

Grandfather Academy



Student/Parent/Guardian Handbook 2019-2020

<https://www.childrenshopealliance.org/grandfather-academy/>

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A North Carolina Public Charter School
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Please contact the school if you need this handbook in a different format or language.
Comuníquese con la escuela si necesita este manual en español.
Veuillez contacter l'école si vous avez besoin de ce manuel en français.

Grandfather Academy

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Alisha Begrin, LCSWA	Day Treatment Therapist
Ketara Scott, QMHP	Day Treatment Therapeutic Intervention Specialist
Lauren Harrelson, QMHP	Day Treatment Therapeutic Intervention Specialist
Lauren Nichuck, QMHP	Day Treatment Therapeutic Intervention Specialist

Welcome to Grandfather Academy

The mission of Grandfather Academy (GFA) is to provide specialized educational opportunities for students who have experienced adverse childhood experiences of emotional, sexual, or other abuse.

GFA is subject to the provisions of the North Carolina Charter School Act (Chapter 115C of the General Statutes) and the applicable policies and procedures of the State Board of Education. GFA intends for the provisions of this Handbook to agree in both letter and spirit with applicable NC DPI rules and regulations. In addition, the Handbook also reflects procedures designed by the Administration and Faculty to implement policies established by the Grandfather Academy Board.

GFA provides an emotionally and behaviorally supportive environment that allows youth to experience academic success. Successful blending of individualized treatment and education allows students the opportunity to succeed in academics and every area of their lives. GFA provides opportunities for each student to experience belonging, independence, mastery, and generosity.

Parents'/Guardians' Right-To-Know

Under the guidelines of The Elementary and Secondary Education Act (ESEA) parents/guardians may request, and the academy will provide the parents, on request, information regarding the professional qualifications of the student's classroom teacher or teacher assistant, including State qualifications and licensing for the grade levels and subject areas in which the teacher or teacher assistant provides instruction. In addition, a school receiving funds under ESEA section 1111(h)(6) Parents' Right to Know will provide parents information on the level of achievement of the parent's child in each of the State required academic assessments. Timely notice will be provided to parent(s)/guardian(s) in the event the child has been assigned or taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

Grandfather Academy Academic Focus

GFA received a North Carolina Charter to meet the educational needs of two groups of youth: students placed in a Grandfather Home for Children's Residential Program and youth from the local area who need specialized education because of adverse childhood experiences. The youth at Grandfather Home receive an education with peers in their treatment group. The Academy focuses not only on helping students make satisfactory educational progress but it also helps students prepare to function successfully in a traditional school environment and the community.

Instructional Program

The Academic Calendar of Grandfather Academy includes additional days beyond what state guidelines require. The instructional program design facilitates learning for each individual student. GFA accreditation allows us to serve students ranging from K-12. Teachers use various curriculum designs and methods to best accomplish the learning needs of the individuals. Ages and levels of academic achievement will vary in each classroom. Students with special needs will receive Specially Designed Instruction to meet individual needs. Students, who have or need one, will have an Individualized Educational Plan (IEP) or 504 Plan to define the specific academic needs. Parent(s)/Guardian(s), school staff, residential staff or others familiar with the student, may refer a student to be assessed for special education planning at any time during the school year. The EC Director will coordinate the assessment and planning process. An Education Advocate is available to assist with planning for students in the custody of the Department of Social Services.

The use of current educational materials including technology and enhancement experiences within the North Carolina Standard Course of Study are part of the model of learning at Grandfather Academy. Teachers, in coordination with therapeutic staff, work to motivate the youth's interest in learning.

Placement Assessments

Grandfather Academy uses various research-based assessments to determine the best educational plan for each student. Each student receives a Wide Range Achievement Test at the time of enrollment to assess the current level of academic achievement in reading, writing and mathematics. Aside from this initial assessment, students are given a standards based benchmark for each core subject to determine what deficiencies the students have within the state standards. These assessments allow the Lead Academic Coordinator and teachers to develop the most appropriate personal education plan for each student.

NC DPI Assessments

Students at Grandfather Academy participate in the North Carolina End of Grade and End of Course Testing each school year. The following evaluations are completed for the students according to the state testing schedule.

8th Grade End of Grade Assessments – The North Carolina End-of-Grade Tests are designed to measure student performance on the goals, objectives, and grade-level competencies specified in the *North Carolina Standard Course of Study*.

- Mathematics
- Reading Comprehension
- Science

End of Course Assessments – The North Carolina End-of-Course Tests are used to sample a student's knowledge of subject-related concepts as specified in the North Carolina Standard Course of Study and to provide a global estimate of the student's mastery of the material in a particular content area. The North Carolina End-of-Course tests were initiated in response to legislation passed by the North Carolina General Assembly – the North Carolina Elementary and Secondary Reform Act of 1984. The end of course assessments include:

- Biology
- English II
- NC Math 1
- NC Math 3

General Information, Policies & Procedures

Admission Policies & Procedures

1. GFA does not discriminate against any student based on ethnicity, national origin, religion, gender, sexual orientation or disability.
2. GFA will admit students in the local LEA who have needs that the Academy can meet for treatment and academic purposes.
3. A screening process will be in effect to insure that applicants to GFA have an assessed need for special services and therapeutic program that are an integrated part of the daily classroom activities.
4. If more students apply and qualify for the program than the school can accommodate, GFA will implement a fair and equitable system of selection.

