



Character, Confidence, Cognition

VOYAGER ACADEMY
**K-12 Student-Parent
Handbook**

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Vision: "Inspiring lifelong learning in every Viking."

Mission: "The mission of Voyager Academy is to provide students in kindergarten through grade twelve an academically challenging and supportive learning environment. Staff utilizes experiential and traditional learning strategies so that students become responsible, engaged, and innovative members of society."

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School Essentials

Vision, Mission & Values

Vision: "Inspiring lifelong learning in every Viking."

Mission: "The mission of Voyager Academy is to provide students in kindergarten through grade twelve an academically challenging and supportive learning environment. Staff utilizes experiential and traditional learning strategies so that students become responsible, engaged, and innovative members of society."

Values:

Confidence: Trusting in your own ability and being willing to take academic risks.

Curiosity: Eager to investigate and learn about the world around us.

Empathy: Being aware of and respecting another person's feelings, experiences, and differences.

Reflection: Using past experiences to guide future learning and decision making.

Integrity: Doing the right thing and standing strong in what you believe.

Voyager Honor Code

The purpose of the Honor Code at School is to build a community of honor and trust among administrators, teachers, students, parents, and staff.

Voyager Honor Code

Voyager students are good citizens who value honor and demonstrate integrity in all that they do. They help members of the community by having a positive attitude and by respecting other people and school property.

Honor: Having high moral standards of behavior; being judged by other people as possessing good qualities or character.

Integrity: Possessing the quality of being honest and fair.

Lying: Purposefully being dishonest or misleading to a fellow student, teacher, or administrator.

Cheating: Receiving unauthorized help on work; copying another person's work or answers on assessments. Asking other students to provide information such as questions posed or material covered on tests, quizzes or other assignments already taken or completed by the other student. Plagiarizing is a form of cheating:

Plagiarism: Passing off another's work or ideas as your own or intentionally failing to cite sources for information that is not widely known. Ignorance of proper citation procedures is not an acceptable excuse for failing to cite sources. Plagiarism includes:

1. Excessive parental assistance on homework or projects.
2. Forgery or falsification of documents.
3. Lying, outwardly and/or by omission.
4. Aiding others who are violating the Voyager Honor Code.
5. Taking property that does not belong to you without permission.
6. Not abiding by the rules and/or guidelines outlined by the Voyager Technology Use Policy.

Stealing: Taking another person's belongings or ideas (plagiarism) without permission or providing proper citations.

Disrespectful of People or Property: Being rude, defiant, or unkind to another person; vandalism or misuse of school, student or staff property.

Inappropriate Use of Technology: Loading unauthorized programs or viewing non-approved websites.

Student Honor Pledge:

"As an honorable member of Voyager Academy, I promise to uphold the Honor Code of my school to promote honor and integrity. I pledge not to lie, cheat, steal, be disrespectful of people or property or use technology inappropriately."

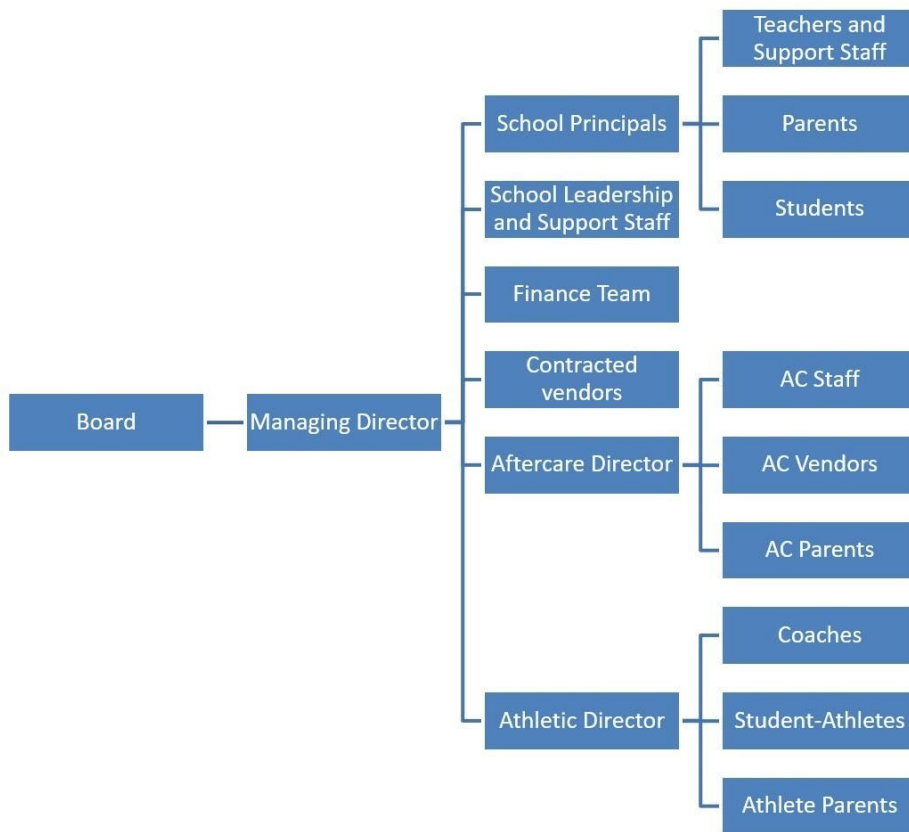
Each Voyager student is honor bound to report immediately all violations of the Honor Code of which the student has first-hand knowledge; failure to do so is itself a violation of the Honor Code. All students, staff, and other employees of Voyager are responsible for familiarity with and support of the Honor Code. Any student or staff member may charge a student with a violation of the Honor Code. Charges are presented to the Grade Level Principal. Hearings, administrative conferences and other proceedings regarding alleged violations of the Student Code of Conduct (including, but not limited to, allegations of violation of the Honor Code) shall be conducted in accordance with applicable North Carolina law.

School Governance

Board of Directors

Voyager is a non-profit organization. As a non-profit, Voyager is governed by a Board of Directors. The Board of Directors has between seven and fifteen members and the purpose of the board is to ensure that the school is achieving its mission, create and follow board policies, oversee the strategic plan for the school, and approve and follow the annual budget. The board is also responsible for the hiring and termination of employees at the recommendation of the Managing Director. The board meets every month on the third Thursday of the month. All board meetings are open to the public and the agenda for each meeting is posted on the Voyager website a minimum of three days in advance of all regularly scheduled meetings. Citizens may address the Board during the 30-minute period set aside for this purpose at the beginning of its regular action meeting. The Board Chairperson will grant 1- to 3-minutes to speak per person, depending on the number of citizens wishing to address the Board. Anyone who would like to make a public comment must email the board chair or board secretary 24 hours before a board meeting to request a spot on the agenda.

School Organization Chart



Non-Discrimination

Equal Education Opportunities

Voyager provides equal education opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, religious affiliation or any other protected class. Voyager adheres to the legal obligations and requirements under all state and federal laws, including without limitation, Title IX, section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education.

Compliance with Other Laws

Voyager shall comply with all applicable federal and state laws and regulations, including but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. Voyager shall comply with all applicable health and safety laws and regulations, whether federal, state or local. Neither the State Board of Education nor the local board of education assumes the duty to oversee the operations of Voyager except as may otherwise be required to monitor the charter school for compliance with applicable laws and regulations.

School Calendar

The Managing Director shall recommend and the Board shall adopt a school calendar by March 15th before the start of each school year and may present a calendar adoption for 2 consecutive years. The Managing Director or designee shall appoint a calendar committee to consider options. The calendar shall comply with applicable laws concerning educational instruction time. Voyager's calendar is available on the Voyager website.

Academics & Curriculum

Academic Honesty

Academic honesty is required by Voyager and any form of academic dishonesty is a violation of the school's Honor Code. Academic dishonesty is defined as cheating; working with another person(s) without permission, copying someone else's work, sharing your work with others, unauthorized use of notes or books on examinations, tests or quizzes; giving or receiving information on examinations, tests, quizzes, classroom assignments, lab assignments, homework assignments or any other work without the approval of the instructor; forging a parent signature; and plagiarism. Plagiarism is defined as intentionally using another person's words, thoughts or ideas as one's own without proper citation. Any act of academic dishonesty could result in loss of credit for the assignment and/or other disciplinary action.

Academic Standards

All students will be expected to master the grade level material each year. The teachers at Voyager will be responsible for assessing each student throughout the school year in order to track their progress towards mastery and keeping records of such progress. If a teacher has a concern about a student's academic progress or behavior they will bring the concern directly to the Student Assistance Team, which is called the Multi-Tiered System Support (MTSS) Team. The MTSS Team includes the School Counselor or MTSS Director, the general education teachers, the grade level Principal. The MTSS Team will discuss the teacher's concern and will then create an intervention plan. The teacher will communicate the details of the plan with the parents. If a teacher has a concern about the promotion of a student, the teacher will communicate their concern to the MTSS team. If necessary, the teacher, parent, student and MTSS team will meet to discuss the details of the student's academic progress and an additional intervention plan will be put in place. Any student being considered for retention must have already been referred to the MTSS Team. At the end of the school year the Managing Director will review all of the data in the student's file with the Principal and a final decision will be made about the promotion or retention of the student.

Pursuant to state law, third graders who fail to achieve reading proficiency may not be promoted unless a statutory exception applies. Parents of impacted students will be informed of the law's application. Any parent who wishes to learn more about this law and its application should contact the Elementary School Principal.

State Testing

All Voyager students in grades 3-12th will take the North Carolina required state tests. These tests include the following:

3rd Grade- Beginning of Grade tests (BOG).

3rd-8th Grades- End of Grade tests (EOG) for reading and math.

5th & 8th Grade

- Science EOG
- Math I EOC if applicable

9th-12th Grades

Math I EOC if applicable

Biology EOC

English II EOC

Schedule Changes

Middle School

All requests for schedule changes must be made in writing to the grade level Principal within the first ten (10) days of school. The requests will be reviewed and any changes will be made based on the educational reason for the requested change, student data and space availability in a class.

High School

VAHS will consider schedule change requests for the following reasons:

- Academic misplacement: Student is placed in a class without meeting the pre-requisite.
- Scheduled for a class that was already successfully completed.
- Missing a course needed to graduate on time.
- A course is scheduled more than once in the same academic year.
- Juniors and Seniors only: Requests for changes due to dual enrollment (enrollment in community college courses)

Withdrawal Procedures

If a parent would like to withdrawal their child from Voyager, Voyager must receive the request in writing. A records request to send records to another school for one of our current students is considered a request for withdrawal and if a records request is received the records will be sent and that student will be withdrawn from Voyager.

Student Files

Voyager will adhere to all federal laws relating to maintaining student files. The following information regarding The Family Educational Rights and Privacy Act (FERPA) comes from the US Department of Education website (<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>).

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents and eligible students have the right to inspect and review the student's education records maintained by the school. Voyager is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Voyager may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If Voyager decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, Voyager must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows Voyager to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Voyager may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If a parent would prefer that Voyager not release directory information about his/her student, s/he must inform the Managing Director in writing.

