as members of IEP teams and providing expertise regarding the special education referral and eligibility process
- Providing training to staff and families and facilitating communication and collaboration

6.5 - School Mental Health Plan

In June of 2020, [Session Law 2020-7](#) was approved by the North Carolina General Assembly. This law required the State Board of Education to adopt a school-based mental health policy and required K-12 school units to adopt and implement a school-based mental health plan. The plan must include a mental health training program and a suicide risk referral protocol. The NC State Board of Education then adopted [SHLT-003:School-Based Mental Health Policy](#) that aligns with legislation and details compliance requirements. NCCA's Mental Health plan can be found on the [district website](#).

NCCA is committed to complying with Session Law 2020-7 and has developed a school mental health and crisis response team to assist with this process. NCCA's REACH team (Recognize warning signs, Engage with empathy, Ask and assist those at risk, Cultivate resilience and communicate hope, and Help students access care) is composed of school counselors, school social workers, and school psychologists. In addition to the REACH team, NCCA provides annual training to staff that is focused on the mental health needs of children and adolescents. Staff are also provided with information regarding suicide prevention, with a goal of recognizing the warning signs of suicide and how to seek help for students.

If you are concerned about your child and their risk to self or others, please contact a school counselor or school social worker about your concerns. If your child is at imminent risk (verbalizing or indicating thoughts of suicide and have a plan), please immediately contact 911. If you need assistance outside of school hours and your child is not at imminent risk, please call the National Suicide Prevention Hotline: 1-800-273 Talk or Hope4NC: 1-855-587-3463.

Section 7: Services for Special Populations

7.1 - Gifted Students

The North Carolina Cyber Academy Academically and/or Intellectually Gifted (AIG) program provides students with a differentiated virtual learning experience that recognizes the needs of the gifted learner. In addition to varied advanced course offerings, students are afforded learning opportunities that expand thinking beyond the regular curriculum.

Identification

Formal identification for the AIG Program starts in the 4th grade. Students in grades K-3 are not formally identified but students working above grade level may receive enriched curriculum through differentiated instruction and flexible groups. Initial aptitude screening will be conducted using the Cognitive Abilities Test. The CogAT will be administered each year to all participating third-grade students as a universal screener to collect data for the initial screening and identification process. Any student enrolled at NCCA K-12 may be referred for AIG screening. The referral may come from a student, parent, teacher, or administrator. An automatic recommendation for students in grades 4th through 8th, from the teacher, for the program will occur if a student scores in the 95th percentile or above on a nationally-or state-normed standardized test. NCCA will also recognize and accept all AIG students that have been identified from another school or district in North Carolina as well as those from another state if documentation of identification is provided.

After parent permission has been obtained for testing, all nominated students will be assessed using multiple measures, both qualitative and quantitative, to determine their aptitude, performance, and productive thinking abilities. Placement in the AIG program is voluntary and will require written permission from the parents/guardians. Students who do not qualify may be re-nominated the following year and will follow the same screening procedures. Once enrolled in the AIG program a student may only be removed 1) through a request by the parent/guardian or 2) at the request of the principal due to sustained academic decline. The principal shall consult with the parent/guardian prior to removing a student from the AIG program. When a student transfers into NCCA, parents/guardians are encouraged to notify school personnel if their student was designated as AIG at their previous school at the time of withdrawal.

7.2 - English Learners

For a student to be a Multilingual Learner (ML), formally English Language Learner (ELL), the student must still be working toward proficiency in English, as measured by listening, speaking, reading, and writing skills. The W-APT (WIDA-ACCESS Placement Test) and WIDA (World-class Instructional Design and Assessment) Screener are state-designated English proficiency assessments, which determine ML identification and eligibility of service. The WIDA ACCESS 2.0 is the state-designated English proficiency assessment that ML students take annually. Their framework recognizes the continuum of language development within the four domains (Listening, Speaking, Reading, and Writing) with six English language proficiency levels. If a student meets exit criteria, the student will continue to be monitored for 2-4 years.

When a student transfers into NCCA, parents/guardians are encouraged to notify school personnel if their student was designated as an English Learner and receiving services at their previous school at the time of withdrawal.

7.3 - Section 504

Section 504 of the Rehabilitation Act of 1973

Section 504 is part of a federal civil rights law known as the Rehabilitation Act of 1973. The Rehabilitation Act of 1973 defines a person with disabilities as “any person who has a physical or mental impairment that substantially limits one or more major life activity or bodily function, has a record of such impairment, or is regarded as having an impairment.” Major life activities include, but are not limited to, caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Learning does not have to be the major life activity affected in order for an individual to be eligible for protections and services under Section 504.

The Section 504 law specifically prohibits discrimination against students with disabilities and guarantees them a free and appropriate public education (FAPE). Discrimination, as defined in Section 504, is the failure to provide students with disabilities the same opportunity to benefit from education programs, services, or activities as provided to their nondisabled peers. Therefore, schools cannot exclude or deny students with disabilities access to facilities, programs, benefits, activities, or services that are provided to students without disabilities. Schools must make sure that all students receive equal access to educational opportunities.

Enrollment

Parents of students with Section 504 plans seeking to enroll in the school are asked to submit a copy of the Section 504 plan during the enrollment and academic placement process. When a student enters the school with a Section 504 plan developed by a prior school, the school will schedule a review of the plan, any supporting documentation, and make adjustments as necessary for the virtual setting to comply with Section 504 of the Rehabilitation Act.

During the School Year

At the beginning of the school year, the 504 Coordinator will ensure that teachers have access to a student’s 504 Plan. The teachers are made aware of each student’s special learning needs and are given guidance on how to make the necessary program accommodations. Students who have Section 504 plans will participate in the general education environment and the general education teachers, with the support of the 504 Coordinators, will implement the provisions of the student’s plan. The 504 Coordinators will be responsible for notifying teachers of student accommodations and to assist with and monitor implementation of the Section 504 plan.

Review and Reevaluation

The school shall establish procedures for periodic review and reevaluation of students, consistent with the requirements of Section 504 of the Rehabilitation Act. A review of the student’s 504 plan will take place annually to ensure appropriate accommodations are in place. The plan will be reviewed every three years to determine a student’s continued eligibility at which time supporting documentation of a student’s disability may be reviewed. For students who enter the school with an existing Section 504 plan, the schedule for the reevaluation will be determined by the 504 Coordinator based on the following: how recently the plan was developed, the appropriateness or need for a plan in the virtual school setting, and any changes to the student’s supporting documentation.

Section 504 Accommodations

According to their Section 504 plans, students will receive accommodations and modifications according to their educational program. The accommodations are provided both within the learning management system and through teacher adjustments to the course. The 504 Coordinator and general education teachers will provide accommodations in compliance with the student's Section 504 plan, while ensuring the student continues to meet progress expectations toward course completion.