5. When possible, youth who are in out-of-home placements will receive preferential admission.
6. Overflow applicants are considered and selected based on need, and then by lottery.

Placement Testing

Grandfather Academy uses various research-based assessments to determine the best educational plan for each student.

Transportation

It is the parent(s) or caregiver(s) responsibility to have the students at school by 8:15 am and to pick the students up by 2:45 pm each school day.

Daily Schedules

Normal school hours will be 8:15 a.m. until 2:45 p.m. No student should be in the Academy before 8:15 a.m. A parent/guardian or Residential Youth Care Worker must accompany any student arriving before 8:15 a.m. GFA staff will complete the Pledge of Allegiance and school announcements at 8:00 a.m. in the cafeteria. Staff will accompany the students from the cafeteria to the academy to begin the school day.

Time	Period
7:45-8:10	Breakfast
8:15-8:45	Day Treatment Group
8:50-9:50	1 st
9:55-10:55	2 nd
11:00-12:00	3 rd
12:00-12:30	Lunch
12:35-2:00	Enrichment/Elective
2:05-2:30	Day Treatment Group

Students are to be sitting in their seats by 8:15 a.m. Any student not seated in class, or arriving at school after 8:15 a.m. will be tardy. The five-minute break between classes is to accommodate restroom, water fountain and other needs. Students need to use this time effectively, be on time to class and minimize time out of class.

ATTENDANCE

North Carolina Law requires that children between the ages of 7 and 16 years must attend school. GFA will diligently adhere to the North Carolina Compulsory School Attendance Law, including N.C.G.S. 115C-378.

It is the responsibility of students to attend school every day. The following rules relate to absences:

Excused Absences

Grandfather Academy follows North Carolina school law with regard to attendance and absences. The Principal or designee may excuse a student’s absence for the following reasons with adequate evidence of the excuse provided to the school:

1. Illness or injury: When the absence results from illness or injury, which prevents the student from being physically able to attend school.

2. Quarantine: When the student's isolation is ordered by the local health officer or by the State Board of Health.
3. Death in the immediate family: When the absence results from the death of a member of the immediate family of the student. The immediate family of a student includes but is not limited to grandparents, parents, and siblings.
4. Medical or Dental appointments: When absence is due to a student's medical, dental or mental health appointment.
5. A note from the parent/guardian may be used to excuse up to three absences. For any further absences, a written excuse from the physician's office must be presented upon the student's return to school.
6. Court or Administrative Proceedings: When the student is party to or is under subpoena as a witness in the proceedings of a court or administrative tribunal.
7. Religious Observances: When a student or the student's parent/custodian adheres to a religion in which the tenets require or suggest the observance of a religious event, the parents must seek prior approval from the Principal for such absence. The approval of such absences is within the discretion of the Principal. Approval should be granted unless the religious observance or the cumulative effect of religious observances is of such duration as to interfere with the education of the student.
8. Educational Opportunity (prior approval)
9. Medically Fragile
10. Teacher in Treatment
11. Absences Related to Armed Services Deployment Activities
12. Child Care (student is custodial parent)

Notification and Excuse Notes

When a student will miss all or part of the school day, a parent/residential supervisor is required to contact the Academy office no later than 8:00 a.m. on the date of absence. In addition, a written and signed note (by the parent/residential supervisor) with the explanation is required upon the student's return and should be given to the Data Manager or Principal. For an absence to be lawfully excused per North Carolina School Law, it must contain a valid excuse (see list above) and be provided to the school within three (3) days of the student's absence. An absence may NOT be excused if a note is not provided to the school within three (3) days following the student's return. A note from the parent/guardian may be used to excuse up to three absences. For any further absences, a written excuse from a physician must be presented upon the student's return to school.

In all cases of absence, students are expected to complete all missed work in a timely manner.

An unexcused or illegal absence is an absence based on:

- A student's willful absences from school with or without the knowledge of the parent,
- A student's absence from school for any reason other than those listed under Lawful Absences.
- When students are not permitted to attend school because they lack proper immunization, or
- When students are not permitted to attend school for no health assessment.

A student who misses any portion of a school day, except for reasons set forth as excused absences, will not ordinarily be allowed to participate that day in any school-sponsored activity.