Right to Know Under the Every Student Succeeds Act

Parents of students have the right to know the professional qualifications of Voyager's classroom teachers. Parents can ask for certain information about their child's classroom teachers, and Voyager will give this information to parents in a timely manner if they ask for it. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers and Voyager:

- Whether the State Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches
- Whether the State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any teachers' aides or similar paraprofessionals provide services to their child and, if they do, their qualifications
- The School Improvement Plan
- Qualifications of your child's teachers
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Title I Parent Involvement Plan and School Parent Involvement Plan
- School Report Card

The Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning student privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

- Consent before students are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):
 1. Political affiliations or beliefs of the students or student's parent
 2. Mental or psychological problems of the students or the student's family
 3. Sexual behavior or attitudes
 4. Anti-social, demeaning, illegal, or self-incriminating behavior
 5. Critical appraisals of others with whom respondents have close familial relationships
 6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
 7. Religious affiliations, beliefs, or practices of the students or parent
 8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a student out of the following:
 1. Any other protected information survey, regardless of funding
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the School or its agent, and not necessary to protect the immediate health and safety of the students (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)

3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
- Inspect the following, upon request and before administration or use:
 1. Surveys created by a third party before their distribution by Voyager to its students
 2. Instruments used to collect personal information from students for marketing, sales, or other distribution purposes
 3. Instructional material used as part of the educational curriculum

Voyager will both directly notify parents of the specific or approximate dates (if such events are planned and/or scheduled) of the above activities and provide an opportunity to opt a student out of participating in them.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, D.C. 20202-5920

Services for Academically or Intellectually Gifted Children

The school administration shall develop a plan to identify each academically or intellectually gifted (AIG) student attending the Voyager Academy and to provide appropriate educational services to such students. The plan shall be presented to the Board for review and approval. The administration shall include parents/guardians, members of the school community, community representatives, and other appropriate persons in developing the plan.

The plan shall include at least the following components:

- 1) Screening, identification, and placement procedures that allow for the identification of specific educational needs and for the assignment of AIG students to appropriate services.
- 2) A clear statement of the program to be offered that includes different types of services provided in a variety of settings to meet the diversity of identified AIG students.
- 3) Measurable objectives for the various services that align with core curriculum and a method to evaluate the plan and the services offered. The evaluation shall focus on improved student performance.
- 4) Professional development clearly matched to the goals and objectives of the plan, the needs of the staff providing services to AIG students, the services offered, and the curricular modifications.
- 5) A plan to involve the school community, parents/guardians, and representatives of the local community in the ongoing implementation of the plan, monitoring of the plan, and integration of services for AIG students into the overall school program.
- 6) A procedure to resolve disagreement between parents/guardians and Voyager Academy when a child is not identified as AIG or concerning the appropriateness of services offered to the AIG student.

Any plan developed or revised and approved by the Board under this policy shall be submitted to the State Board of Education for comments before implementation.

School Operations

Dress Code

The purpose of the Voyager Academy dress attire policy is twofold. As an aspect of a student's personal education, it helps develop positive self-image and promotes a sense of personal responsibility. As an organizational benefit, this policy keeps our focus on the academic process, minimizes disciplinary disruption and assures the safety of our students. In this context, student dress should demonstrate modesty, be appropriate to an academic setting, and contribute to a sense of school pride.

Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited. Examples of prohibited dress or appearance include - but are not limited to - hats and headgear of any kind, exposed undergarments or cleavage; excessively short or tight garments; bare midriff shirts; strapless shirts; attire with messages or illustrations that are lewd, indecent or vulgar, or that advertise any product or service not permitted by law to minors; see-through clothing; any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon; or are reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school, including but not limited to items that are reasonably expected to intimidate other students on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religious affiliation or other protected category.

Principals shall exercise appropriate discretion in implementing this policy, including making reasonable accommodations to these rules for religious, cultural, or medical reasons.

If a student's dress or appearance violates this dress code it will result in a level 1 infraction and students may be required to change. Dress up days are required for project celebrations, athletic events and other occasions as noted on the calendar and directed by school leaders or coaches.

School Hours

Elementary School: Monday 7:45am-12:45pm, Tuesday – Friday 7:45am-2:45pm

Middle School: Monday 8:15am-1:15pm, Tuesday – Friday 8:15am-3:15pm

High School: Monday 8:45am-1:45pm, Tuesday – Friday 8:45am-3:45pm

Arrival and Dismissal

Please refer to the maps and procedures on our website which is updated as needed each year.

Third Party Rides

Consistent with Voyager's policies, parents and guardians must provide Voyager with the identity, by name, of persons permitted to pick up their children from school and students will only be released to such designated individuals. Voyager does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them such as Uber and Lyft.

Voyager will not allow any student to be picked up from school in a third-party car service, such as Uber or Lyft, and will turn away such ride sharing services from the school.

Student Parking on Campus

VAHS Rules and Regulations regarding Student Driving and Use of Parking Facilities at Voyager Academy High School

High School students are eligible to park on campus provided they have a parking pass and meet the following guidelines:

1. Only students with valid parking permits are allowed to park within the school parking lot.
2. Students must display their parking permit on their rearview mirror at all times while on school grounds.
3. Each student will be assigned a parking space. This assigned parking space corresponds to the number on the student's parking tag. Students may ONLY park in their assigned parking space and not in areas that are "off limits". Areas that are considered "off limits" include (but are not limited to); the apartment complex parking lot, the staff or visitor lot, other student's parking spaces, other areas on Voyager Academy's campus, and other prohibited areas. Violations are subject to towing at the student's expense.
4. Students who are unable to park in their designated space, should inform the front office immediately.
5. Students may only go to their cars during the school day with permission from the school administration.
6. Students may not leave campus during the school day unless signed out in the office by their parent/guardian or unless they have an off campus lunch pass.
7. Loitering in the school parking lot is prohibited. Students should leave the parking lot immediately upon arrival at school and immediately upon completion of the school day.
8. Students should obey all school policies and traffic laws while occupying the parking lot area and while operating a motor vehicle. **Speeding and reckless driving are prohibited and may result in loss of parking privileges.**
9. Drivers are responsible for their own vehicles and should keep them locked at all times. VAHS is NOT responsible for any automobile damage or theft.
10. Student vehicles are subject to a search if there is a reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband is present in the vehicle.

Students who violate any of the above rules and regulation are subject to towing (at student's expense), fines, loss of parking privileges and/or suspension

Attendance

At Voyager, every day is essential to the learning process; therefore we encourage every student to be at school every day. Students are responsible for collecting and making up any work that they missed while they were out of school. Parents may arrange to either pick up work in advance of a planned absence or can come by the school after an absence to pick up the child's work.

Compulsory Attendance

Every parent/guardian or other person of a child between the ages of 7 and 16 years enrolled at the Voyager Academy Charter Schools, or a child younger than seven if enrolled in school, shall cause such child to attend school continuously for a period equal to the time which the Voyager Academy Charter Schools shall be in session. No person shall encourage, entice, or counsel any such child to be unlawfully absent from school. The parent/guardian or custodian of a child shall notify the school of the reason for each known absence of the child.

Lawful Absences

Absences are considered Excused Absences in accordance with State law and will be excused for the following reasons:

1. Illness/injury
2. Quarantine
3. Death of an immediate family member
4. Medical or dental appointments (a note from doctor/dentist office is required to verify appointment)
5. Court proceedings
6. Religious observance
7. Inclement weather

Absences must be documented and lawful in order to be considered excused. Please do your best to inform the school of your child's absence by emailing the Administrative Assistant for your child's building by 9:00 am. A hard copy of the excuse may also be given to the office upon the student's return. At any point in the year that a student's excused absences are for an illness or injury, the principal may require a statement from the student's physician in order to excuse future absences. Unexcused absences will be handled in the following manner:

Grades K – 12:

Number of Unexcused Absences	Follow Up
0-4	No Action
5-9	Letter sent home; Intervention conference with parent/student and the Principal or designee

10+	Required conference with Administration including the Managing Director and discussion regarding potential action in court for truancy violations as well as involvement of the Department of Social Services
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The Ten-Day High School Attendance Policy

A high course consists of ninety (90) class meetings. The following shall result in denial of credit for a high school course: Ten (10) unexcused absences; Twenty-three (23) overall absences.

Daily Attendance

To be marked present for the day, a student must be present for 50% of the day. However, attendance to each class may affect whether or not a student receives credit for the course (see the “Ten-Day High School Attendance Policy, above).

Instructional Time

Every minute of instructional time is valuable at Voyager so we do not allow class time to be interrupted for any reason. If you need to speak to your child’s teacher you must make an appointment ahead of time. No visitors will be given access to any classroom unless the visitor has made prior arrangements for their visit.

Tardy Policy

Students are expected to arrive to school on time. Students are considered tardy if they are not in their classroom by the beginning of the school day. Tardiness is only excused for medical and dental appointments or to comply with court ordered attendance at a legal proceeding. In all such instances, for the tardy to be excused proper documentation is required. Students tardy due to illness will only be excused with parent communication – verbal (in person or over the phone) or via written note. Every third unexcused tardy in the High School will result in one after school detention to be served on the next after school detention day available. Tardies will be tracked and students with more than five unexcused tardies during the year will be required to make up the instructional time at the next available after school academic study hall.

Number of Occurrence(s)	Action to be Taken
0-4	No Action
5-9	Letter home to parent/guardian and student. Late pick-up may need to have a conference with an administrator.
10-19	Required conference with the Attendance Committee that includes the Assistant Principal and the School Counselor
20+	Parent/guardian and student required to conference with the Managing Director.

Early Release from School

Early dismissals from Voyager are considered tardies and are subject to the Attendance and Tardy policies above. Please remember, teachers are still instructing in the classrooms until the end of the school day and early dismissals interrupt instruction. We encourage parents to make appointments for their child outside of school hours; however if you must pick your child up from school early please notify the front office by emailing the building administrative assistant in advance. Parents must sign students out in the main office.

High School students who drive themselves to school must bring a note signed by the parent, including a contact number for the parent, to the office before school begins to be released for appointments during the school day. A dismissal slip will be issued to the student after the parent has been contacted and the early dismissal has been verified.

The latest time a child may be picked up for early dismissal is 30 minutes prior to release. Please schedule appointments accordingly and be mindful that students will not be dismissed after these times.

Partial Attendance for Extracurricular and Special Event Participation

Students must be present at school for at least half of the school day in order to participate in any extracurricular activities. The same applies for special events. Students must be considered present the day of a special event or evening student activity to participate in the event.

Make-Up Work for Absences

Students are responsible for, and they are permitted to, make up all work missed during absences. All work must be made up according to the course syllabus unless the teacher or an administrator determines that extenuating circumstances would support an extension of time. The student is responsible for finding out which assignments, quizzes and exams were missed and completing them within the specified time period. Generally no homework assignments will be given out prior to a student's pre-planned absence (i.e. trips). Students who

are absent due to a suspension from school will be provided an opportunity to complete work and take any examinations missed.

At the middle school level, any student with 20 or more absences in one or more classes during a school year is subject to failure of the grade. For high school level coursework, any student with 10 or more absences in any class in a school year is subject to failure of that class. If the grade level Principal determines that retention or failure of a high school course is necessary based on attendance, the parent/guardian and student will be notified in writing. The parent/guardian or student shall have ten (10) school days from the date of receipt of such notification to appeal the building principal's decision to the Managing Director pursuant to the School/Parent Grievance Procedure.