New 504 Referrals

Federal law requires NCCA to provide its students, regardless of disability, with an equal opportunity to participate in and benefit from the school's education program. NCCA is committed to providing its students with equal access to its education program. We provide students with accessibility through resources tailored to each student's individual abilities and needs.

Children are entitled to protections under Section 504 when they have a documented disability that: (1) has a physical or mental impairment that substantially limits a major life activity; (2) has a record of such an impairment; or (3) is regarded as having such an impairment. The determination of whether a student has a physical or mental impairment that substantially limits a major life activity (and therefore has a disability) must be made on a case-by-case basis and is subject to review by the school 504 team.

After all documentation of the disability and its academic impact for the student is collected, an eligibility meeting will be held with the teacher(s), parent/legal guardian, 504 coordinator, and administrator to determine plan eligibility and appropriate accommodations. The members of the team shall include the referring person, educators of the student, and parents. The parents' participation in this meeting is critical and helps to establish an accurate picture of the student's medical condition and current needs at school. Based on the information received, the Section 504 team considers whether the student qualifies as an individual with a disability under Section 504. If the team needs more information, the team will obtain the parent's consent to conduct an evaluation. In certain situations, the 504 team may refer the student to the IEP committee in order to rule out the need for special education services. If the team determines that the student has a disability, the team identifies what types of support is appropriate to meet the student's needs through the development of a 504 plan. A 504 plan describes the accommodations that the school provides to support the student's education. The team that determined the student's eligibility for Section 504 and identified the needed accommodations will create this service plan.

7.4 - Individuals with Disabilities Education Act (IDEA)

Enrollment Requirements

At the time of enrollment, all parents/guardians that indicate their students have special needs are asked to submit a copy of the student's most recent Individualized Education Program (IEP), the student's most recent eligibility determination, as well as any associated screenings and evaluations. All documents are reviewed by the Director of Special Education and, if necessary, a member of the special education staff will contact the family to discuss specific student needs or to clarify the information.

When a child with a disability transfers to NCCA with a current IEP from their previous school, NCCA, in consultation with the parents/guardians, will provide a Free Appropriate Public Education (FAPE) to the child, including services comparable to those described in the child's IEP from the previous school district. It is important to communicate to your child's teacher that he/she currently receives special education services and share any necessary documents if available. The assigned Case Manager will schedule a meeting to review and discuss your child's individual needs. If a student transfers to NCCA with an expired eligibility determination and/or IEP for services, an Exceptional Children's (EC) staff

member will review the IEP and then schedule a meeting to determine appropriate information regarding eligibility and services.

During the School Year

At the beginning of the school year, special education staff will ensure that teachers have access to the student IEPs once received from the previous school district. All of a student's teachers are made aware of each student's special learning needs and are given guidance on how to make the necessary program and curricular accommodations. Services and accommodations generally differ upon enrollment into a virtual setting from a traditional brick and mortar environment. Students receiving special education and related services under the provisions of IDEA are expected to participate virtually in those services as outlined in the IEP.

Conducting IEP Meetings

As its own LEA, NCCA will be responsible for all special education services including planning, scheduling, and conducting all annual reviews, educational evaluations, and other IEP-related meetings. The staff at NCCA contacts families and establishes mutually beneficial meeting times. The IEP meetings are most frequently held virtually via live learning lesson sessions and conference lines. IEP meetings occur in compliance with all North Carolina and federal laws.

Parent Rights Guide

For more information see the NC Department of Public Instruction's publication, "[Procedural Safeguards: Handbook on Parents Rights](#)" (2018 revised edition) additional parent resources can be located on NC Department of Public Instruction's website or contact the Director of Special Education.

7.5 - Discipline for Students with Disabilities

NCCA discipline policies for students with disabilities are in compliance with Section NC 1504-2 of the [Policies Governing Children with Disabilities](#). School personnel may consider any unique circumstances on a case by case basis when determining whether a change in placement, is appropriate for a child with a disability who violates a code of student conduct, as stated in Section NC 1504-2 of the Policies Governing Children with Disabilities.

7.6 - Attendance

Based on the student's assigned Engagement Tier, it is critical that they are present for live learning sessions in order to receive their specialized instruction indicated by their Individualized Education Plan (IEP). School personnel may consider any unique circumstances on a case by case basis when determining whether a change in placement is appropriate for a child with a disability who violates the NCCA Student Engagement Policy.

Section 8: Educational Materials Provided by the School

8.1 - Technology Provided by the School

NCCA will provide enrolled students with student laptops. Admitted families must make a written request and submit it to the school social worker, for connectivity or equipment assistance if they cannot afford connectivity or equipment. All school educational materials, including email, computers and other technology, remain the property of the school and/or the school's vendor partners. The school or its vendor partner (as the case may be) reserves the right to at any time and for any reason either directly or through law enforcement inspect educational materials and review any content or activity conducted on or through the use of school-provided educational materials, including email, computers and other technology. At the time of withdrawal, all school issued devices must be returned promptly to NCCA.

8.2 - Use of Personal Equipment and Software

Families who use their own computers and software should ensure their equipment meets the minimum system requirements as detailed below.

Minimum System Requirements	
Operating Systems	Browsers
<ul style="list-style-type: none"> • Android 5.0+ • Apple iOS 10.3+ • Mac OS X 10.9+ • Chrome OS 57+ • Windows 10+ 	<ul style="list-style-type: none"> • Chrome (preferred browser) • Firefox • Safari • Microsoft Edge
Processor	
<ul style="list-style-type: none"> • Processor: 2.33 FHz AMD - or - Intel 1.33 GHz • Memory: 1+ GB RAM 	
Sound	Network/Speed Connections
<ul style="list-style-type: none"> • OS supported sound card • Microphone, Speakers, or Headsets 	<ul style="list-style-type: none"> • LAN 100/1000 switched to desktop • Internet access of 384 kbps per concurrent user • Wi-Fi with 54 mbps access points or better

8.3 - Internet Safety Policy

It is the policy of NCCA to prevent transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications, prevent unauthorized access and other unlawful online activity related to inappropriate material via the Internet, prevent unauthorized online disclosure, use, or dissemination of personally identifiable information, and to comply with the [Children's Internet Protection Act \(CIPA\)](#).

To the extent practical, technology protection measures shall be made available for all computers accessible by students provided by NCCA and to promote the safety and security of users of electronic mail, chat rooms, instant messaging, and any other form of direct electronic communications.

Any violation of this policy may result in warnings, usage restrictions including termination of access privileges to NCCA's learning management software or programs, the loss of a computer provided to the user by NCCA, as well as other disciplinary actions or legal proceedings.