Tardiness Policy

It is the responsibility of students to be on time for school and classes. The following rules relate to tardiness:

1. Students who arrive after 8:15 a.m. are required to report directly to the office. Lateness is excused for reasons of illness, medical/dental appointment, and emergencies.
2. Classroom teachers will track students who are tardy to individual classes. Three (3) tardies under this section will be considered excessive, and will be reported to the office and may result in additional consequences.
3. For every tardy after the third tardy, students may receive lunch detention and/or an additional hour of detention after school. The Principal will notify parents/residential supervisors when detention is given.
4. Students who are out of class with permission, but unnecessarily delay returning to class, are tardy and/or unexcused for the time they are out of the classroom.

Early Dismissal

A parent/residential worker must notify the Academy, with the reason why a student needs to leave early. Prior to leaving the school building, the departing student's parent/residential staff must sign out. If the student returns to school during the same day, he/she must present a written excuse to the office, sign back in, and receive an Admit Slip.

Makeup Work

Students are entitled to make up work from all absences. Students are responsible for securing and arranging to make up work directly with their teachers. Make-up work shall be assigned at the discretion of the teacher and may be specific material missed by the student, or may be reinforcement or enrichment assignments.

Parents/Residential Staff: Please do not send your children to school if they have been sick the previous night or morning in the cottage/home. If children become sick during the school day, they will be sent to the office to call parent/residential staff. Please keep your child at home if they have any of the following symptoms*:

- Sore throat with fever
- Watering or discharging eyes Page 6
- Skin rash, spots, or bumps
- Nausea, vomiting, diarrhea, or chills
- Lice

*** No student is allowed to return to school until they have been fever free without the aid of medicine (i.e. Tylenol) for 24 hours.**

Emergency Closing, School Cancellation, Inclement Weather

Grandfather Academy does not transport and therefore is able to operate school on most days, even in inclement weather. However, during extremely bad weather, it may become necessary to delay school, cancel school or close school early.

Grandfather Academy makes delay or cancellation decisions about weather conditions based on safety of students and staff. Since many of the students are residents of Grandfather Home, school cancellation or delays will occur when weather is too extreme for students to be outside or for staff and faculty safely to travel to or from work.

The following are general guidelines for inclement weather decisions:

- Grandfather Academy will operate on the regular schedule when the necessary staff can arrive on time for school to begin at 8:15.

- Grandfather Academy will operate on a one-hour or two-hour delays when it is determined a safety risk for staff to travel to work by 8:15.
- Academy Administration will consider the following factors to determine delays or cancellations:
 - Children’s Hope Alliance Facilities travel notices and recommendations.
 - Evaluation of staff safety traveling to and from the school.
- Grandfather Academy will announce the delays or cancellations by 6:00a.m. Early dismissal will occur when it is determined a safety risk for students or staff to remain at school. If there is an early dismissal, parents will receive at least a one-hour notice. Communication will occur through text and email. Please be sure to check your phone and email for notices.

1 Hour Delay Schedule

Time	Period
9:15-9:35	Group
9:40-10:40	1 st
10:45-11:45	2 nd
11:50-12:10	Lunch
12:15-1:15	3 rd
1:20-2:10	Enrichment
2:15-2:30	Group

2 Hour Delay Schedule

Time	Period
10:15-10:35	Group
10:40-11:40	1 st
11:45-12:15	Lunch
12:20-1:25	2 nd
1:30-2:30	3 rd

HOLIDAYS AND SPECIAL CELEBRATIONS

Holidays and special celebrations are under the control of the school. The school calendar is on the school’s website at: www.childrenshopealliance.org/grandfather-academy.

Visitors to Campus

All visitors to the school, including parents, must enter and leave by the main front doors, and sign in at the office upon arrival. The Principal may, at his/her discretion, deny access to any school space by any visitor.

Grandfather Academy is a closed campus. Unless specifically permitted by school personnel, students may not leave school, nor have non-parent/ visitors at school during school hours. Students cannot leave the school building at any time unless they have specific permission by a faculty member and are under the supervision of a faculty member or school-approved adult supervisor. Exceptions to this rule are only by the Principal or designee.

STUDENT ACADEMIC & CONDUCT PROCEDURES

Code of Academic Conduct

Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom. The Code of Academic Conduct requires that students:

- Attend all classes daily, unless excused by Academy personnel.
- Arrive on time to all classes with necessary materials, as required by the teacher.
- Follow teachers' directions during classes, including field trips and outside of classes on the school grounds.
- Complete all classwork and homework assigned by teachers.
- Return all homework assignments.
- Listen without speaking when another person is speaking.
- Treat everyone with respect.
- Refer to all adults with the proper title: Mr./Mrs./Ms./Miss/Dr.

Homework

Students receive homework and additional activities on Tuesdays and Thursdays to support their learning and to provide them with opportunities to improve academic achievement. The Lead Academic Coordinator works with teachers, parents and residential youth care workers to ensure work is assigned, completed and turned in each day.