Field Trips and Overnight Trips

Field trips are an important part of enhancing a student's learning experience. Voyager provides field trip opportunities that provide academic value or community building time for our students. No Voyager student will be permitted to leave a field trip early except in the case of an emergency or unless requested by a member of the Voyager staff for disciplinary reasons. All students must remain with the group for the duration of the field trip. Due to the responsibilities of a chaperone to supervise the students in their care, we are not able to accommodate bringing additional children that are not in the designated class or course.

Students and families should be aware that any student who chooses to participate in a school-sponsored field trip is subject to search of their room or belongings if there is a reasonable suspicion that the student may be in violation of school policy or law. Local law enforcement may also be called to investigate if there is a belief that the student's behavior violated the law. Students who have been involved in serious disciplinary action may lose the opportunity to participate in future field trips scheduled in the same school year. High school students not in good academic standing may not be allowed to participate in field trips that involve missing instructional time.

Overnight Trip Parent and Student Expectations

Overnight trips are optional for all students. Students not in good academic and behavior standing will not be able to attend trips as they are offered. Deposits and payments made towards trips are nonrefundable as vendors are paid well in advance of trips and will not refund the money to the school. Student accommodations will be made on trips per the student's IEP or 504 Plan, but special accommodations for dietary requests, rooming preferences, and parent or student desires will not be honored. If students are unable to participate on the overnight trip without accommodations identified in their 504 Plan or IEP, the parent must attend the trip at their own cost and provide any accommodations that are needed.

Personal Items

The School will not accept responsibility for the personal items of students. We expect students to leave belongings that are not necessary for their education at home. Any personal items that staff members judge to be unsafe, inappropriate for Voyager, or interfering with students' educational focus will be confiscated and held in the office or remain in the possession of a staff member until the parents retrieve them. Such items may be subject to search. Voyager shall not be responsible for any items lost or damaged while in its possession.

Destruction of School Property

A student shall not intentionally cause or attempt to cause substantial damage, as determined by school officials, to school property or steal or attempt to steal school property either on school grounds or during a school activity, function or event off of school grounds. Damage or theft involving school property will result in disciplinary action up to and including exclusion from school. The parents or guardians will be asked to pay for the property that the student has damaged or destroyed. Students who have outstanding fines may be prohibited from all non-required activities (i.e. athletics, dances, parking, field trips, etc.)

Student Deliveries

To protect the integrity of the classroom environment, we do not accept the delivery of flowers or gifts for students in the main office. In addition, every effort should be made to refrain from dropping off forgotten items. We believe in encouraging student responsibility and would encourage parents not to come back to the school with forgotten items unless absolutely necessary.

Inclement Weather Procedures

The Managing Director of Voyager will make all decisions regarding school delays or closures due to inclement weather. School cancellation or a delayed opening will be communicated through an email to all parents and staff as well as via text for those who have registered for text alerts. The information will also be posted on our website.

Additionally, the Managing Director has the ability to call for an early dismissal if there are concerns about the road conditions or the safety of the children. Parents should ensure that their emergency contact information is updated for communication regarding inclement weather delays.

Posting or Publishing Student Pictures and Information

Parents, employees and volunteers shall not post any pictures of students on Facebook, Twitter, Instagram or any other form of social media or on the internet unless the Managing Director or Principal has approved such posting. This applies to all Voyager functions, whether or not conducted on school property, including field trips. Nothing in this policy shall prohibit a parent from taking and posting pictures of their own child, provided no other students are featured in such pictures. Voyager reserves the right to post pictures and images of current and former students on its website, official Facebook page or for any other school purpose. Parents who do not wish to allow Voyager to use their child's picture or image must fill out the Publicity Consent Form and turn it into the front office.

Gender Equity Policy (Title IX)

Voyager certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits discrimination based on sex. Voyager, as a recipient of federal financial assistance from the United States Department of Education, is subject to Title IX and does not discriminate based on gender in employment or any educational program or activity it operates.

Complaints or grievances regarding discrimination and harassment based on gender should be delivered in writing to the Managing Director (unless the complaint or grievance involves the Managing Director, in which case it should be delivered to the Chair of the Board of Directors) and should provide specific details regarding the event, the date of the event, and the parties involved. The complaint will be considered confidential and will be expeditiously investigated by the principal with the assistance of Voyager's legal counsel as necessary and appropriate. Voyager's comprehensive policy on Title IX complaints is set forth in the Student Discrimination, Harassment and Bullying Policy below.

Free and Reduced Price Lunch

Application forms for free and reduced-price meals, along with any explanatory materials, shall be sent to all students' homes by the school principal during the first week of school. Additional copies shall be made available in the principal's office at each school. The information provided on each application is confidential, and may be used only for the purpose of determining eligibility for free or reduced-price meals. Applications may be submitted at any time during the school year. In certain cases, foster children may also be eligible for these benefits. If a family has foster children living with the family and wishes to apply for meals, the family should be directed to contact the school principal.

The Managing Director or designee shall review all applications for free or reduced-price meals and determine eligibility. Eligibility forms are to be signed by the Managing Director or designee.

Emergency Data

Every family must complete the Emergency Information form during the first two weeks of school. Please communicate any changes to the information throughout the year by emailing the front desk administrator with changes.

The Emergency Information form includes the following information:

- Home address
- Home phone number
- Alternate phone numbers (work, cell)
- Names and phone numbers of people we are authorized to contact in case of an emergency
- Names and phone numbers of people who are authorized to pick the student(s) up from school

Visitors

All visitors at Voyager must sign in at the front office. All visitors are required to wear a visitor badge while on campus. Once a visitor has checked in they will then be escorted to their destination. All visitors must abide by the policies set forth in this handbook at all times. Parents, grandparents and siblings are welcome to join their student during the lunch hour on designated days. Your child's teacher will communicate the days of the week that are open for visitors during lunch. Please notify your teacher if you plan to come for lunch so they can plan accordingly and/or let you know of any changes to their daily schedule.

Volunteers

The staff at Voyager welcomes volunteers! Parent volunteers are very important to the success of our school. All volunteers must adhere to the volunteer requirements outlined below as per our Volunteer Policy. Volunteers

must sign in at the front office and a volunteer visitor badge must be worn at all times if volunteering during school hours. All volunteers are expected to abide by all of the school policies set forth in this handbook.

A volunteer is anyone who provides services, without compensation or benefits of any kind or amount, on an occasional or regular basis at Voyager or Voyager activities. Voyager strongly encourages parent, grandparent, guardian, and community involvement in our school. The following policy assists our volunteers in being effective, satisfied, and successful school volunteers while maintaining the integrity of Voyager and the health and safety of our students and teachers. Volunteers in large group functions may not be subject to all of the same requirements to serve.

1. All volunteers at Voyager are required to:
 - a) Have a Sex Offender Registry Check on file dated within the last two calendar years.
 - b) Have a background check performed through Voyager's third party vendor on file dated within the last two calendar years.
 - c) Comply with this policy.
2. The Managing Director or his/her designee will formally approve every volunteer application, and volunteers must be placed on the Authorized Volunteer list before volunteering their services at the school. All administrative staff will have a copy of the Authorized Volunteer list and will prohibit any person not on this list from volunteering at Voyager.
3. Information collected during the screening process for volunteers will be treated as confidential to the extent allowed by the law.
4. The Managing Director or his/her designee will review all criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at Voyager. The Managing Director will evaluate other criminal records on an individual basis. If a criminal history presents itself in a review, the Managing Director shall determine whether the results of the review indicate that the volunteer (i) poses a threat to the physical safety of students or personnel, or (ii) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a volunteer. The Managing Director shall document the decision.
5. All volunteers must report directly to the school office when they arrive and should sign in. The school office will provide an official badge identifying the volunteer that must be worn at all times.
6. All volunteers must be at least 18 years of age unless they are supervised by another responsible adult as approved by the Administrator or his/her designee.
7. Volunteers work in partnership with, under the supervision of, and at the request of Voyager administration and staff. Volunteers are expected to abide by all Board policies, procedures, and Voyager rules when performing their assigned responsibilities. The Managing Director or his/her designee shall make volunteers aware of all applicable policies, procedures, and rules at the Volunteer Orientation before they begin their first volunteer assignment.
8. Volunteers will not have access to confidential information in student records except as allowed by federal and state laws and regulations. Volunteers will be responsible for maintaining confidentiality regarding information seen and heard while working as a volunteer. If there is a safety concern or an emergency situation, it must immediately be communicated to someone in authority at the school.
9. Volunteers shall not use information learned or acquired in the course of volunteering for any reason other than in furtherance of their volunteer efforts at the school. For example, if a volunteer is a class parent and receives parent email information to communicate with parents, the volunteer shall not share parent email addresses with others and shall not use such email addresses to communicate with parents about anything other than for the purpose of serving as class parent.

10. Volunteers are to serve as positive role models. Voyager volunteers must always:
 - Use appropriate language
 - Dress appropriately
 - Discuss age-appropriate topics
 - Refrain from inappropriately touching students
11. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
12. Volunteers are prohibited from administering medications of any kind to students.
13. Volunteers should refrain from giving students gifts, rewards, or food items of any kind without the permission of Voyager personnel.
 - a. Volunteers are expected to be prompt and dependable. Volunteers should notify the school office if an illness or emergency prohibits them from attending a volunteer assignment.
 - b. Volunteers may not take students off school property without the written permission of parents and school personnel.
 - c. Volunteers must leave children not enrolled at Voyager at home when volunteering.

Voyager does not tolerate any kind of racial, ethnic, disability, or gender discrimination or sexual harassment by volunteers of the school and it is expected that all volunteers will comply with Voyager's policies related to such matters.

Smoking and Tobacco Use on Campus

Voyager is a smoke and tobacco free campus. In keeping with Voyager's intent to provide a safe and healthy work environment, smoking and other tobacco use is prohibited on Voyager property at all times. This policy applies equally to all employees, parents, students, volunteers, contractors and visitors. This policy also includes the use of e-cigarettes and vape pens.

Weapons

Weapons of any kind are expressly prohibited on school grounds or during school events. Weapons are defined to include any firearm, knife, destructive device, and/or any item (regardless of its nature) used to threaten or cause actual harm. Voyager's comprehensive Weapons Policy can be found in its Voyager Operations and Board Policy Manual available on Voyager's website.

Drug and Alcohol Use

Voyager is dedicated to maintaining a safe educational environment. Thus, Voyager has implemented a drug and alcohol free work environment policy, which prohibits anyone from being under the influence of alcohol or illegal/misused drugs on school grounds or attending a school related event. Alcoholic beverages are never to be possessed or consumed on school grounds, at school events, or during field trips. Alcoholic beverages are never to be possessed or consumed in vehicles of transportation owned or operated on behalf of Voyager, or by their drivers while they are responsible for the operation of such vehicles. The use, sale, transfer or possession of alcohol, illegal drugs, hallucinogens, stimulants, sedatives, controlled substances, or drug paraphernalia on school property, at Voyager events or on field trips is prohibited. This includes the misuse of prescription drugs, including medical marijuana, or any mood altering substances while on Voyager property, at a Voyager event, on field trips or in circumstances the school believes will adversely affect Voyager's operation or safety.