A. Definitions

1. Technology Protection Measure

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

2. Harmful to Minors

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

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

3. Child Pornography

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

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

4. Sexual Act; Sexual Contact

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

5. Minor

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

B. Access to Inappropriate Material

As required by federal law [47 U.S.C. 254\(h\)\(5\)\(B\),\(C\)](#) and to the extent practical, technology protection measures (or "Internet filters") will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio, and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate to minors will also be restricted. Audio or visual materials that depict violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose are inappropriate for minors. The superintendent, in conjunction with the Executive Team and technology staff, shall make a determination regarding what other matters or materials are inappropriate for minors. School system personnel may not restrict Internet access to ideas, perspectives, or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved. A student or employee must immediately notify the Director of Technology & Innovation if the student or employee believes that a website or web content that is available to students through the school system's Internet access is obscene, constitutes child pornography, is "harmful to minors" as defined by CIPA, or is otherwise inappropriate for students. Students must notify a teacher or the school principal; employees must notify the superintendent or designee.

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

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

C. Inappropriate Network Usage

All users of school system technological resources are expected to comply with the requirements established in the [Technology Responsible Use](#) policy. In particular, users are prohibited from: (a) attempting to gain unauthorized access, including "hacking" and engaging in other similar unlawful activities; and (b) engaging in the unauthorized disclosure, use, or dissemination of personal identifying information regarding minors.

D. Education, Supervision, and Monitoring

To the extent practical, steps will be taken to promote the safety and security of users of programs and devices provided by NCCA, especially when users are using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise, and monitor usage of the online computer network and access to the Internet in accordance with this Internet Safety policy, the Children's Internet Protection Act, the

Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives. Age-appropriate training for students who use the school system's Internet services will be provided to students at the beginning of their enrollment each year. The training provided will be designed to promote the school system's commitment to educating students in digital literacy and citizenship, including:

1. the standards and acceptable use of Internet services as set forth in the [Technology Responsible Use policy](#);
2. student safety with regard to safety on the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response; and
3. compliance with the E-rate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student must acknowledge that he or she received the training, understood it, and will follow the provisions of the [Technology Responsible Use policy](#). The superintendent shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

Legal References: Children's Internet Protection Act, [47 U.S.C. 254\(h\)](#); Neighborhood Children's Internet Protection Act, [47 U.S.C. 254\(l\)](#); Protecting Children in the 21st Century Act, [47 U.S.C. 254\(h\)](#).

8.4 - Technology Responsible Use Policy

The Board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school system technological resources. This policy also applies to any non-students who are expressly authorized by North Carolina Cyber Academy to use electronic information resources, including, but not limited to, Board of Education members, contractors, consultants, and temporary workers. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. School Issued Google Accounts

NCCA will create a Google account for each student and staff member, which will be used along with the student or staff name to create accounts necessary for access to technology and digital resources. An NCCA school issued Google account may be visible in various applications to teachers and students across the system.

B. Laptops & Other Devices

North Carolina Cyber Academy (NCCA) uses a variety of technology and digital resources to enable and enhance instruction. With permission, students may use physical devices, including but not limited to, computers, tablets, and other hardware, for approved educational uses. All technology involves some sort of Internet access, herefore, technology access also means Internet access.

NCCA strives to provide a laptop computer or other physical device to every student for approved educational uses. All NCCA-issued devices may be inspected by NCCA officials, with or without prior notice, either in person or remotely via the Internet, for purposes of maintenance and/or to monitor the student's use of the device (including any email and Internet activities) to determine whether the student is complying with applicable laws, policies, and regulations. Students and parents have no reasonable expectation of privacy to any data or information of any kind that is stored in a NCCA device, which remains at all times the property of NCCA. If any such inspection reveals that the student has violated any provision of the NCCA District Handbook or any criminal law, any such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement consistent with applicable law.

Parents who do not want their student to be issued a NCCA device may opt to provide their own for the student's use at school, so long as the device is a laptop computer (no tablets), has the latest operating system, and includes a keyboard, camera, and microphone. The device must otherwise be safe, adequate, and compatible with NCCA educational services and technology resources.

Any non-NCCA device that students use at school for educational purposes as an alternative to using a NCCA-issued device are subject to inspection and monitoring by NCCA at any time in the same manner and under the same circumstances as a NCCA-issued device. The fact that the device is private property does not insulate it from inspection and monitoring. Students and parents who do not wish their personal devices to be subject to monitoring and inspection at school have the option to use a NCCA-issued device instead.

C. Internet Safety Program for Students and Staff

NCCA has several processes in place to protect students and staff while using technology and web-based instructional tools. All students and staff will be required to be trained annually in Internet safety. In accordance with federal law, NCCA administration shall communicate and enforce an Internet-safety training program for all students under their care and all staff employed by the district. At a

minimum, student training must include appropriate online behavior; interacting with other individuals on social media and in chat rooms and; cyber bullying awareness and response. The NCCA Technology and Innovation Department will maintain records that support the existence of the Internet Safety Program and how the program is implemented at NCCA.

D. Expectations for Use of School Technological Resources

Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the NCCA District Handbook, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section D below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system may use monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

E. Rules for Use of Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Because some incidental and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by Board policy or procedure. The use of personal taglines or signature additions are not allowed on NCCA email or other accounts.
2. Using North Carolina Cyber Academy computers, networks, or other technology resources to endorse or oppose referendum, election, or particular candidate for office, including but not limited to advocacy in support of or against school bond referenda or candidates for the Board is prohibited.
3. Under no circumstance may software purchased by the school system be copied for personal use.

4. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records and must follow any district applicable software application subscription service terms and conditions. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the NCCA District Handbook.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, or intended to and likely to incite imminent unlawful action, or otherwise prohibited by Board policy.
6. Users must not circumvent network security measures (i.e. firewalls, etc.). The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any North Carolina Cyber Academy computer, network, or other technology resource to facilitate the sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA). Users also may not forward or post personal communications without the author's prior consent.
10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
11. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.
12. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
13. Sharing Computer/Application Credentials:
14. Users are prohibited from working under another person's login information (username and password). Users are prohibited from giving their login information to someone else or directing one to share their login information.
15. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.

16. Employees shall not use passwords or user IDs for any technology resource (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
17. If a user identifies a security problem on a technological resource, he or she must immediately notify an administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
18. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
19. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.
20. Students may not access chat rooms unless assigned by a teacher or administrator for a valid educational purpose.

F. Web-Based Applications

With the approval of an authorized NCCA teacher or administrator, students may access web-based applications to create, review, store, share and potentially post their work on the Internet. Examples of these tools include, but are not limited to the Canvas learning management system, productivity tools and Gmail. NCCA has a review process, implemented in 2023- 2024, for web-applications, and approved applications must have acceptable security and privacy practices. Staff and students should only use applications that have been approved. Also of note, not all tools are used at all grade levels.