Grading Scale

Grandfather Academy uses a numerical grading scale. The numerical grading system and grade point average calculations is as follows:

A	90-100	= 4.0
B	80-89	= 3.0
C	70-79	= 2.0
D	60-69	= 1.0
F	59 or Below	= 0

PARENT-SCHOOL COMMUNICATION

All parents and legal guardians will receive progress reports approximately every 4.5 weeks and every 9 weeks a report card. Parents/Guardians have access to the NC DPI PowerSchool Parental Portal to view their child's grades at any time. Grandfather Academy is always open to any questions or concerns from parent(s) or guardian(s).

For students who are clients in the Grandfather Home for Children Residential program, the regular method of communicating academic, social and emotional progress is through the monthly Child and Family Team Meetings. Grandfather Academy and Day Treatment staff attend these meetings to provide updates regarding students' progress. Parent(s)/guardian(s) are encouraged to contact the Academy with concerns at any time.

If there is a specific behavioral/emotional concern or significant incident, guardian(s) will be contacted either by Grandfather Academy staff or Barium Springs' Day Treatment staff.

Grandfather Academy provides an opportunity for parent(s)/guardian(s), to share in students' progress by attending the Grandfather Academy Awards Ceremonies. Each grading period, the school, Day Treatment and Grandfather Home for Children Residential Program take time out of a school day to recognize achievements of each student. The ceremonies begin 10:30 AM and end with a special lunch. The Academy will provide an opportunity to meet with teachers and administrative staff to address any concerns or ideas regarding students or the operations of the school. Administrative staff also provide a brief presentation regarding the School Improvement

Plan and ideas to improve parent-school partnership. Parent(s)/Guardian(s) will receive a notice at least a month prior to the event.

CONFLICT RESOLUTION

If a problem or misunderstanding arises, we have found this is frequently the result of a lack of communication between those involved. Grandfather Academy encourages parents/guardians to feel free to question our reasons or gain as much information regarding the situation of concern as possible. Therefore, our school's policy in dealing with these situations is:

1. Bring all questions, problems, or complaints to the attention of the teacher or day treatment staff to attempt to resolve the situation.
2. If the situation is not resolved or clarified at this point, then please contact the Lead Academic Coordinator, Exceptional Youth Director or the Principal.

It is through a cooperative effort between home and school that we can implement an open line of communication. This will provide the greatest opportunity in achieving our school's goal of developing each student's behavior, virtue, and knowledge to his/her potential.

Textbooks

All textbooks are property of the Academy. Students will pay for any damage to the textbooks due to abuse or misuse.

Dress Code

Appearance is important to everyone. A neat and clean appearance results from standards established in the residential program and at school. The following rules are in place for the Grandfather Academy students.

- All clothing must be clean and in good repair.
- Clothing must support and not disrupt the learning/treatment environment.
- Clothing must not constitute a threat to health or safety (no chains, bandanas, or jewelry/accessories with spikes or weaponry etc.)
- Pants must be appropriately sized, button and zip and be worn at waist level. Students are to wear belts at all times, unless restricted by staff. No leggings, jeggings, sweatpants, gym shorts or similar attire to these items are allowed in classrooms.
- Sweatpants, gym shorts are appropriate, allowed during planned physical activities requiring them.
- Clothing must not be provocative or obscene. Undergarments should not be visible outside of clothing (underpants or bras).
- Closed-toe shoes must be worn at all times in the school. (preferably tennis shoes) – no flip flops, slides, bedroom shoes or slippers.
- Shirts – t-shirts or button up shirts are allowed in the school (no sleeveless or tank tops are allowed). All shirts must be properly tucked in or fall below the waistline. Any pictures or print on t-shirts must be appropriate.
- No attire with gang affiliation, tobacco, alcohol, or other inappropriate substances or words.
- No dangly or distracting earrings/jewelry may be worn.
- Hair must be neat and clean.
- Students may wear prescription glasses for vision correction. Sunglasses are not allowed to be worn in the school.

If a student fails to wear proper clothing, parents/guardians/staff will be required to bring appropriate attire for the student to change or the student will go back to their home/cottage to change. Student may return to school when dressed according to the student code. Additional consequences will occur if students repeatedly violate the dress code procedures.

Administration, faculty and staff reserve the right to question, discourage, or not allow any attire considered to be in poor taste or disruptive to the educational process and social environment of the school.

Items not permitted at School

- Book bags
- Pen and Pencil bags
- Electronic Devices (electronic games, MP3 players, cell phones, headphones, ear buds, etc.)
- Fidget toys
- Stuffed animals
- Games (card games, sports equipment, etc.)

These items are an unnecessary distraction to the academic and social atmosphere at school. Any student having any of these items during the school day will have them confiscated and possibly face further disciplinary action.

Food

Students may not bring food and/or drinks to school. This would include all sport/energy drinks as well as snacks from the home/cottage or unfinished food from the cafeteria. We request Residential Staff and community parents to cooperate with the school by ensuring that students bring only approved water bottles.