Threats and Violence

Our policy is to strive to maintain a school environment that is free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind onto school property, or any other act, which, in Voyager's opinion, is inappropriate to Voyager. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures.

School Safety

Voyager will have a Crisis Management Team that will create and manage the following procedures by outlining the actions and responsibilities of staff and administration in addressing the following issues:

- Evacuation Fire
- Evacuation Non-Fire
- Hazardous Materials
- Lockdown-Perimeter
- Lockdown-Full
- Serious Medical Emergency
- Severe Weather (tornado; hurricane; etc.)
- Public Health Emergency
- Student in Crisis

The Managing Director oversees the Crisis Management Team and it is the responsibility of the Managing Director to ensure that the procedures are current and applicable and that all applicable parties are aware of the procedures.

The Managing Director is also responsible for ensuring drills occur on a regular basis.

These procedures will be reviewed annually by the Crisis Management Team and any changes or revisions will be made by the Managing Director. The Managing Director is responsible for communicating these procedures to the Board of Directors.

Pesticide Notification

Voyager aims to control pest populations and to reduce the use of active pesticides throughout the school by implementing an integrated pest management program. The health and safety of all persons within the school's facilities are of primary concern. To the greatest extent practicable, Voyager will notify parents in advance of pesticide applications. A parent can also request to be notified 72 hours before the application is to take place. Please contact the Voyager office if you wish to be notified or wish to review Voyager's pest management program or records.

Hazardous Chemicals

Voyager will take all necessary steps to protect its students and staff from hazardous chemicals or other potentially dangerous materials, and it will comply fully with all required inspections, laws, ordinances, and regulations regarding hazardous chemicals.

Fire and Safety Regulations

Voyager will submit to all fire and safety inspections by state, county, and municipal authorities as required by law. Voyager will also obtain all necessary certificates and licenses prior to opening for each school year.

Video Monitoring

Voyager recognizes that the use of video monitoring/surveillance systems may be warranted to maintain campus security, to increase student and employee safety and to assist with the enforcement of the school's policies and rules concerning student and employee conduct, safety and security.

School buildings and grounds may be equipped with video monitoring devices, but such devices shall not be placed where there are reasonable expectations of personal privacy such as in locker rooms, changing rooms, nursing and health room areas or bathrooms.

Use of Video Recordings

- Video recordings will only be utilized for official Voyager business.
- A video recording of actions by students may be used by administrators or the Board as evidence in any disciplinary action brought against students arising out of the student's conduct on or about school property.
- The video surveillance recordings may not be used in connection with instructional observations of professional staff. This policy does not prohibit the administration from establishing other methods of videotaping lessons for the purpose of instructional observation.
- Video surveillance recordings of students, staff and/or others may be reviewed for the purpose of determining adherence to school policy and rules.
- Such recordings may be used to detect or deter criminal offenses that occur in view of the camera(s) and may be shared with law enforcement officials.
- Video surveillance recordings will be released to others only in accordance with applicable state and/or federal law or regulation.

Parent Concerns

Voyager encourages the involvement of parents in their child's education. If you have a concern regarding your child please contact your child's teacher first. As a parent, you may request a conference with the teacher at any time. Please make these arrangements directly with your child's teacher. If you feel that your concern has not been handled by the appropriate teacher then you can contact your child's Principal.

Resolution of Student Issues in the School

If a parent wishes to meet to resolve a classroom/student issue, we encourage them to contact the following in this order:

1. Student's Classroom Teacher
2. Grade-Level Principal
3. Managing Director of the School

Grievance Policy For Parents/Students

Purpose: To provide the procedures parents/students will follow when they have an issue at the School that constitute a grievance.

This policy is in place to respond to parent/student grievances. It is expected that any parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's Teacher. If the student/parent is not satisfied with the teacher's response, they should then set a meeting with the grade-level Principal. At that meeting, the teacher, student, grade-level Principal and parent must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Managing Director. Similarly, if a parent/student disagree or have an issue with a policy or procedure at the School, the parent/student should set a meeting with the Managing Director. If the parent/student feels that their issue is still a concern after meeting with the Director and the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many issues that a parent/student has with the classroom, teacher or School will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or grade-level Principal.

1. **Definition of a grievance:** a grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a School policy, board policy, or law/regulation. A complaint under Title IX is not grievance and this policy does not apply to such complaints.

2. **Time Limits:** A grievance will only be heard if the complaint has been filed within fifteen days of the meeting with the Director. The fifteen-day deadline may be extended at the discretion of the Director.

3. **The grievance process is as follows:**

Step 1: If the parties are not satisfied with the decision of the Director, and the grievance meets the definition set forth above, the parent/student must submit a letter in writing stating the School policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The parent/student should make all efforts to include any details about the event that may be helpful in the decision making process. The written letter should be submitted to the Director of the School and to the Chair of the Board of Directors. If the Director of the School is implicated in the grievance, the grievance should only be submitted to the Chair or the Vice Chair of the Board of Directors.

Step 2: The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. If the Board considers the matter should be heard, the parties will be called to meet with the Board. After the hearing, any decision of the Board will be communicated to the Director and the parent/student who filed the grievance within five school days, The Board's decision concerning the grievance is final.

Technology Use at School

While at Voyager, students will have access to a variety of technology. It is the expectation of the school that all school owned tablets and laptops remain at the school. All students in grades 7 and above and all parents must sign and adhere to the Technology Acceptable Use Policy.

Electronic Devices

Cell phones and all other electronic devices must remain turned off and in backpacks throughout the school day unless authorized by a staff member. This includes cell phones, PDAs, iPods, MP3 players, video equipment, cameras, and gaming devices. Any electronic device used during the day will be confiscated and returned to a parent/guardian at the end of the school day. Second-time offenders will receive further consequences and will lose future electronic device privileges. Please reference our discipline policy for additional information regarding disciplinary action as it relates to the use of personal electronic devices. Voyager will not be responsible for lost, stolen, or broken items.

The possession of such electronic devices at Voyager or during school events constitutes the consent to the search (either in the presence of the students possessing the device(s) or outside that students' presence) and confiscation of the device(s) by school personnel. Confiscated devices may be returned to the parent/guardian at the end of the school day. Any exceptions to this general rule sought by parents for specific health or safety concerns should be brought to the attention of the Managing Director. The Managing Director's determination is final.

Telephone and Cell Phone Usage

Students are not permitted to make phone calls except in cases of emergency or by teacher request. Students who need to use the telephone must have approval from their teacher. It is requested that all travel and after-school plans be made ahead of time in order to keep the school telephones available.

Students bringing cell phones to Voyager must keep them in their backpack turned off throughout the school day unless directed by a Staff member. Please do not call or text your child's cell phone as it is against Voyager policy for students to use them during school hours.

Students who disregard the cell phone policy during the school day are subject to disciplinary actions, including but not limited to the following:

1st offense: The phone will be held in the office for a parent to retrieve at the end of the school day.

2nd offense: The phone can be picked up in the office by a parent and the student will be assigned lunch detention.

3rd offense: The student will be assigned an after-school detention and the parent may retrieve the phone after the after school detention is served. Please make note that after school detentions are only available on certain days of the week.

4th offense and beyond: The student will receive increased disciplinary consequences which may include, but are not limited to, additional after school detention assignment, in-school suspension, parent conference, out of school suspension, etc.

Additional consequences for violations of this policy may be administered in the discretion of the grade-level Principal and/or Managing Director.

If during state testing a student is found to be in possession of ANY electronic device, it will be reported to the Regional Accountability Office and the device will be held until their investigation is completed. Cell phones are not the responsibility of the faculty and staff at Voyager.

Technology Use Policy

Students are offered access to the Voyager computer network for creativity, communication, research, and other tasks related to the academic program. All use of computers, furnished or created data, software, and other technology resources as granted by Voyager are the property of the school and are intended for school business and educational use. Students are to use the computer network responsibly. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and using the school's computer network and technological resources.

1. **Privacy:** Voyager reserves the right to monitor Internet traffic and to retrieve and review any data composed, sent, received, or stored using its network or Internet connections, including e-mail. Users do not enjoy any expectation of privacy when using any technology or transmissions originating within or around Voyager property.
2. **Cyber Bullying:** Voyager prohibits cyber-bullying, an act involving the use of information and communication technologies, including but not limited to email, text messages, blogs, instant messages, personal Websites, online social directories and communities (e.g., Facebook, Instagram, Wikipedia, YouTube, etc.), video-posting sites, and online personal polling Websites, to support deliberate or repeated hostile behavior, by an individual or group, that is intended to defame, harm, threaten, intimidate, or harass students, staff members, or the school during or outside school hours and on or off school premises. Cyber bullying will be handled in accordance with the Student Discrimination, Harassment and Bullying Policy.
3. **Materials and Language:** Use of or accessing profane, abusive, pornographic, obscene, and/or impolite materials or language is not permitted. Accidental access should be reported to the instructor immediately. Intentional circumvention of web-filtering is prohibited.
4. **Installing/Copying:** Students are not to install or download any hardware, software, shareware, or freeware onto any media or network drives. Software installed by anyone other than the network administrator will be removed. Downloading of non-work related files is permitted only with an instructor's permission. Students may not copy other people's work or intrude into other people's files. All copyright laws must be respected. Use of any other organization's network or technology resources via the network requires the instructor's permission and must comply with the rules appropriate for that network.
5. **Access:** Users may not access the computer network without proper authorization. Hacking is expressly prohibited. Users are to use their own username and password when using a computer. Users must log

off the computer when they are finished with their work and are not to log on to a computer for someone else or tell others their password. Students are to notify the instructor if someone else is thought to know his/her password.

6. **Data Protection:** Users must not attempt to damage or destroy equipment or files. Though efforts are made by Voyager to ensure the safety and integrity of data, the school makes no warranties of any kind, either expressed or implied, for the service it provides. Voyager will not be responsible for any damage to data.
7. **Storage:** Users are to delete their files and materials they no longer need.
8. **Printing Resources:** Paper and toner are costly, and excessive use is wasteful. Documents must be proofread before printing. Users are to print only the needed part(s) of documents. Students must obtain permission from an instructor before printing documents.
9. **Passwords:** Students are reminded not to share their password with anyone except a parent or guardian. Students should not use login IDs and passwords belonging to other students or faculty and staff members.
10. **Email:** Email correspondence on the Voyager system, the laptop, or making use of the student's assigned email account is the property of Voyager. Documents and other files created by the students and located on the laptops or the Voyager computer system are also property of Voyager.
11. **Daily Student Expectations:** Students who are assigned laptops are responsible for making sure their computer batteries are completely recharged before classes start for the day. Students will also bring their computer to school every day. Failure to do so may result in a failing grade on assignments that require the use of the computer for that day. Students are only permitted to use computers during class when authorized to do so by a faculty member and only for the purpose stated by the faculty member.