All NCCA business conducted online must utilize NCCA authorized communication programs or services. Those wishing to use third-party services must be approved by the Technology and Innovation Department so that the appropriate provisions may be added to the contract e.g., procedures, and contacts for public information requests.

G. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile technology.

The district also uses Internet filters to remove most harmful content. District supplied devices and hotspots provide filtering at school and at home. These protective measures do not relieve students of their responsibility to comply with all applicable policies and procedures and to use school system

technology and networks safely, responsibly, and in compliance with all applicable laws. Nor do they relieve parents and guardians of their responsibility to monitor and supervise safe and appropriate use of technology and the Internet in settings outside of school. Students are strictly prohibited from taking any measures to evade, disable, or circumvent any NCCA Internet filters or other NCCA technology protocols or procedures designed to protect the safety of students, NCCA technology resources, and/or the general public.

H. Parental Consent

The Board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the Board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals.

I. Privacy

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) and access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with Board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel may monitor online activities of individuals who access the Internet via a school-owned device subject to policy.

In the course of monitoring the online activities of individuals who access the Internet as described in this policy, school system personnel may identify information pertaining to school safety or student safety. School system personnel who receive notice of online communications that suggest a student may be at imminent risk of harm should refer the matter to the student's family and/or appropriate authorities.

However, parents and guardians must take primary responsibility for supervising and monitoring the online activities of their children when those activities occur outside of the school setting. The school system is not able to guarantee continuous, comprehensive monitoring of online activities such that it can identify and respond to potential risks suggested by various forms of online communication.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

J. Use of Personal Technology on School System Property or at School Sponsored Events

The school system assumes no responsibility for personal technology devices brought to an NCCA sponsored event, testing site, or used to access NCCA resources.

Students are expected to comply with the applicable "Rules for Use of Technology Resources" set forth in this policy when students use a personal device on school property, at school sponsored events, on school-based transportation, or anytime a personal device is connected to school system technology resources. As an example, students using a personal device on school property, at school sponsored events, on school-based transportation, or when the device is connected to school system technology resources, shall not engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, or abusive.

K. Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize the school system or individual school names, logos, or trademarks without permission.

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board policy.

2. Staff and Volunteers

Staff and volunteers are to maintain an appropriate relationship with students at all times. They are encouraged to block students from viewing personal information on personal websites or online networking profiles and social media in order to prevent the possibility that students could view materials that are not age-appropriate. An individual staff or volunteer's relationship with the school system may be terminated if they engage in inappropriate online interaction with students.

L. Student Data

Student work and identifying information about students, such as name and classroom, may be maintained by and stored on web-based instructional sites and applications and/or on the NCCA server consistent with applicable law

M. Warranty

The school system makes no warranties of any kind, whether expressed or implied, for the technology services it is providing. The school system is not responsible for any damage suffered, including, but not limited to, loss of data resulting from delays, non-deliveries, miss-deliveries, service interruptions, or personal errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school system specifically denies any responsibility for the accuracy or quality of information obtained through Internet access.

Legal References: [U.S. Const. amend. I](#); Children's Internet Protection Act, [47 U.S.C. 254](#)(h)(5); Electronic Communications Privacy Act, [18 U.S.C. 2510-2522](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); [17 U.S.C. 101 et seq.](#); [20 U.S.C. 6777](#); [G.S. 115C-325](#)(e) (applicable to career status teachers), [-325.4](#) (applicable to non-career status teachers)

[15 U.S.C. § 6501 et seq.](#); [16 C.F.R. Part 312](#); [47 U.S.C. § 254](#); [18 U.S.C. § 2510 et seq.](#); [20 U.S.C. § 1681 et seq.](#); [20 U.S.C. § 1232g](#); [G.S. 14-196.3](#); [G.S. 15A-286 to 287](#); [G.S. 115C-47](#)(33); [G.S. 115C-391](#); [G.S. 115C-398](#); [G.S. 115C-401.1](#); [G.S. 115C-402](#); [G.S. 115C-523](#)

Appendix: NCCA Forms and Documents

The following documents and forms are included in the Appendix.

1. NCCA Student/Parent Policy Acknowledgement
2. NCCA Entrance Agreement
3. NCCA Honor Code
4. NCCA Technology Acceptable Use Guidelines
5. NCCA Title I Compact
6. Audio, Photograph, and Video Privacy Release
7. North Carolina Health Form (required for all new students)
8. Release of Records form
9. Notice of Intent to Administratively Withdraw
10. Notification of Administrative Withdrawal
11. Notice of Three (3) Days of Unexcused Absences
12. Notice of Six (6) Days Unexcused Absences - Under 16 years of age
13. Notice of Six (6) Days Unexcused Absences - 16 years of age and older
14. Attendance Meeting Notification Letter - Ten (10) Days of Unexcused Absences - Under 16 Years of Age
15. Attendance Meeting Notification Letter - Ten (10) Days of Unexcused Absences - 16 Years of Age and Older



**North Carolina Cyber Academy
 Student/Parent Policies Acknowledgement Signature Page
 2023 - 2024**

By signing this acknowledgement page, the student, parent, guardian and/or learning coach confirms that they have read, and agree to abide by, the above-mentioned North Carolina Cyber Academy policies and agreements.

Student Initials	Parent Initials	Policy Name
_____	_____	North Carolina Cyber Academy Entrance Agreement
_____	_____	North Carolina Cyber Academy Honor Code Agreement
_____	_____	North Carolina Cyber Academy Technology Acceptable Use
_____	_____	North Carolina Cyber Academy Title I School Compact Agreement
_____	_____	North Carolina Cyber Academy Audio, Photograph, and Video Privacy Release

PHOTO/VIDEO Release:

- I deny permission to use my child’s image for display, publication or release to external organizations.
- I grant permission for use of my child’s image in print, video and/or digital media. I understand that my child’s image may be used or released by the NCCA without additional notification and that my child’s name may appear along with his or her photograph.

NAME Release:

- I grant permission for my child to be identified by name on the school or district’s Internet websites.
- I deny permission for my child to be identified by name on the school or district’s Internet websites

Note: During the enrollment process this page is the only signature page required to be uploaded and returned to the enrollment team. This signature page will cover the five above mentioned policies/agreements. If these policies/agreements are updated the student and parent/guardian or learning coach will be provided with an updated copy of policies/agreements. Last updated: May 8, 2023

Date _____

Student Name (Print) _____ 2023-2024 Grade Level: _____

Student Signature _____

Parent, Guardian, or Learning Coach Name (Print) _____

Parent, Guardian, or Learning Coach Signature _____



**North Carolina Cyber Academy
Entrance Agreement
2023 - 2024**

As the parent/guardian of this student, I understand that this is a public school of choice and has requirements that students must meet to be successful and remain in the program.