BEHAVIOR MANAGEMENT

School Treatment Interventions for Youth with High Risk Behaviors

GFA proactively implements treatment interventions to assist students with engaging in prosocial skills to support the learning environment. Staff will also implement strategies to help students manage difficult behaviors/emotions and/or pursue person centered plan goals. The Academy includes Day Treatment Services provided by Barium Springs Home for Children, a program of Children's Hope Alliance. Day Treatment implements the Teaching Family Model of Care. The services also include cognitive behavioral interventions, social skills training, psycho-educational interventions such as the Life Space interview, personal care instruction, anticipatory guidance, conflict resolution, behavioral monitoring, activity therapy, behavioral contracting, behavioral management techniques, group problem solving, and restrictive interventions for personal safety of students.

School Property

Students should respect school property at all times. Whether it is a student's personal property or the school's property, proper respect to everything that does not belong to you is expected. Do not write on desks, tables, walls, etc. Damage to school property may result in a fee for damages and/or replacement. Malicious damage may also lead to disciplinary consequences and legal charges. Do not adjust thermostats, windows, blinds, etc. without teacher's permission.

School Note and Student Interventions (Attachment)

Each student receives a daily school note to help monitor progress toward academic, behavioral and emotional goals. It is the student's responsibility to keep track of the school note and the student is to keep it on top of their desk during class. Staff will keep track of each student's behavior by notating on the school note during each class, after group and lunch. Appropriate skills and behaviors will earn checkmarks on the school note. The students total up their checkmarks at the end of the day to determine progress. There are 62 opportunities for a student to earn checks during the school day. Earning 80% of checks is a requirement for students to earn special activities/outings and ultimately the privilege of not carrying a school note during the school day.

Criteria necessary to earn not carrying a school note each day includes:

- At least 70% exhibiting following instructions, accepting feedback, accepting "no" for an answer and asking permission.
- Earn 80% of checkmarks for 17 of 20 consecutive days.
- Earn "self-regulation" checks for 15 school days.
- Complete 90% of classwork during class.
- Complete 90% of homework.
- No property destruction, physical aggression, self-harm, or leaving the class/school without permission.
- Grandfather Home for Children Students must be on Weekly System.

To provide an appropriate social and educational environment, it is important for students to understand that acceptable standards of behavior are expected at all times. Behavioral interventions occur when any student's actions interfere with the right of the teachers to teach and students to learn. Students understand that any faculty or staff member in the school has the right to confront individuals who are not maintaining the expected standards of behavior while on school property or at school activities.

Students will receive the following redirection that includes the use of the school note:

Student Behavior	Staff Response	Student Consequence
Step One	Staff verbal redirection to stop inappropriate behavior and/or begin expected task.	No consequence, if student responds appropriately to the verbal redirection. Staff will go to Step Two if student does not make change in behavior.
Step Two	Staff provides a prompt that the student is not going to earn the checkmark on the school note and provides student opportunity to use ICMP strategy. Staff verbally redirects student again.	Student does not receive a checkmark on school note. Consequence ends at this step if student returns to class or if student requests ICMP strategy. Staff moves to Step Three if student does not make change or does not implement ICMP.
Step Three	Staff verbally redirects student and indicates student will not earn checkmarks for class. Staff offers ICMP strategies.	Student earns no checkmarks for class and student is referred to the office. Principal, Teacher and

		Day Treatment staff will determine consequences.
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Management of Escalating, Dangerous, and/or Out-of-Control Behaviors

All students complete an Individual Crisis Management Plan (ICMP) with goals and strategies in place support students and staff during incidents of uncooperative, dangerous, or disruptive behavior. Students' plans also include approved strategies for coping with stress and difficult emotions in the classroom. Coping strategies may not distract others and are time-limited so the student can return to class as quickly as possible. No strategy is to last longer than ten minutes. Staff consistently implement the strategies in the ICMPs to help prevent crises. However, in the event that crisis behavior should occur, the crisis intervention policy outlines staff response guidelines.

The behavior management plan specifies the interventions available to manage disruptive, dangerous, or aggressive behavior. The plan identifies a set of individualized interventions, arranged in hierarchical order from the least to the most intrusive and intensive, and targeted toward a specific behavior or set of behaviors. This plan is not rigidly prescriptive: each circumstance is unique and treatment staff is responsible for determining the most appropriate level of intervention at any given time.

GFA implements the integrated crisis management of **Therapeutic Crisis Intervention (TCI)**, a program developed by Cornell University. The TCI program provides structured strategies for verbally de-escalating crisis or potentially critical incidents. In the event that a restraint is required, this program carefully outlines techniques and procedures that to follow in order to ensure safety and effectiveness, as well as to ensure a therapeutic opportunity.

Student Behavior

The following are some of the examples of student behaviors that violate school policy (not intended to be all-inclusive).