The following consequences will apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

1. Revocation or limitation of computer access privileges
2. Temporary or permanent confiscation of the student computer
3. Disciplinary action as provided for in the student handbook
4. Any other sanctions or remedies provided by law

3rd-Party Applications and Sharing of Student Data

Voyager Academy utilizes a number of 3rd-party applications to facilitate school operations, classroom management, and student learning. Use of these applications typically requires sharing of student data with the operating company. All data sharing complies with The Family Educational Rights and Privacy Act of 1974 (FERPA), and use is reasonably monitored for compliance with the Technology Acceptable Use, Internet Acceptable Use, and Social Media policies. The North Carolina General Assembly has mandated that NC public schools aggressively adopt and improve digital learning methods and strategies, and digital learning has become an integral part of the classroom in public schools across the country. Voyager feels the educational benefit provided by these applications and the internet in general outweighs all possible disadvantages. As such, we do not seek explicit guardian consent to the use of technology and the sharing of student data. By enrolling a

student at Voyager, the parent/guardian(s) implicitly consent(s) to the student's supervised use of technology, including the internet and 3rd-party applications.

Voyager utilizes Google's G Suite for Education extensively for both staff and students. Voyager provides students with access to applications in both the Core Services and Additional Services categories. By enrolling a student at Voyager, the parent/guardian(s) implicitly consent(s) to the student's supervised use of these applications.

Internet Acceptable Use Policy

Voyager Academy provides internet access to support education and research. Access to the Internet is a privilege subject to restrictions set by the Board of Directors. For students and staff, violation of any provisions in the Acceptable Use Policy (AUP) may result in disciplinary action and/or cancellation of access to the Voyager Academy network. This policy applies to all Internet access on Voyager property, including Internet access using mobile devices, and including access by staff, students, and visitors to the Voyager campus.

Students' internet usage is permitted only in the presence and supervision of a teacher or other designated adult.

Although Voyager uses resources to protect against exposure to inappropriate material, there is always a risk of students accessing such materials. Although it may still be possible to access inappropriate material, Voyager feels the educational benefit provided by the Internet outweighs any possible disadvantages. We encourage parents to talk with their students about sites and material which the parents believe are inappropriate. Voyager cannot accept responsibility for enforcing specific parental restrictions that go beyond those imposed by the school.

The Children's Internet Protection Act (CIPA) is a federal law enacted to address concerns about access to the Internet and other information. Under CIPA, schools must certify that they have certain internet safety measures in place. These include measures to block or filter pictures that (a) are obscene, (b) contain child pornography, or (c) when computers with internet access are used by minors, are harmful to minors. Voyager monitors online activities of minors and to address (a) access by minors to inappropriate matter on the Internet and World Wide Web, (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online, (d) unauthorized disclosure, use, and dissemination of personal information regarding minors, and (e) restricting minors' access to harmful materials. Voyager certifies that it is in compliance with CIPA.

Students are prohibited from using or accessing internet sites containing pornographic, violent or other unacceptable content either at school or at home using school-owned computers/technology/electronic devices. Accessing, producing, posting displaying or sending offensive message, music or images, including images of exposed body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude or sexually suggestive language or images.

Students who bring their own devices to campus are encouraged to take reasonable precautions to ensure the security of those devices. This includes operating system updates and virus scanning.

Safety and Ethical Use

Any internet user must take reasonable precautions to protect him or herself online. Students, staff, and visitors should use the following guidelines:

Email, forums, instant messaging, and other online messaging

- Never share personal information online. This includes, but is not limited to: real full name, postal address, social security number, and passwords. Sharing the information of another individual, especially minors, is unethical, strictly forbidden, and may be unlawful. In the case of students, the privacy of student educational data is protected by the Family Educational Rights and Privacy Act (FERPA). When in doubt, do not release student data and consult a school administrator for further advice.
- Special care must be taken when sending mass emails. Email addresses themselves are private information, and improper mass emailing can result in inadvertent sharing of addresses. Improper mass emailing can also allow recipients to reply to the mass message and send their own messages to the entire group. This is preventable by using a blind carbon copy (Bcc) feature or a mass emailing service. It is the responsibility of all Voyager staff and students to use Bcc or a mass emailing service and to protect private information and data when sending mass emails.

Unauthorized access / hacking and general unlawful activity

- Gaining or attempting to gain unauthorized access to Voyager resources, or using Voyager resources to gain or attempt to gain unauthorized access to outside systems is unethical, unlawful, and forbidden. This includes bypassing the internet filter without permission or purposefully gaining access to material that is harmful to minors.
- Assuming the online identity of another individual for any purpose is unethical and forbidden.
- Use of Voyager resources for any unlawful purpose, including, but not limited to, copyright infringement, is unethical and forbidden.

Academic integrity

- Students are expected to follow all Board and school handbook policies regarding academic integrity when using technology.

Harassment and Cyberbullying

Cyberbullying may involve any of these behaviors:

1. Accessing, producing, posting, sending, or displaying material that is offensive in nature on the Internet
2. Harassing, insulting, or attacking others on the Internet
3. Posting personal or private information about other individuals on the Internet
4. Posting information on the internet that could disrupt the school environment, cause damage, or endanger students or staff.
5. Concealing one's identity in any way, including the use of anonymization tools or another individual's credentials/online identity, to participate in any of the behaviors listed above.

The principals will determine whether or not specific incidents of cyberbullying have impacted the School's climate or the welfare of its students and appropriate consequences will be issued. Voyager is not responsible for electronic communication that originates off-campus but retains the right to impose discipline, where appropriate, for off-campus communication or conduct that substantially disrupts the educational environment at Voyager. Cyber bullying will be handled in accordance with the Student Discrimination, Harassment and Bullying Policy.

BYOD Program

BYOD stands for "Bring Your Own Device." It is a strategy for providing personal computing in business and education where the end user (employee, student), as opposed to the organization, provides, owns, and maintains his/her own device. It is typical in universities and colleges, and is gaining in popularity in K-12 education and businesses.

Each student in grades 8-12 is required to provide his or her own device for personal use both at school and at home, with exceptions for families with demonstrated financial hardship.

Access to a computer is essential to learning at Voyager Academy. The student's personal device is considered an essential school supply, just as pencils and paper traditionally have been. Students are required to be prepared at the start of each school day with their fully charged and functional devices. This is considered a part of being prepared to learn.

As with all technology at Voyager Academy, students are required to follow the Acceptable Use Policy and the Technology Use Policy when using their personal devices.

Voyager will maintain a sufficient pool of short-term loaner devices for extenuating circumstances, such as a computer being out for repair. Loans will be day-long only. Students who need a loaner should check one out from building administration (usually the building Assistant Principal) before the start of first period, and return it before returning home. The loaner devices do not go home with students unless no other option, such as a shared family computer, is available. If an issue with a student device occurs in the middle of the day, the student may check out a loaner immediately.

Students who are unprepared with their devices will follow the following consequence schedule:

1st Instance: Verbal warning from teacher

2nd Instance: Verbal warning from teacher and parent contact

3rd Instance: Lunch detention and parent contact

4th Instance: Referral to Administration

5th Instance: Conference with student, parent(s), and building administration

Students whose computers are out for repair are exempt from this schedule.

A separate document details device requirements and contains some model recommendations.

The document is available on the Voyager website. Requirements are minimal, and there are many very affordable options that meet them.

Cell phones do not meet the device requirements and are not acceptable as a student computing device. Furthermore, the use of 3G/4G hotspots on campus is prohibited. Students must deactivate any hotspots while on campus, and must connect personal computing devices to Voyager's wireless network.

In addition to day-to-day schoolwork, students will use their personal devices for examinations, including End-of-Grade and End-of-Course tests, and North Carolina Final Exams. As such, students will be required to install any testing software and make any configuration changes required by the examination platform(s) being used. Voyager staff will assist students in making these changes in advance of test days.

The BYOD program should not be a barrier to learning for any Voyager student. Families who are unable to financially provide a computer for their student(s) should contact the Managing Director directly.

Social Media Policy

Voyager's Comprehensive Social Media Policy, which applies to all members of the Voyager community (including parents and students) may be found in its Board and Operations Policies.

Student Health and Wellness

Prevention and Control of State Reportable Communicable Diseases

Students are excluded from school in cases of certain **reportable** communicable diseases. While the list of diseases reportable to the state Division of Public Health is lengthy, the number of such diseases common to the school age child is not. This list is available upon request from the school office.

When a student is suspected of having one of those **reportable** communicable diseases, it is the responsibility of the parent to take the child to the local health department or primary health care provider for verification and treatment before that student can return to school. Students should be temporarily excluded from school if presenting symptoms of a reportable disease is present. In each case, readmission to school should also take into account whether the student is able to participate in school. In some cases, a student with a disabling disease, who is no longer contagious but may require ongoing care, may be eligible for additional services under Section 504 of the Rehabilitation Act.

A list of students who have not been vaccinated for bona fide religious or medical reasons or who have illnesses that cause immunosuppression will be maintained in the school health office so that appropriate action can be taken to protect these individuals when serious communicable disease outbreaks do occur.

Voyager staff makes every effort to reduce the prevalence of disease-causing organisms through ensuring cleanliness of the environment, emphasizing frequent hand washing of students and staff, and following proper decontamination procedures of items used in mealtime and other activities. Despite those actions, the school age child is often the source and conduit for communicable diseases ranging from the “common cold” to ringworm among many. The majority of such illnesses are not among the diseases for which the state Division of Public Health, following guidelines issued by the Centers for Disease Control and Prevention, has issued mandatory isolation rules. However, the following isolation guidelines must be followed:

- **Chickenpox (Varicella):** Student is excluded until all blisters have formed scabs.
- **Fever:** The parent/guardian of any student with an oral temperature >100.4 degrees will be notified and asked to pick up their child. The student should remain at home until fever-free for 36 hours without medication.
- **Head Lice (Pediculosis):** The parents/guardians of any student found with lice will be notified and asked to pick up their student. The parent/guardian may consult their medical provider or treat with an over-the-counter product. The student may return to school after receiving treatment for lice and removing nits.
- **Impetigo:** Student is excluded from school if he/she has more than three to four sores until seen by a medical provider and treated with a prescription antibiotic for a minimum of 24 hours.
- **Measles (Rubeola/Rubella):** Student is excluded until physician’s approval is given and student is no longer contagious.
- **MRSA (Methicillin Resistant Staphylococcus Aureus):** All suspected cases should be referred to their healthcare provider and if possible, lesions should be kept covered while at school. Exclusion from

school and sports activities should be reserved for those with wound drainage that cannot be covered and contained with a clean, dry bandage and for those who cannot maintain good personal hygiene.

- **Nausea, Vomiting, Diarrhea:** The parent/guardian of any student experiencing nausea, vomiting, diarrhea will be notified and asked to pick up their child. The student may return to school 36 hours after the symptoms have abated.
- **Pink Eye (Conjunctivitis):** A student who is exhibiting symptoms of pink eye should be evaluated by their medical provider. Student is allowed to return to school on approval of physician. The student may return when treatment has begun, has minimal drainage & student is able to keep hands away from eyes.
- **Scabies:** Student is excluded until one (1) treatment with prescription medication has been completed for at least 24 hours.
- **Strep Throat (Streptococcal and Staphylococcal Infections):** Student is excluded from school until treated with a prescription antibiotic for 24 hours and has been fever free for 36 hours.

If a student has a communicable disease, including HIV/AIDS, hepatitis B, tuberculosis, etc.; the parents are encouraged to notify the school principal. This information will be kept confidential in accordance to the law.