Virtual Charter School Attendance and Membership

Phase I Engagement: First Steps

I understand that in order for the student to enter the program, the following tasks must be completed by me and my student within the **first five days of school**:

- Successful phone contact (Welcome/Intro Call) with homeroom teacher(s)
- Acknowledge receipt and review of the Honor Code
- Complete the Learning Support Coach/Parent/Guardian Orientation
- Complete the Student Internet Safety Course (new for 2023 - 2024)
- Complete the first lesson in each course
- Acknowledge receipt and review of Learning Coach Designation Form (completed during enrollment process)

Phase II Engagement: Year-Long Participation

I understand that in order for my student(s) to remain in the program, students and Learning Coaches must meet these ongoing expectations:

- Abide by the Honor Code and guidelines regarding plagiarism and/or cheating
- Abide by the policy regarding acceptable and responsible use of technology
- Adhere to the NCCA Handbook and Code of Conduct and maintain satisfactory or better behavior
- Attend all **in-person** State Testing and complete the assigned assessments (Please note that state testing provides the required data to determine overall student promotion and retention)
- Ensure regular and daily support from a Learning Coach to ensure program success
- Maintain communication with the school; meet contact requirements (both parent/Learning Coach and student)
- Maintain participation expectations and comply with any specific participation plans.
- Adhere to the NCCA Attendance and Engagement requirements as set forth in the school handbook



**North Carolina Cyber Academy
Honor Code
2023 - 2024**

North Carolina Cyber Academy's mission is to empower children with the knowledge, skills and character traits to be successful in their education through an engaging, personalized learning experience in a full-time virtual school.

Cheating, plagiarizing, or other acts of academic dishonesty are directly counter to the principles of academic excellence and harm those students who engage in such activities--they cheat themselves of the opportunity to fully develop their intellectual abilities. Our Honor Code serves to reinforce our students' commitment to academic excellence, and all students must sign this Honor Code as part of the enrollment process.

As a NCCA student, I know that academic honesty is critical to my own success, as well as to the mission of my school. I also understand that an Honor Code is, by its nature, limited not only to those situations spelled out in the code, but includes the spirit of honesty and ethics implied by the written code. I agree that I will uphold not only the letter of this code but also its implied intent of ongoing commitment to full academic honesty.

I agree that I will...

- never submit work of any kind that is not my own, nor ever give my work to other students to submit as their own.
- never post exam or quiz answers on the Internet or in other public places, nor use answers from posted exams or quizzes.
- never provide a forged document or signature to the school.
- never plagiarize in written, oral, or creative work.
- never utilize Chat GPT or other AI software/programs to complete academic work unless explicitly directed to do so by teacher
- be well-informed about plagiarism and not use "lack of knowledge" as a reason for engaging in plagiarism.
- take assessments only after I have completed the lessons leading up to that test or quiz.
- never give or receive unauthorized assistance on assessments. I understand that all assessments are "closed-book" and that my Learning Coach shall not aid in determining answers on assessments.
- read and understand the contents of the NCCA school handbook
- adhere to all student conduct guidelines for proper use of the internet and all NCCA issued devices or materials provided to me.
- accept the consequences, including disciplinary action, of breaking this Honor Code.

(More information on Discipline and Due Process for Students can be found in the school handbook.)



**North Carolina Cyber Academy
Technology Acceptable Use Policy
2023 - 2024**

Welcome to NCCA! We are excited to serve you and are looking forward to the coming school year. We wanted to go over a few things now that you are enrolled and have received the school provided laptop.

A. Tech Support

If you experience any issues with your new technology, or have any questions, please contact Tech Support at 888-846-2998, Option 2.

B. Definition of the Term: User

In the case of the Acceptable Use Policy, users refer to parents, legal guardians, students/learners, learning coaches, and staff who use NCCA's educational management software, school-issued technology, and software.

C. Student Responsibilities

Students are expected to abide by the provisions of this Acceptable Use Policy (AUP), [the NCCA Board Policy on Technology Responsible Use](#) and North Carolina state and federal laws. Prohibited uses fall into the following broad categories:

- Disruptive use
- Unauthorized use
- Illegal use
- Political or commercial use
- Inappropriate use
- Hacking or accessing accounts not issued to the individual user

If a student is in violation, their privileges and permissions may be revoked or limited for a period of time based on the severity of the violation. This includes access to the Learning Management System (LMS) Canvas and any communication platforms. If a student violates Board policies or state or federal laws, they will face additional and more serious consequences in accordance with those policies and laws. If the school year ends before the computer suspension, the remainder of the suspension will carry over to the next school year.

Technology Responsibilities

All learners, parents, legal guardians, learning coaches and employees are expected to be familiar with and follow the expectations and requirements of the NCCA Acceptable Use Policy. The purpose of this policy is to ensure that individuals are aware of their responsibilities regarding the internet, related technology, and equipment. This policy helps ensure the safety and privacy of current and former learners, parents, and employees. This policy applies to all users and outlines the basic rules and requirements with which all users are required to comply when using technology. The users, as well as the parents or legal guardians of minor users,

will be responsible for compliance with this policy and for contacting NCCA Technical Support at 888-846-2998, Option 2.

Laptop Guidelines

The laptops are property of NCCA, and as such, should be treated with care. If there is any damage or issue with the laptop, please contact Tech Support immediately, or you may be billed for damages. **The laptops are for NCCA school use only.** **Software not intended or approved by NCCA or any games should not be installed on an NCCA issued laptop and the laptop is not for personal use outside of school.** It is recommended that student's get in the practice of saving all files to their school-issued Google account's Google Drive so that all files are not locally stored on the laptop. This will ensure that if the laptop is damaged, students will still be able to access their files that are saved in Google Drive. Please alert Tech Support within 2 school days if your student is experiencing technology issues (including power outages) that are impeding his/her participation in school.

Academic Consequences of Violations

AUP violations may carry serious academic consequences. Any violation of this Acceptable Use Policy may result in warnings, usage restrictions including termination of access privileges to NCCA's learning management software or programs, the loss of a computer provided to the user by NCCA, as well as other disciplinary actions or legal proceedings. Additional potential consequences include complete suspension or even expulsion from NCCA

Limitation of Liability

NCCA makes no guarantee that the functions or the services provided by or through NCCA will be error-free or without defect. NCCA will not be responsible for any damage you as a user may suffer, including, but not limited to, loss of data or interruptions of service. NCCA is not responsible for the accuracy or quality of the information obtained through or stored on any systems. NCCA will also not be responsible for financial obligations arising through the unauthorized use of the system.