- The possession, transmission and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (which includes paintball guns) or any item used as a weapon
- Disrespect or uncooperative behavior
- The use of improper language
- Fighting
- Leaving a classroom or school facility without permission
- Threatening, bullying, intimidating or causing bodily harm to any person
- Property destruction

The faculty and administration of Grandfather Academy and Barium Springs' Day Treatment will provide appropriate academic, behavioral and emotional support and direction to any student who needs assistance meeting educational or treatment goals, including meeting the requirements of the Code of Academic Conduct. Staff and faculty work to assist every student, including students who are having difficulties, while deterring any student from undermining the education of other students through behaviors, which violate the Code of Academic Conduct.

Office Referrals

Significant inappropriate behavior and repeated refusal to respond to staff in the classroom will lead to an office referral. The documentation of office referrals is on a referral form and reported to the NC Department of Public Instruction through PowerSchool. Parents/guardians and residential staff receive a copy of the referral.

Significant inappropriate behavior leading immediately to an office referral includes, but is not limited to the following:

- Bullying or threatening
- Physical aggression
- Property destruction
- Verbal behavior (loud voice, abusive or vulgar outbursts toward others)
- Disruptive behavior that interrupts others in the classroom or school
- Leaving class or school without permission

Consequences for behavior requiring an office referral include:

- Lunch Detention
- After School Detention
- In-School Suspension
- Short-Term Out of School Suspension (3 days or less)
- Long-Term Suspension (10 days or more)

Consequence decisions, for office referrals, are determined after meeting with staff, parents/guardians, and residential staff. Each decision is determined based on frequency of referrals and behavioral incidents, as well as, intensity/severity of the behavior.

Off-Campus Field Trips and Special Activities

To be eligible to participate in off campus activities, students must meet the following criteria for the entire two weeks prior to the planned event:

- 80% on school notes,
- No physical aggression or property destruction,
- No verbal abuse or aggression in the classroom,
- No ISS or OSS,
- No restraints,
- Complete all classwork and homework.
- Grandfather Home for Children clients may be held back from activities when the Residential Clinical Director or the student's therapist determine there is a safety risk for the student to leave campus.
- A student who is not eligible for an off-campus activity must earn 80% on the school note, on the day of the activity, to be eligible for the next off-campus activity.

TECHNOLOGY AT SCHOOL

Acceptable Use Agreement

Computers

The classrooms contain computers and iPads for student use. Before using the devices, students must sign the Acceptable Use Agreement. Violating the Acceptable Use Agreement may result in a student being prohibited access to them as well as further disciplinary action. Under the Agreement, students are to do their part to uphold all laws concerning intellectual property and copyright and recognize that:

Computer software is copyright protected. This means students cannot make a copy of software they did not pay for and use as if they did. This is the same as stealing and would be an honor offense.

- Students may not tamper with another student's work.

- Passwords are with the highest degree of responsibility ensuring rights of privacy and security. Students should inform the Lead Academic Coordinator, or a teacher of any privacy or security problems they see.
- Students can expect only limited privacy in the content of their personal files. All files stored on any Grandfather Academy devices are subject to inspection and/or deletion.

The following activities are ACCEPTABLE USE of access to computers and resources external to Grandfather's via the Internet: Computers and resources external to Grandfather's via the Internet are available for limited educational purposes. The term "educational purpose" includes classroom work, assignments, career development, and self-directed learning in keeping with the mission and purpose of Grandfather Academy.

Given the nearly impossible task of listing all the uses in which a student might engage, Grandfather reserves the right to determine if the school's spirit and purpose has been violated. The use of the network/Internet is a privilege, not a right. The following activities are UNACCEPTABLE and may result in the loss and cancellation of those privileges.

- Loading any software or files (whether from the Internet, CDROM, disk or other device) on to a school computer without permission.
- Publicly posting personal contact information about one's self or others to social media sites, bulletin boards, news groups, discussion groups, chat rooms, e-mail listing, or other similar places. Personal contact information means a student's name, address, telephone, school address, etc.
- Gaining access to any external computer resources by posting fictitious personal information.
- Attempting to gain access to any computer system by using "hacking," "spoofing," or other illegal methods or gaining unauthorized access to any data or area of the computer system or sharing one's own password or passwords that belong to others. (For example, logging onto the computer using someone else's password or gaining access to another person's protected data).
- Using the school's computers or other technologies for financial or commercial gain. This means students will not offer, provide, or purchase products or services through Grandfather Academy's Internet access.
- Purposely damaging any data or changing the configuration of any school computer or other device.
- Adding, deleting, or modifying any item on any computer at Grandfather Academy.
- Purposely damaging the school's equipment including the uploading or creating of computer viruses.
- Interfering with the school's network system performance or gaining access to computers or files for which a student is not authorized.
- Harassing, insulting, or abusing other users.
- Using obscene or offensive language or messages.
- Sending or receiving obscene or offensive images or text.
- Transmitting unlawful information.
- Transmitting information to others using "spamming" or other bulk delivery techniques.
- Using the school's networks to transmit or receive messages or images that are inconsistent with the school's educational goals or objectives or guidelines for student conduct.
- Subscribing to list servers or other message distribution systems.
- Violating state and/or federal laws including copyright, computer fraud and abuse, obscenity, and protection of intellectual property.