If notified that a student suffers from such immunodeficiency, the school principal will request that the notifying party provide information about what types of exposures might put the student at risk and what reasonable practices can be taken in the school setting to minimize the risk to the student. Whenever possible, the school principal will notify the parents or guardians of an infected or immunodeficient student (or the student himself where appropriate) of the existence of chicken pox, influenza, meningococcus, measles, tuberculosis, or other contagious diseases occurring in the school that may represent a serious threat to the student's health. Students who are removed from school as a result of such conditions will be provided instruction in an appropriate alternative educational setting.

Immunizations

North Carolina law requires immunizations for every child present in this state. Every parent, guardian or person in loco parentis is responsible for ensuring that their child(ren) receive required immunizations. It is the responsibility of the parent, guardian, or person in loco parentis to provide the immunization record of each school age child to the school ***no later than 30 days*** after the child enters school or the child will be suspended from school until a valid immunization record can be provided.

EFFECTIVE JULY 1, 2015, THE FOLLOWING ARE REQUIRED IMMUNIZATIONS:

Kindergarten Required Vaccines

Vaccine	Number Doses Required Before School Entry*
Diphtheria, tetanus and pertussis	5 doses*
Polio	4 doses*
Measles	2 doses*
Mumps	2 doses*
Rubella	1 dose*
Haemophilus Influenzae type B (Hib)	4 doses*
Hepatitis B (Hep B)	3 doses*
Varicella (chickenpox)	2 doses*

* Please contact your child's healthcare provider for further information.

7th Grade/12 Year Old Required Vaccines

Adolescents should be up to date on all the vaccines required for kindergarten entry.

In addition:

- Meningococcal conjugate vaccine (MCV) – 2 doses
 - One dose for individuals is required entering the 7th grade or by 12 years of age whichever comes first.
 - Booster dose for individuals is required entering the 12th grade or 17 years of age beginning August 1, 2020.
 - If the first dose is administered on or after the 16th birthday the booster dose is not required
- Tetanus, diphtheria, and pertussis (whooping cough) – Tdap
 - A booster dose of Tdap is required for individuals who have not previously received Tdap and who are entering 7th grade or by 12 years of age, whichever comes first.
 - School Entry from 6th to 7th Grade

If you have specific questions regarding your child, please contact your child's health care provide or your local health department.

Garrett's Law

North Carolina law mandates that at the beginning of every academic year, local boards of education shall provide parents and guardians with information about meningococcal meningitis, influenza, Human Papillomavirus (HPV) and their vaccines. This important information is available online for parents/guardians on our website.

Medication Administration

The needs of students who require medication during school hours to maintain and support their health and well-being during the educational day should be met in a safe and prudent manner.

Rationale

- Implementation of the IDEA (Individuals with Disabilities in Education Act), and amendments since enactment, has led to an increased number of children whose health problems require medication to be given while at school.
- Students with chronic illness may be dependent on routine medications, which enable them to participate more fully in all aspects of school activities and to minimize their absences.
- Students may require the administration of controlled substances during the school day in order to maximize their classroom performance.
- Some students with infections and communicable diseases are able to resume school attendance based on continuation of their medication regimen.

North Carolina State Recommendations

- All medications administered by school personnel during school hours must be prescribed by a licensed healthcare provider.
- All medications administered at school must have a written request/permission signed by the parent or legal guardian.
- Students with asthma and/or at risk for anaphylactic allergic reaction, may possess and self-administer medication on school property within certain parameters.

School personnel ***will not administer any medication*** to any student unless they have received the “**Request for Medication Administration in School**” form properly completed and signed by the doctor. The medication must be received in an appropriately labeled container. To protect your student’s well-being, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in school or during school-sponsored activities, please contact the administrative assistant in the building. Thank you for your cooperation.

Self-administration of Medications in School

In accordance with North Carolina state law, there are a ***limited number*** of health conditions which may require the student to carry medications at all times. These include asthma (inhalers), diabetes (insulin or source of glucose), and severe anaphylactic allergies (EpiPen). In addition, learning to care for one’s health and well-being is an important developmental milestone for all students. Parents should be informed that students

who are approved to self-carry medications while at school and during school sponsored activities are independent in the management of their medication with no expected oversight from school staff.

In order for a student to self-carry a medication, the following **requirements must be met annually**:

- A. The student's parent/guardian must submit a written treatment plan prepared by a healthcare provider for managing asthma, anaphylaxis, or diabetes. Examples include: asthma action plan, diabetic treatment plan, etc. The plan must state:
 - a. The student has a diagnosis of asthma, anaphylaxis, or diabetes
 - b. Self-administration of required medications is part of the student's treatment plan
 - c. The student has been instructed in, and has demonstrated to the healthcare provider, the skills necessary to self-administer the medication
 - d. The name or type of medication that the student may self-administer while in school or during school sponsored activities
- B. The student's parent/guardian must submit a completed "**Request for Medication Administration in School**" form
- C. The parent/guardian must provide to Voyager backup medication that will be kept in the health office to which the student has immediate access in the event the student does not have the required medication.
- D. When medication such as asthma inhalers, diabetes medications, and emergency medications will be self-administered, an appropriate "Individualized Health Care Plan" (IHCP) will be completed by the school principal or his/her designee in partnership with the parent/guardian and student.
- E. The student must demonstrate to the school principal or his/her designee the knowledge, competence, and skills necessary to self-administer medication.
- F. Students must dispose of contaminated sharps in accordance with OSHA guidelines.

Policies for Snack and Lunch Time

Parents and students are encouraged to pack a healthy snack.

Lunch will be eaten in the classroom or outside. There will be space designated for life-threatening allergies for lunch as needed. Parents are responsible for reporting to Voyager, in writing, allergy information.

All trash from lunch must be disposed of in the designated classroom trash can.

Outside Food

All food sent in or brought in by parents for the class must be purchased at the store and nut free.

Consideration for any additional classroom allergies must be given if outside food is to be used or eaten in the classroom by the whole class.

Prohibition Against Discrimination, Harassment and Bullying Policy

It is the policy of Voyager Academy that students should not be subjected to forms of unlawful discrimination, harassment, bullying, or hazing, while at school or school-sponsored activities. Furthermore the policy's intent is to address the issue in a proactive manner through the establishment of a system for educating students and staff at Voyager Academy regarding the identification, prevention, intervention, and reporting of such anti-social acts. Voyager Academy acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. Voyager Academy prohibits discrimination on the basis of race, color, national origin, sex, disability, age or any other classifications prohibited by law. Voyager Academy will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying Students

Students, employees, contractors, volunteers and visitors are expected to behave in a civil and respectful manner. Voyager Academy expressly prohibits unlawful discrimination, harassment, bullying, and hazing. Students are expected to comply with the behavior standards established by board policy, the Code of Student Conduct and any applicable laws. Any violation of this policy is serious and Voyager Academy shall promptly take appropriate action. Students will be disciplined in accordance with the Voyager Academy student behavior management plan. Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

When considering if a response beyond the individual level is appropriate Voyager Academy will consider the nature and severity of the misconduct to determine whether a classroom or school-wide response is necessary. Such classroom or school-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the Head of School or designee to address the behavior.

2. Retaliation

Voyager Academy prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable laws, policies and regulations, the Managing Director or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers, contractors and visitors. This policy is intended to apply to students vis a vis other students, faculty, staff, volunteers/visitors or contractors. Voyager Academy's policies on unlawful discrimination and harassment as

applied to employees, volunteers/visitors, and contractors can be found in the School's Employee Handbook. This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. during car line;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel;
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and
7. while using school or personal electronic communications.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category that is protected by law, such as race, color, national origin, sex, disability, or age or by association with a person who has or is perceived to have one or more of these characteristics. Discrimination may be intentional or unintentional.

2. Harassment

a. Harassment is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. "Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic that is protected by law or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic that is protected by law, such as race, color, religion, national origin, sex, disability or age. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying. Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between

employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's academic progress or completion of a school-related activity;

2) submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or

3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive educational environment. Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

3. Bullying

Bullying means unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying may also place a student in actual and reasonable fear of harm to his or her person or damage to his or her property. Bullying behavior is often repeated, or has the potential to be repeated, over time. Bullying includes intentional actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose or any action that involves a real or perceived power imbalance. Bullying can also include behavior that constitutes harassment or sexual harassment and can include cyberbullying. For Cyberbullying: See the Technology Use and Internet Use policy sections.

4. Hazing

North Carolina law makes it unlawful for any student in attendance at any school in the State to engage in hazing, or to aid and abet any other student in the commission of this offense. For the purpose of this section hazing is defined as follows: "to subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group."

5. Electronic Communications:

Electronic communications apply to employee and student emails, text messaging, instant messaging, chat rooms, blogging, websites and social networking websites (i.e. Snapchat or Instagram). Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The Managing Director or other designated Title IX Coordinator shall establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. The training or programs should:

- (1) provide examples of behavior that constitutes unlawful discrimination, harassment or bullying;
- (2) teach employees to identify groups that may be the target of unlawful discrimination, harassment or bullying; and
- (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, campus wide locations, on cell phones and on the Internet.

F. NOTICE

The Managing Director or designated Title IX Coordinator is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of unlawful discrimination, harassment and bullying. This policy will be posted on the School's website, and copies of the policy are available at the front office. Notice of this policy will appear in all student and employee handbooks and in any School publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. COORDINATOR

The Managing Director or designee shall appoint one or more individuals to coordinate the School's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to Voyager Academy alleging noncompliance with Title VII or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws. The Managing Director or designee shall publish the name, and phone number of the compliance coordinator in a manner intended to ensure that students, employees, parents and other individuals who participate in the School's programs are aware of the coordinator.

H. RECORDS AND REPORTING

The Managing Director or designee shall maintain confidential records of complaints or reports of unlawful discrimination, harassment or bullying. The records will identify the names of all individuals accused of such

offenses and the resolution of such complaints or reports. The Managing Director also shall maintain records of training conducted and corrective action(s) or other steps taken by Voyager Academy to provide an environment free of unlawful discrimination, harassment and bullying. The Managing Director shall report to the Board all verified cases of unlawful discrimination, harassment or bullying under this policy.

I. EVALUATION

The Managing Director or designee shall evaluate the effectiveness of efforts to correct or prevent unlawful discrimination, harassment and bullying and shall share these evaluations periodically with the Board.

J. REPORTING

1. For bullying, there are multiple ways to report incidents of bullying. Students and families may report directly to any teacher, principal, Managing Director or school counselor verbally, via email or in writing. It can also be reported using the **Bullying Report Form** that is linked on the School website.
2. For discrimination, harassment, and sexual harassment complaints, students or their parents should contact the grade-level Principal, Managing Director and/or Title IX coordinator immediately and file a complaint.