Acknowledgment

By signing this document, the caretaker, the designated learning coach (person other than parent or legal guardian working with the student), and the noncustodial parent acknowledge that they have read, understood, and agree to abide by this policy. The caretaker and/or designated learning coach agree to be fully responsible for explaining this policy to the learner, ensuring that the learner understands his or her obligations under this policy, and abides by it. When the user is not a minor, the user agrees that he or she understands the obligations of this policy and agrees to be fully responsible for abiding by this policy.



**North Carolina Cyber Academy
Title I Compact
2023 - 2024**

North Carolina Cyber Academy along with parents and students agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

North Carolina Cyber Academy Responsibilities

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards.
- Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.
- Provide parents with frequent reports on their children's progress.
- Provide instruction, communication, and monitor participation/attendance.
- Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities.

Parent Responsibilities

- Monitor participation.
- Assure that my child completes assignments and coursework.
- Participate, as appropriate, in decisions relating to my children's education.
- Promote positive use of my child's extracurricular time.
- Stay informed about my child's education and communicating with the school.
- Communicate with school staff regularly.

Student Responsibilities

- Participate in the learning process.
- Complete assignments and coursework on time.
- Demonstrate respect for others and self.
- Communicate with teachers about instruction and assignments.



North Carolina Cyber Academy Audio, Photograph, and Video Privacy Release 2023 - 2024

This form explains potential uses of student photographs and video images by North Carolina Cyber Academy and allows you to grant or deny permission to NCCA to release your child's image for display or publication. This form also allows a parent or guardian the choice whether or not their child may be identified by name on the school or district's Internet websites. Student names may be released unless a parent or guardian has expressly contacted the school and requested that their child's "directory information" not be shared.

North Carolina Cyber Academy uses internal and external media to highlight the K-12 experience in a variety of ways, which may include the use of photographs and videos of students. For example, student images may be published or displayed in printed materials (such as brochures and newsletters), videos, school websites, and information about school events and activities provided to external organizations and media outlets. Parents have two options for granting or denying consent:

- Parents may deny permission for any display or publication of their child's image. You should select this option if you do not want your child's photograph to be used on the NCCA or individual school websites, in NCCA or school publications, or in release to external organizations (such as PTA and booster clubs) or the media.
- Parents also may grant permission for their child's image to be published or displayed in print, video, and/or digital media. Selecting this option means that your child's photograph and name may appear in NCCA or school publications, on the NCCA or individual school websites, and may be released to external organizations (such as PTA and booster clubs) or the media.

Please indicate whether or not you are providing consent for the use of your students photograph, video images, and/or audio to be utilized by North Carolina Cyber Academy. **This consent form remains valid throughout your child's K-12 experience with North Carolina Cyber Academy or until a new form is completed and signed by a parent / guardian or eligible student.**

Students Name: _____

Grade Level: _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Printed Name: _____

PHOTO/VIDEO Release:

- I deny permission to use my child's image for display, publication or release to external organizations.
- I grant permission for use of my child's image in print, video and/or digital media. I understand that my child's image may be used or released by the NCCA without additional notification and that my child's name may appear along with his or her photograph.

NAME Release:

- I grant permission for my child to be identified by name on the school or district's Internet websites.

I deny permission for my child to be identified by name on the school or district's Internet websites.



PUBLIC SCHOOLS OF NORTH CAROLINA

State Board of Education | Department of Public Instruction

January 2016

NORTH CAROLINA HEALTH ASSESSMENT TRANSMITTAL FORM

This form and the information on this form will be maintained on file in the school attended by the student named herein and is confidential and not a public record.

(Approved by North Carolina Department of Public Instruction and Department of Health and Human Services)

PARENT to COMPLETE THIS SECTION

Student Name:

(Last) (First) (Middle)

M F

Birthdate (M/D/YYYY):

School Name:

Hispanic of Latino Origin: 1 Yes 2 No

Race: 1 Other Non-White 2 White 3 Black 4 American Indian 5 Chinese
 6 Japanese 7 Hawaiian 8 Filipino 9 Other Asian 10 Unknown

Home Address:

City:

State:

County:

Parent Information: Name of Parent, Guardian, or person standing in loco parentis:

Telephone(s)

Home:

Work:

Cell Phone:

Health Concerns to be shared with authorized persons (school administrators, teachers, and other school personnel who require such information to perform their assigned duties):

HEALTH CARE PROVIDER TO COMPLETE THIS SECTION

Medications prescribed for student:

Student's allergies, type, and response required:

Special diet instructions:

Health-related recommendations to enhance the student's school performance:

Vision screening information:

Passed vision screening: Yes No

Concerns related to student's vision:



January 2016

<p>Hearing screening information: Passed hearing screening: <input type="checkbox"/> Yes <input type="checkbox"/> No Concerns related to student's hearing:</p>				
<p>Recommendations, concerns, or needs related to student's health and required school follow-up:</p>				
<p>School follow-up needed: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>				
<p>Medical Provider Comments:</p>				
<p>Please attach other applicable school health forms:</p> <p>Immunization record attached: <input type="checkbox"/></p> <p>School medication authorization form attached: <input type="checkbox"/></p> <p>Diabetes care plan attached: <input type="checkbox"/></p> <p>Asthma action plan attached: <input type="checkbox"/></p> <p>Health care plans for other conditions attached: <input type="checkbox"/></p>				
<p>Health Care Professional's Certification I certify that I performed, on the student named above, a health assessment in accordance with G.S. 130A-440(b) that included a medical history and physical examination with screening for vision and hearing, and if appropriate, testing for anemia and tuberculosis. I certify that the information on this form is accurate and complete to the best of my knowledge.</p> <p>Name: _____ Title: _____</p> <p>Signature: _____ Date (m/d/yyyy): _____</p>				
Practice/Clinic Name:			Practice/Clinic Address:	
Practice/Clinic City:	State:	Zip:	Phone:	Fax:
<p>Provider Stamp Here:</p>				



2800 Meridian Parkway Suite 150 Durham NC 27713

P: 984-262-9237 | F: 919-406-0063

Website: www.myncca.com

Request for Cumulative Student Educational Record

This is to notify the receiving school of this document that the student named below has enrolled into North Carolina Cyber Academy and we need a copy of the student full educational records, which includes but not limited to official transcript , achievement test , health records , IEP , 504 , gifted , speech , and LEP Records. Please review and send records at your earliest convenience. Please be sure to include ALL EC documents for students in which this request may apply.

Date: _____

To:

School Name: _____

School Phone Number: _____

School Fax Number: _____

Student Information:

Student's Name (First & Last): _____

Student's Date of Birth (mm/dd/yyyy): _____

Student's Current Grade Level: _____

Student Powerschool ID#: _____

Student's Enrollment Date in Powerschool (mm/dd/yyyy): _____

Please Release in Powerschool!