- Using the Internet to enter chat rooms.
- Playing or downloading games unrelated to educational purposes.

IPad Policy

All students have access to an iPad while at Grandfather Academy for enhancement of classroom instruction. Students may only go to sites and apps that the teacher directs them to for classwork. Abuse of the iPad or going on inappropriate sites may result in the loss of iPad privileges.

EMERGENCIES

School Contact Information

In the event of an emergency from 8:00 a.m. to 4:00 p.m., contact the school office by calling 828-897-4500.

Emergency Drills

Fire, disaster, and lockdown drills occur periodically throughout the year. Students should remain calm and orderly and follow directions from faculty members.

Student Medical Emergencies

If a student becomes seriously ill or is seriously injured while under Grandfather Academy's supervision, the school will first attempt to contact the student's parent/guardian. If the parent or guardian is not available, the school will use their discretion in contacting a properly licensed and practicing physician and follow his or her instructions. If, in the opinion of the physician, the student needs medical or surgical services which require consent before being supplied, and the parents cannot be reached, a Grandfather Academy administrator is authorized, appointed and empowered to furnish on the parent's behalf such written or oral authorization as may be required for treatment.

Medication Policy

Whenever possible students should receive medication at home/cottage before school. In the event that medication is administered during school hours, GFA authorizes designated school personnel to administer medication prescribed by a physician. Only those trained and authorized to administer medication can administer it. Typically, Day Treatment staff will administer medication. Medication may be administered upon written request and authorization of the Parent's/Residential Staff/Guardian's as permitted by North Carolina General Statutes according to established procedures by NC general statutes (Legal Ref. G.S/ 115C 307C). Designated school personnel may include day treatment staff, academic coordinators, substitute teachers, teacher assistants or other school employees. GFA assumes no responsibility for students who self-medicate. Under absolutely no circumstances will a student be administered any medication without the written authorization from a Parent/Guardian.

Health and Medical Procedures/Annual Physical and Immunization

All new students enrolled at Grandfather Academy are required to have a physical exam, within 12 months prior to the beginning of the school year. Although Grandfather Academy does not require an annual medical examination by a physician for the remainder of the students, the school strongly recommends that such an examination occur every one to two years for every youth to ensure adequate medical attention to the physical growth and development. All students are required to have a completed and up-to-date North Carolina Certificate of Immunization and have an emergency contact form on file with the school prior to the first day of school. Parents/guardians will update these forms each year.

Blood-Borne Pathogens

Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person's blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

First Aid

Students should immediately report any injuries to a faculty member, or an administrator. Students should be aware of the blood borne pathogens policy at all times in the administration of first aid. If someone is bleeding, allow the person to wash the wound by him or herself unless the wound threatens life or limb. If someone is severely injured, students should try to keep the person calm and get help as soon as possible by finding a teacher or administrator. If no teachers or administrators are present, call 911 immediately.

HIV Policy

Grandfather Academy is aware of the importance and immediacy regarding the Human Immunodeficiency Virus (HIV), which can lead to Acquired Immune Deficiency Syndrome (AIDS). The school will act in accord with federal, state, and local laws regarding this healthcare matter. The Americans with Disabilities Act prohibits discrimination based upon a disability, which the Supreme Court recently interpreted to include HIV. Grandfather Academy will not exclude students from school based on their being HIV-infected, and the school will not require the screening of students for the presence of HIV antibodies. If the health of an HIV-infected person deteriorates, the Academy will base any decision regarding his or her attendance or educational program on competent medical advice and will balance the rights of the infected student with the legitimate interest of the school in protecting the health and safety of the remaining students and employees, and other appropriate factors. The school will make every effort to ensure the privacy of each HIV-infected person, keep records confidential, and keep the number of persons aware of the condition to a minimum. Grandfather Academy will treat students suffering from HIV in a fair and equitable manner. The school also expects a HIV-infected student to act responsibly in dealings with students, school employees, and the public.

Student Illness

If a youth is not feeling well in the morning, please do not send him/her to school. Do not return him/her to school after an illness until he/she is free of fever, diarrhea, and vomiting for at least 24 hours. Report all communicable diseases, including head lice to the school administration. Do not send a youth to school with a rash or anything you suspect may be contagious. The student is responsible to make the teacher aware that he/she is sick or injured.

Medication

If it becomes necessary for a youth to take prescription medication during school hours, staff will document a special Medication Need Plan. All medication must be in the original prescription bottle with the student's name, name of medicine, dosage and duration. Signed permission from the parent/guardian and a licensed physician is required before administering any prescribed medication at school.

Transportation of Ill Students

It is the parent /guardian's responsibility to provide transportation for a sick youth. In an emergency where there is a life-threatening situation or accidental injury, staff will call 911 to assess the situation and transport to a medical facility, if needed.