K. INVESTIGATION PROCESS

1. The Title IX coordinator is charged with ensuring that all such complaints are timely, impartially, and appropriately investigated in accordance with applicable law.
2. Every effort will be made to ensure the confidentiality of the complainant. There may be times where confidentiality may not be possible for Voyager Academy to conduct a thorough investigation. There may also be instances where Voyager Academy has a legal obligation to report certain information it receives to state or local authorities.
3. While the timeframe for completing an investigation into individual complaints may vary depending on the circumstances, the Title IX coordinator will ensure that timeframes are reasonable and endeavor to complete any investigation, including any decision and hearing, within sixty (60) days of the filing of a complaint.
4. The Title IX coordinator shall designate an impartial investigator to conduct the investigation. The investigator shall have full authority to conduct an investigation, including the authority to interview witnesses and make a decision about the complaint. The investigator shall timely provide written notice of the outcome of the complaint to the relevant parties.
5. In the event a party is not satisfied with the investigator's decision, it may appeal that decision to an impartial hearing panel (explained below). Such appeal shall be made in writing and provided to the Title IX coordinator within five (5) days of the investigator's decision.
6. Upon appeal of the investigator's decision, Voyager Academy's Board of Directors will appoint a panel of three board members to serve as the impartial hearing panel. The hearing will be conducted in accordance with all applicable laws. All parties will have an opportunity to present witnesses and other evidence and to be represented by an attorney or third party of their choosing.
7. After the hearing, the three member hearing panel will make a decision and will provide written notice of the outcome of the appeal.

Student Code of Conduct

Voyager's expectation for student behavior are based upon the following governing principles:

1. Students will act with courtesy, consideration, tolerance, and patience in all interactions with others both at school and during school-sponsored activities.
2. Students shall treat school property and facilities with care and respect.
3. Students shall treat the property of others with care and respect.
4. Students will follow Voyager's Honor Code and be honest in all academic and social situations.
5. Student behavior will reflect positively upon Voyager.

Good discipline is imperative to the success of the school: it is helping a student adjust to the requirements of his/her environment rather than punishment for his/her not having adjusted, it is turning unacceptable conduct into acceptable conduct, and it is not humiliating or embarrassing. The ultimate, unique achievement of good discipline is self-discipline on the part of the student. Each teacher/team has a plan for managing student behavior that incorporates effective strategies consistent with the purpose and principles established by Board policies regarding student behavior. Teachers are encouraged to seek positive, innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

Consequences for violating the policies in this handbook, teacher/team standards, or rules may include, but are not limited to the following:

- Parental involvement
- Loss of privileges
- Behavior improvement agreements (contracts)
- Individual or small group sessions with an administrator
- Detention during lunch or before/after school
- Exclusion from extracurricular activities
- Suspension or exclusion from Voyager Academy

Voyager is not required to engage in progressive discipline. Some offenses are so serious they warrant more severe consequences including, but not limited to, immediate suspension and/or recommendation for longer-term consequences.

This Student Code of Conduct is not to be seen as all-inclusive. The administration reserves the right to amend or add to these lists as unique situations arise. The administration further reserves the right to deviate from the stated disciplinary action(s) based on unique or aggravating factors.

Failure to follow the instruction of a teacher, administrator or other school official and any conduct in violation of any written rule, policy or procedure or code of Voyager will result in appropriate disciplinary measures.

DEFINITIONS

- **Short-Term Suspension:** suspension from school, school activities and school grounds for a period of up to ten (10) school days.
- **Long-Term Suspension:** suspension from school, school activities and school grounds for more than ten (10) school days, but less than exclusion.
- **Exclusion:** Permanent removal of the student from school, school activities and school grounds. A charter school student who has been excluded may return to his local educational agency pursuant to North Carolina law.
- **Expulsion:** Permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff.

CLASS I OFFENSES

Result: Determined by the Building Principal

- Tardies
- Dress Code violations
- Littering on school property
- Repeatedly refusing to complete school assignments
- Violation of the Technology Use Agreement
- Repeatedly neglecting to bring computer, notebook, pencil and/or other learning materials to class

CLASS II OFFENSES

Result: After School, Lunch Detention or Short/Long-term Suspension or as determined by the Building Principal

- Committing repeated Class I offenses
- Failure to comply with other assigned consequences

- Deliberately disrupting the normal educational process in the classroom
- Failure to attend an assigned class without a valid excuse, skipping school or cutting classes

- Use of profanity and/or an obscene gesture
- Lying to or deliberately deceiving a teacher or a staff member
- Willfully leaving the classroom or school grounds without permission
- Inappropriate public displays of affection
- Failure to follow instructions of school staff
- Unauthorized or inappropriate use of any electronic device while on school property not associated with the educational process during normal school hours.
- Throwing objects in the classroom or on school grounds
- Repeated tardiness
- Use of inappropriate language
- Insubordination

- Violations of the Honor Code such as cheating and/or plagiarism
- Possession and/or distribution of pornography
- Taking unauthorized or inappropriate photos or videos of another individual
- Bullying/harassment
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class II offense and (b) has a reasonable relationship to school operations

CLASS III OFFENSES

Result: Suspension or possible disciplinary hearing for repeated and/or severe behavior, which could include but would not be limited to a Long-Term Suspension or Permanent Exclusion from attending School.

- Committing a combination of or repeated Class I and/or Class II offenses
- Trafficking, possessing and/or using tobacco/nicotine products on school property or at a school-sponsored event including the use or possession of electronic cigarettes or paraphernalia.
- Stealing or possessing stolen property
- Threatening to physically harm or attack another student, staff member or adult on school property or at a school-sponsored event
- Physically striking or attacking a student, staff member or adult whether as an individual act or with the assistance of others
- Possessing, handling, transferring or bringing a weapon or ammunition (including a toy weapon; example – toy gun, toy knife) on school property or at a school-sponsored event
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations
- Possessing, selling, exchanging, distributing, attempting to purchase, using or being under the influence of alcohol, illegal drugs, drug paraphernalia, or any substance purported to be an illegal drug, prescription medicine or alcohol on school property or at a school-sponsored event. This includes distribution of or purposely taking more than the prescribed amount of medically necessary prescription medication.
- Touching or conduct perceived as sexual or inappropriate in nature
- Damage/destruction/vandalism/arson of or trespassing on school property
- Hazing
- Bomb threat/hoax, false alarms
- Possession or use of explosives, fireworks, sparklers, smoke/stink bombs on school grounds or at a school-sponsored event
- Any conduct committed off-campus that (a) if committed on campus would constitute a Class III offense and (b) has a reasonable relationship to school operations
- Creating or encouraging other students to join in a disturbance, so as to cause the disruption of normal school operations

Note: Any student who inadvertently possesses or finds a weapon or illegal substance or stolen property, which may subject the student to exclusion, may or may not be recommended for these sanctions if the student

voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon, substance or stolen property.

Any student who has been given out-of-school suspension three or more times in the same academic year may be recommended for exclusion.

Voyager and its employees shall follow applicable rules concerning the discipline of students who qualify under relevant special education laws.

Each grade-level Principal shall have the authority to suspend a student for up to ten (10) school days at a time (*i.e.*, a Short-Term Suspension). There are no appeals for short term suspensions of 10 days or less.

For Class III offenses, each school's Principal may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract. Decisions as to Long-Term Suspensions and/or Exclusion shall be made by the Managing Director after appropriate written notice to the parties involved and a hearing if one is requested. In the absence of the Managing Director, the Board Chair shall appoint a hearing officer. Student appeals from the decision of the Managing Director or hearing officer shall be heard by a panel of three Board members who shall be appointed by the Board Chair. Appeals must be made in writing to the Board Chair within ten (10) days of the decision of the Managing Director or hearing officer. The hearing of the panel will occur at the next regularly scheduled Board meeting date, unless the family is otherwise notified. Decisions of the Board panel shall be final, and there will be no further appeal to the full Board of Directors.

Voyager's disciplinary procedures will be exercised in a manner consistent with state and federal law, including the Gun Free Schools Act, the Individuals with Disabilities Education Act and the Rehabilitation Act of 1973. The disciplinary procedures applicable to students with disabilities and those who have Section 504 accommodation plans are available on the school's website.

Grading at School

The policy of Voyager Academy is to strive for a consistent and fair evaluation of each student. To ensure the effectiveness of the policy, Voyager believes that students' grades should reflect their academic performance. While attendance and behavior may influence a student's learning, they should be reported separately and not a part of the student's grade.

Teachers shall compare each student's performance against the standards and not against the performance of others. Opportunities for making up missing work shall be consistent with Board policy as it relates to absences. Teachers shall provide students and their parents a clear explanation of their grading practices including the weighting of all student products and assessments the first day of school. The grading policy and a rubric for grading practices will be provided to students and parents, and teachers will review the policy and the grading process with the students. All assessments and assignments shall be aligned with the standards outlined by North Carolina's Department of Public Instruction.

Middle School

The following grading parameters are in place and will be followed by the Voyager Academy Middle School.

- Make-up policy – when a student is absent, the student has 3 days to turn in missed work upon returning to school. The day the student returns to school is Day 1 of the 3 days.
- Late work – students have 3 days after the due date to turn in work. Each day the work is late, 10 points will be deducted from the grade. At the end of the third day, a zero will be given for that assignment.
- Test corrections – students may review the tests and make corrections as the questions are reviewed and discussed BUT the initial grade does not change.
- The final grade for the first three quarters will not be less than 60.
- Teachers will determine the % of the grade for each assignment and provide students and/or parents with the percentages.
- If homework is a component of the grade, it will be 10% of the grade.
- Class participation (not classwork) related to the content not the behavior of the student is no more than 10% of the final grade based on whether or not the teacher includes participation in the grading rubric.
- When completing team/group assignments, students shall not be penalized for the incomplete work of others. In some situations, the student could receive a group grade and an individual grade. Teachers will determine whether they assign a group and individual grade.
- The final grade may include tests, quizzes, projects, group work, labs, research papers, homework, class participation, classwork, etc. The rubric is for the school year. The rubrics vary depending on the subjects. Elective teachers have also created rubrics for their subject.

High School

Grading System and Philosophy

The policy of Voyager Academy High School (VAHS) is to strive for a consistent and just evaluation of each student. To ensure the effectiveness of this policy, VAHS endorses the following beliefs and best practices.

- Students' grades should reflect their academic achievement.
- While attendance and behavior may influence a student's learning, they should be reported separately, not included in the student's grade.
- Teachers should compare each student's performance against pre-set standards, not against the performance of other students.
- For missing work, teachers should provide specific make-up assignment(s) for demonstrating the targeted learning. (Opportunities for making up work shall be consistent with VAHS Board policy regarding excused and unexcused absences.)
- Teachers should provide students and their parents with a clear explanation of their grading practices including the weighting and equity of all student products and assessments, and rubrics as appropriate.

All assessments and assignments, including teacher-made tests shall be aligned with the North Carolina state standards and be designed to assess student achievement accurately.

Credit and Weighting of Grades for High School Courses

For high school level courses, a student shall receive credit toward graduation for courses in which the student earns a final course grade of 60 or above. The final course grade is calculated based on the following: 20% assigned to the final exam (End of Course Test/North Carolina Final Exam, per order of the N.C. Department of Public Instruction); Mid-term assessment of a minimum of 6%; Remaining percentage shall be assigned to all other coursework.

This policy applies to all courses earning credit toward high school graduation.

Voyager Academy High School uses the following 10-pt grading scale, and course weighting, based on academic rigor (as do all N.C. public schools).

Grades	Standard	Honors	AP and Community College
A = 90-100	4.0	4.5	5.0
B = 80-89	3.0	3.5	4.0
C = 70-79	2.0	2.5	3.0
D = 60-69	1.0	1.5	2.0
F = 0-59	0	0	0

- At VAHS, midterm course assessments must count for a minimum of 6% of final course grade.
- All final exams (End-of-Course Exams, NC Final Exams, teacher-made exams) must count for 20% of final course grade

High School Course Levels

Placement in Honors is determined through a combination of parent/student interest, teacher recommendation, previous year's grades, and standardized test scores. While the administration will assist students in putting together an appropriate and rigorous schedule, they will also take into account overall academic load.