Please Send Records To:
[North Carolina Cyber Academy](#)
2800 Meridian Parkway Suite 150
Durham NC 27713
F:919-406-0063

1st Request: _____

2nd Request: _____

3rd Request: _____



Notification of Intent to Administratively Withdrawal

To the Parent/Guardians of [[firstname]] [[lastname]]

Street Address

City, State

Date: [[today]]

Dear Parent/Guardian(s),

The purpose of this letter is to provide official notice that your child is in danger of being submitted to the superintendent, Mr. Martez Hill, for administrative withdrawal for the following reasons:

- Chronic absence,
- Excessive inactivity,
- Excessive inconsistencies in activity online,
- Failure to attend attendance meetings,
- Failure to adhere to agreed upon attendance plans,
- Failure to respond to attempts of NCCA outreach

At this time your child has not met the guidelines communicated and agreed upon in the student entrance agreement. Prior to this final warning of Administrative Withdrawal, staff members attempted to contact you via text messages, phone calls, emails, attendance meeting invitations and attendance letters to discuss [Student Name]'s academic progress and participation concerns. Unfortunately, these contacts and attempts to intervene have not yet proven successful in engaging either student in the virtual learning opportunities provided by North Carolina Cyber Academy.

According to the North Carolina Cyber Academy school handbook (2023-2024), students may be administratively removed from school due to non-compliance with the student engagement policy, inactivity in the learning management system and failure to consistently participate and show adequate progress in all courses. Students must demonstrate adequate progress through work submission and participation in live learning opportunities.

In order to avoid potential withdrawal, **within 48 hours of the date of this letter**, you must:

- Contact the staff member listed below for your students grade level to set up a meeting to discuss your students attendance and engagement:

○ K-5	Tia Parker	tparker@myncca.com
○ 6-8	Lakesha Williams	lwilliams@myncca.com
○ 9	Melissa Ander	mbarnhart@myncca.com
○ 10 & 11	Christy Scott	cscott@myncca.com
○ 12	Dr. Chris Vecchione	cvecchione@myncca.com

- [Student Name] must immediately begin to submit work in every class daily, and attend all live lesson opportunities utilizing the 6 hour school day.

If you have already enrolled in another school, it is imperative that you provide us with this information to stay in compliance with the North Carolina Compulsory Attendance laws, and also complete the NCCA withdrawal form (www.myncca.com/withdraw). We will send the appropriate records to their new school. Parents of students who fail to comply with the compulsory attendance laws of North Carolina are subject to criminal prosecution.

In the event that you do not complete the tasks aforementioned by the provided deadline, we will submit your child's name to the superintendent for recommended administrative withdrawal.

Based upon your residence, if the administrative withdrawal is submitted and approved, the following will occur:

- We will officially notify the [Base School District] that [Student Name] is no longer enrolled at NCCA.
- If [Student Name] is not enrolled in a school within a week of being withdrawn, our school social worker will be required to notify [Student County]County Department of Social Services that [Student Name] is no longer enrolled at NCCA and must be immediately enrolled in another school.

Thank you for your immediate attention to this matter.

Sincerely,

The Office of the Principal



Notification of Administrative Withdrawal

To the Parent/Guardians of [[firstname]] [[lastname]]

Street Address

City, State

Date: [[today]]

Dear Parent/Guardian(s),

In accordance with the rules and guidelines set by North Carolina Cyber Academy, this letter is designed to officially notify you that your student, [Student Name], has been **ADMINISTRATIVELY WITHDRAWN** from North Carolina Cyber Academy. According to the North Carolina Cyber Academy school handbook (2022-2023), a student may be withdrawn from NCCA if he/she fails to regularly participate in his/her courses and/or is non-compliant with the attendance and engagement regulations set forth in the Attendance section of the handbook.

Prior to this notice of Administrative Withdrawal, members of the staff attempted to contact you via text messages, phone calls and emails to discuss [Student Name]'s academic progress and participation concerns. In addition, conferences and academic plans were developed and implemented in an effort to support [Student Name]. Lastly, an official intent to administratively withdraw notification letter was sent on [insert date]. Unfortunately, these contacts and attempts to intervene have not yet proven successful in engaging your student in the virtual learning opportunities provided by North Carolina Cyber Academy.

Even though your child has been **ADMINISTRATIVELY WITHDRAWN** from NCCA they must be enrolled in a public school, home school or private school. Once you have chosen your child's next school, it is imperative that you communicate the school's information so that they will meet the North Carolina Compulsory Attendance laws. Parents of students who fail to comply with the compulsory attendance laws of North Carolina are subject to criminal prosecution.

Following this withdrawal, our school will be taking the following steps:

- We will officially notify the [Base School District] that [Student] is no longer enrolled at NCCA.
- If [Student] is not enrolled in a school within a week of being withdrawn, our school social worker will be required to notify [County DSS] that [Student] is no longer enrolled at NCCA and must be immediately enrolled in another school.

Please contact the school social worker, Twala Timmons immediately (984-208-6703, ttimmons@myncca.com), or the enrollment team at 888-846-2998 to share next school information. We wish you much success in your next school endeavors.

Thank you for your immediate attention to this matter.

Sincerely,

The Office of the Principal



Notice of Three (3) Days of Unexcused Absences

To the Parent/Guardians of [[firstname]] [[lastname]]

Street Address

City, State

Date: [[today]]

Dear Parent/Guardian(s),

We hope that your student is having a successful school year. Daily attendance is a strategy for academic achievement. When a student misses all or part of the day, he or she misses valuable instructional time. Our records indicate that your student has accumulated at least **three (3) days of unexcused absences** this semester, in addition to any excused absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NCCA Student Excused Absence Request Form (2023 - 2024).

The N.C. Compulsory Attendance Law requires that we notify Caretakers of excessive unexcused absences and that we give you an opportunity to provide an explanation of the absences. You should have received a copy of the NCCA School Handbook that includes information about attendance. The Handbook may also be viewed at: <https://www.myncca.com/district-handbook>.

If you have concerns about attendance or any aspect of your student's school experience, do not hesitate to contact us. Together we can support your student's daily school attendance and academic success.

Grade Level	Attendance Contact	Email Address
K - 5	Tia Parker	tparker@myncca.com
6 - 8	Lakesha Williams	lwilliams@myncca.com
9	Chris Kenon	ckenon@myncca.com
10 - 11	Keri Davis	kdavis@myncca.com
12	tbd	

Sincerely,

NCCA Attendance Team



Notice of Six (6) Days Unexcused Absences - Under 16 years of age

To the Parent/Guardians of [[firstname]] [[lastname]]
Street Address
City, State

Date: [[today]]

Dear Parent/Guardian(s),

We hope that your student is having a successful school year. Daily attendance is a strategy for academic achievement. When a student misses all or part of the day, he or she misses valuable instructional time. Our records indicate that your student has accumulated at least **six (6) days of unexcused absences** this semester, in addition to any excused absences.