Youth Abuse and Neglect/Reporting Responsibility

In accord with state law and school policy, school staff is obligated under penalty of fine and incarceration to report the reasonable suspicion of physical abuse, sexual abuse, or youth neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that staff file a report of reasonable suspicion of abuse. School staff will make such reports in the best interest of the affected youth and do not have any legal alternative except to make a report to the proper authorities for their investigation and review.

GRANDFATHER ACADEMY PARENT AND FAMILY ENGAGEMENT POLICY

The mission of Grandfather Academy is to provide special educational opportunities for students who have been estranged by emotional, sexual, or other abuse. The school works in a personalized way to help each child to develop to his or her fullest potential. The mission of Grandfather Academy will be realized through academic plans including Individual Education Plans (IEPs), 504 Plans, and Personalized Education Plans, integration of therapeutic treatment within the educational setting, involvement by all individuals concerned with the child, and through the availability of high quality personnel, equipment, and curriculum needed to meet the needs of the individual child.

Grandfather Academy believes parent and family involvement positively impacts and contributes significantly to the academic, social and emotional success of the children.

- Grandfather Academy will distribute the Parent and Family Engagement Policy to parents and families of participating children.
- Grandfather Academy will notify parents about the Parent and Family Engagement Policy in an understandable and uniform format.
- Grandfather Academy will make the Parent and Family Engagement Policy available to the local community.
- Grandfather Academy will invite parents to attend an annual meeting to be informed of the Title 1 program and activities supported by the program.
- Parents are encouraged to visit their child's classrooms. Please call the Principal to help arrange the most productive time to visit.
- Parents are entitled to know the educational background of school staff that work with their children.
- The school will periodically update the Parent and Family Engagement Policy to meet the challenging needs of parents and the school.
- Provide opportunities for participation in school activities for all parents and legal guardians, including parents with disabilities, and limited English proficiency.
- Offer a number of meetings and parent conferences at flexible times to promote improved student achievement.
- Assist parents in understanding North Carolina Standard Course of Study academic content, student performance standards, and state and local assessments.
- Keep parents informed about curriculum, assessment, and student progress.
- Ensure that information related to school and parent/family programs, meetings, and other academy activities is sent home in a language that parents, legal guardians and students can understand.
- It is Grandfather Academy's responsibility to provide high quality curriculum and instruction in a supportive and effective learning environment that enables the students served under Title I to adequately meet performance standards.

Grandfather Academy School-Parent/Guardian-Student Compact

Grandfather Academy is committed to provide each student with the tools necessary to successfully meet the challenges they will face in a diverse world. We understand that our families, school staff, and community create the educational environment necessary to accomplish this task. As a result we have jointly developed this compact to be read, agreed to, and distributed to our entire school family. We ask that you promise to do this by signing and dating the portion of the compact that applies to you.

Parent/Guardian Responsibility

We will support the academic, social, and emotional growth of our child in the following ways:

1. Send my child to school rested, clean, fed, on-time, and ready to learn.
2. Attend parent/teacher conferences and keep emergency information current.
3. Read with my child (as required) and help with homework.
4. See that my child attends school regularly and has the necessary school supplies.
5. Model respectful attitudes for my child.
6. Read, sign, and return all forms.

Student Responsibility

I will support my own academic, social, and emotional growth by doing the following things:

1. Get the proper amount of sleep each night for someone my age (between 8-11 hours).
2. Complete all my assigned work and turn in to my teacher.
3. Attend school every day I can.
4. Listen to and respect my parents/guardians and the school staff.
5. Respect myself and my schoolmates.
6. Take all forms and letters home for my parent/guardian (as required) to read or sign.

School Responsibility

We will support the academic, social, and emotional growth of all students in the following ways:

1. Provide appropriate, individualized high quality curriculum and instruction in an effective and supportive learning environment.
2. Develop activities that promote positive attitudes and high self-esteem.
3. Maintain on-going communication with parents/guardians through different means.
4. Provide parents/guardians with information and techniques to help their child learn.
5. Model respectful attitudes with others and treat students with respect.

Attachment 1

Date:	AM Group	1 st Block	2 nd Block	3 rd Block	Lunch	4 th Block	PM Group
Student:	YES ☺	YES ☺	YES ☺	YES ☺	YES ☺	YES ☺	YES ☺
Did student.....							
Arrive on time?							
Sit in assigned seat?							
Follow instructions?							
Remain on task?							
Complete assignments?							
Maintain boundaries?							
Maintain appropriate verbal behavior?							
Come dressed appropriately?							
Accept the note as is? Or have complaints?							
Co-Regulate/Self-Regulate Bonus							
Teacher Initials							
Tally total							

100% (63 yes checks) - 500 pts. / 90% (57 to 62 checks)- 400 pts. / 80% (50 to 56 checks) - 300 pts. / 70% (44 to 49 checks) - 200 pts. / 60% (38 to 43 checks) - 100 pts.