The N.C. Compulsory Attendance Law requires that we notify Caretakers of excessive unexcused absences and that we give you an opportunity to provide an explanation of the absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NCCA Student Excused Absence Request Form (20223 - 2024). We must also inform you that you may be in violation of the law, G.S. 115C-378, which holds Caretakers of students under the age of sixteen years responsible for their school attendance. You should have received a copy of the NCCA School Handbook that includes information about attendance. The Handbook may be viewed at:

<https://www.myncca.com/district-handbook>. Additionally, please note the school board policy which states that all students may be withdrawn from NCCA due to low attendance or lack of participation.

If you have concerns about attendance or any aspect of your student's school experience, do not hesitate to contact us. Together, we can work to increase your student's attendance/participation and overall academic success.

Grade Level	Attendance Contact	Email Address
K - 5	Tia Parker	tparker@myncca.com
6 - 8	Lakesha Williams	lwilliams@myncca.com
9	Chris Kenon	ckenon@myncca.com
10 - 11	Keri Davis	kdavis@myncca.com
12	tbd	

Sincerely,
NCCA Attendance Team



Notice of Six (6) Days Unexcused Absences - 16 years of age and older

To the Parent/Guardians of [[firstname]] [[lastname]]

Street Address

City, State

Date: [[today]]

Dear Parent/Guardian(s),

We hope that your student is having a successful school year. Daily attendance is a strategy for academic achievement. When a student misses all or part of the day, he or she misses valuable instructional time. Our records indicate that your student has accumulated at least **six (6) days of unexcused absences** this semester, in addition to any excused absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NCCA Student Excused Absence Request Form (2023 - 2024).

The N.C. Compulsory Attendance Law requires that we notify Caretakers of excessive unexcused absences and that we give you an opportunity to provide an explanation of the absences. You should have received a copy of the NCCA School Handbook that includes information about attendance. The Handbook may also be viewed at: <https://www.myncca.com/district-handbook>. Additionally, please note the school board policy which states that all students may be withdrawn from NCCA due to low attendance or lack of participation.

If you have concerns about attendance or any aspect of your student's school experience, do not hesitate to contact us. Together, we can work to increase your student's attendance/participation and overall academic success.

Grade Level	Attendance Contact	Email Address
K - 5	Tia Parker	tparker@myncca.com
6 - 8	Lakesha Williams	lwilliams@myncca.com
9	Chris Kenon	ckenon@myncca.com
10 - 11	Keri Davis	kdavis@myncca.com
12	tbd	

Sincerely,

NCCA Attendance Team



Attendance Meeting Notification Letter

Ten (10) Days of Unexcused Absences - Under 16 Years of Age

To the Parent/Guardians of [[firstname]] [[lastname]]

Street Address

City, State

Date: [[today]]

Dear Parent/Guardian(s),

One of our major goals is to improve overall student attendance at North Carolina Cyber Academy. In order for your child to have a successful year in school, regular attendance in school is imperative. Our records indicate that your student has accumulated **10 or more unexcused absences**.

The North Carolina Compulsory Attendance Law requires that we notify every parent, guardian, or custodian of their child’s excessive unexcused absences and that we give you an opportunity to provide an explanation of the absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NCCA Student Excused Absence Request Form (2023 - 2024). By law, we must also inform you that you may be in violation of G.S. 115C-378, which holds every parent, guardian, or custodian of students 16 years and under responsible for their child’s school attendance. You should have received a copy of the NCCA School Handbook that includes information about attendance. The Handbook may be viewed at: <https://www.myncca.com/district-handbook>.

It is important that you understand the seriousness of our concerns regarding your student’s absences. We are **requiring** that you and your child participate in an attendance meeting in the near future to discuss your students academic progress and their attendance in hopes that it will lead to the development of a successful plan of support for you and your student. If you have questions or comments related to this notice, please contact the designated person for your students grade level as listed below.

Grade Level	Attendance Contact	Email Address
K - 5	Tia Parker	tparker@myncca.com
6 - 8	Lakesha Williams	lwilliams@myncca.com
9	Melissa Anders	manders@myncca.com
10 - 11	Christy Scott	cscott@myncca.com
12	Dr. Chris Vecchione	cvecchione@myncca.com

We know that as a concerned parent/guardian, that you agree with us that this matter needs everyone’s immediate attention. We look forward to working with you to guide your child in the right direction and to enable them to have a successful remainder of the school year.

Sincerely,
NCCA Attendance Team



Attendance Meeting Notification Letter

Ten (10) Days of Unexcused Absences - 16 Years of Age and Older

To the Parent/Guardians of [[firstname]] [[lastname]]

Date: [[today]]

Street Address

City, State

Dear Parent/Guardian(s),

One of our major goals is to improve overall student attendance at North Carolina Cyber Academy. In order for your child to have a successful year in school, regular attendance in school is imperative. Daily attendance is a requirement for continued enrollment at NCCA, and essential for academic achievement and dropout prevention. When a student misses all or part of the school day, he or she misses valuable instructional time. Although your student is over the age of 16 and no longer subject to the North Carolina Compulsory Attendance Law, we realize that excessive unexcused absences are impacting your student’s school success.

We are concerned that in addition to any excused absences we have recorded, your student has accumulated **10 or more unexcused absences**. The Law requires that we notify every parent, guardian, or custodian of their child’s excessive unexcused absences and that we give you an opportunity to provide an explanation of the absences. If you need to request that an absence be excused, please complete the following form to submit the documentation for the absence(s) to be reviewed: NCCA Student Excused Absence Request Form (2023 - 2024).

It is important that you understand the seriousness of our concerns regarding your student’s absences. We are **requiring** that you and your child participate in an attendance meeting in the near future to discuss your students academic progress and their attendance in hopes that it will lead to the development of a successful plan of support for you and your student. If you have questions or comments related to this notice, please contact the designated person for your students grade level.

Grade Level	Attendance Contact	Email Address
K - 5	Tia Parker	tparker@myncca.com
6 - 8	Lakesha Williams	lwilliams@myncca.com
9	Melissa Anders	manders@myncca.com
10 - 11	Christy Scott	cscott@myncca.com
12	Dr. Chris Vecchione	cvecchione@myncca.com

We know that as a concerned parent/guardian, that you agree with us that this matter needs everyone’s immediate attention. We look forward to working with you to guide your child in the right direction and to enable them to have a successful remainder of the school year.

~NCCA Attendance Team