Placement in AP classes is determined by satisfaction of pre-requisites and teacher recommendation (see VAHS Course Catalog)

Standard Level Courses

Standard level courses fulfill North Carolina Standard Course of Study with enrichment wherever possible. Students can expect 20-30 minutes of homework a night in a Standard level course.

Honors Level Courses

Honors Level classes require a greater level of independence and understanding of the content. Students will be expected to use critical thinking skills to further develop their understanding of the content. Classes will move at a faster pace to allow for time for a deeper dive into the topics covered. Students should expect 30-60 minutes a night of homework in an Honors Level Course.

Advanced Placement Courses

Advanced Placement courses are college level courses taught during the high school years and should be considered as college courses. Students must demonstrate independence and the capability to handle a fast paced, rigorous course to receive approval to take an AP course. All students will be required to take the AP exam. Students should expect 60 minutes of homework per night for each AP course taken.

Dual Enrollment Courses

Dual enrollment courses are community college courses that may give students university credit as well as credit toward a high school diploma. The name for dual enrollment in North Carolina is "Career and College Promise" (CCP). These courses are available to juniors and seniors if they meet enrollment prerequisites. For details about CCP, please go to, <http://voyageracademy.net/ccp>

Course Credit

- VAHS operates on a 4x4 "block" schedule. In this schedule, students take a maximum of 4 courses per semester, each class period lasting 90 minutes. The first semester is from August to the end of December, the second semester is January to the end of May. For each successfully completed course (regardless of level of rigor), a student receives 1 (one) full credit. A successfully completed course is one with a final average grade of 60 or more.

Graduation Requirements

Voyager Academy High School Graduation Requirements

Content Area	Future-Ready Core: Course of Study Requirements For Ninth Graders Entering in 2012-13 & Later Class of 2020 and Beyond	Future-Ready Occupational: Course of Study Requirements **for select IEP students with EOC proficiency level exemption
English (State of North Carolina Requirement)	4 Credits required English I, II, III, IV	4 Credits required OCS English I, II, III, IV
Mathematics (State of North Carolina Requirement)	4 Credits required MATH I, II, III plus a 4th Math course higher than MATH III	3 Credits required OCS Introduction to Mathematics OCS MATH I OCS Financial Management
Science (State of North Carolina Requirement)	3 Credits required A physical science course, Biology, Environmental Science	2 Credits required OCS Applied Science OCS Biology
Social Studies (State of North Carolina Requirement)	4 Credits required World History, American History I, American History II, American History: The Founding Principles, Civics and Economics <i>**A student who takes AP US History instead of American History I and American History II must take an additional social studies course to meet the four credit requirement.</i>	2 Credits required OCS American History I OCS American History II

Health & Physical Education (State of North Carolina Requirement)	1 Credit required	1 Credit required .5 Health & .5 Physical Education
Electives (State of North Carolina Requirement)	6 Credits required 2 elective credits in any combination of the following: <ul style="list-style-type: none"> • Career and Technical Education (CTE) • Arts Education • World Languages 	10 Credits required 4 Occupational Preparation I, II, III, IV 4 Credits Career/Technical Education electives 2 Elective credits Additional requirements: <ul style="list-style-type: none"> - Completion of IEP Objectives - Career Portfolio - Completion of 150 hours of school-based training, 225 hours of community-based training, and 225 hours of paid employment
World Languages	Not required for high school graduation. **Minimum of two-credits in the same world language is required for admission to the UNC system and many other universities.	Not required for high school graduation.
Total	28 Credits	22 Credits

Students with disabilities who qualify for the NC Extend I curriculum (a very limited number) may earn a graduation certificate.

Transcripts

Official transcripts may be requested in person from the School Counselor, or more quickly by going to the following website, and clicking on "GET A HIGH SCHOOL TRANSCRIPT":

<http://voyageracademy.net/vahs-counseling/Athletics and Extracurricular Activities>

Extracurricular Activities and Athletics

Extracurricular Participation Policy

Extracurricular activities include any athletic team, Middle School or High School clubs or clubs that represent Voyager in competition. To be eligible to try out and remain eligible to participate for any sport, extracurricular competition or club leadership role at Voyager, students must meet the following criteria:

High School Students: At the beginning of each school year students trying out for fall sports must meet the standards set forth by the NCHSAA as well as the promotion requirements set forth by Voyager. In order to continue participating students must maintain a 2.0 GPA. GPAs will be checked at the end of each semester. Students eligible at the beginning of a quarter will remain eligible throughout that quarter, but they may lose eligibility if the end of a quarter falls within their sports season. Winter and spring sports must meet the NCHSAA standards and have a GPA of 2.0 in the quarter preceding tryouts. Any instance of cheating during the course of the regular semester will be handled by the teacher, administration and athletic department. Any instance of cheating on a midterm, midterm project, final or final project for the first offense will result in a one month suspension for any athletic contest. Any additional instance will result in a 365 day suspension for all athletics.

Middle School Students: Middle school students must meet the promotion requirements set forth by Voyager. In order to continue participating students must maintain a 70% average. Grades will be checked at the end of each quarter. Students eligible at the beginning of a quarter will remain eligible throughout that quarter, but they may lose eligibility if the end of a quarter falls within their sports season. Winter and spring sports must have a 70% average in the quarter preceding tryouts.

Parents and students are responsible for monitoring the progress of their grades throughout the quarter.

Athletics Eligibility Requirement Guidelines

- All students must be enrolled in Voyager to participate
- All students must be in good discipline status through the entire time of their respective sport season or extracurricular activity. This means that if a student is suspended for any period of time, his/her status as a team or club member may be determined by the Coach or Administration to be revoked. The student is not allowed to participate or attend any sport or co-curricular events during the time of suspension. Violations of the school's behavior policy are subject to review by the Administration and may cause a student to be placed on probation or removed from the team or club.
- All students absent or removed from school for more than half of the day of a contest for any reason may not be in the contest that school day. In order for a student to be able to participate in a contest, the student must be present for a half day of school. Please review the Attendance section of the handbook for specific times.
- All athletes must have had a physical within one year prior to the first day of tryouts and provide written proof of the physical. Concussion Forms must be completed and on file for each school year as well.
- Student athletes may not participate if they become 19 years of age on or before August 31st of the current school year.
- No student athlete may be eligible to participate at the high school level for a period lasting longer than 8 consecutive semesters, beginning with the student's first entry into the 9th grade or participation on a high school team, whichever occurs first.
- Any athlete who quits a team voluntarily, not including medical reasons, could potentially forfeit being eligible to participate in Voyager athletics for a period of one year as determined by administration. This one year period also applies to any athlete who has been dismissed from a team by a coach or administration.

Sports Pre-Participation & Medical Examination Forms

In order to be eligible for practice or participation in interscholastic athletic contests, the student must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9, 90-18.1, and 90-18.2. The recommended Sports Pre-participation and Medical Examination Form can be found at:

<http://www.nchsaa.org/pages/464/health-safety-sports-medicine/>. The student athlete must submit the physical form along with the concussion statement and NCHSAA athlete participation form (high school athletes only) to the office prior to the first day of practice or tryouts. The student shall not participate in any tryout, practice session or contests until the completed physical has been turned in.

Medication Responsibilities

Voyager coaches must adhere to the medication administration policy found in the Student Handbook for all athletic events including tryouts, practices, & contests.

Concussion Awareness

On June 16th, 2011 the Gfeller-Waller Concussion Awareness Act was signed in an attempt to educate student athletes, parents, coaches and first responders on the symptoms and expectations related to concussions. In order to meet these regulations, student athletes as well as their parent/guardian are required to read and sign the *Concussion: Information for Student-Athletes & Parents/Legal Custodians* document. This is an annual requirement for participation in Athletics at Voyager. The document is meant to help educate families on the symptoms and obligations associated with concussions. *Information regarding the Gfeller-Waller Concussion Awareness Act can be found at*

<http://gfellerwallerlaw.unc.edu/GfellerWallerLaw/gwlaw.html>

Insurance Coverage

It is recommended that players be covered by adequate medical and accident insurance. A Lifetime Catastrophic Liability Insurance plan is available to middle and junior high athletes through the North Carolina High School Athletic Association.

Attendance at Athletic Practices and Games/Matches/Meets

Students are expected to be in attendance during both contests and practice sessions. Students must be in school attendance at least one half of the school day in order to participate in practice or contests during the same day or evening. If a student is not in attendance due to illness, injury or other required school or family commitment, the student should make prior arrangements with the coach for an excused absence. Students will be excused from team practices and/or contests during regular school vacation periods. It is the expectation of the coach and athletic department that the student will notify the coach at least 2 weeks prior to the excused absence.

A participant who fails to attend a regularly scheduled practice session or contest and receives an unexcused absence may be withheld from the next scheduled contest. If an additional unexcused absence occurs, the participant may be dismissed from the team for the remainder of the sport season. Excused and unexcused absences may affect a student athlete's playing time as new plays, stunts and formations may have been missed.

Students absent from athletic practice for five or more consecutive days due to illness or injury must receive a medical release from a physician licensed to practice medicine before remittance to practice or contests. Students with potential head injuries must receive a medical release by a physician licensed to practice medicine before remittance to practices or contests.

Uniforms

Student athletes are responsible for the care, security and use of uniforms and any sports equipment provided by the school. Athletic participants will be responsible to pay the replacement fee for equipment items issued

for use by the school that are deemed abused or not returned. Student athletes will be withheld from athletics in succeeding seasons until this obligation is met.

Inappropriate Actions, Behavior and Conduct

The Coach, Athletic Director, Managing Director and Principals reserve the right to deny athletic participation to any student whose inappropriate actions or conduct are not specifically covered in this handbook or individual team rules.

Unsportsmanlike conduct, insubordination, inappropriate behavior/conduct in school or at home or away contests, etc. are not representative of Voyager students, teachers or families and will not be tolerated. Exemplary actions, behavior and conduct is expected from all parties in attendance. Any student, parent, or individual that exhibits unsportsmanlike conduct or inappropriate behavior will be barred from any additional athletic events that season. A second offense in subsequent seasons will result in the barring of said individual from any athletic contests involving Voyager for the rest of the school year.

24 Hour Rule

Voyager parents and coaches will be expected to follow a 24 hour rule in regards to communicating with one another. Voyager coaches are competitive, and Voyager parents are passionate about their children. There may be times when coaches and parents disagree about playing time, position, strategy, or any number of things. The appropriate time to discuss these matters is not immediately following an athletics contest. As a result, parents should not contact a coach within 24 hours of any such contest. Once the 24 hour window has passed a parent may request a meeting with the coach in order to discuss the disagreement. Parents and coaches should remain cordial and respectful during any such meeting.

Travel and Transportation

Coaches will provide parents with expected arrival times for practice, games, meets and meetings. It is expected that parents will respect the coaches' time and are prompt in picking up their children. Coaches are expected to stay with students no more than ten minutes past the anticipated arrival time that was given to the parents. Any issues with parents failing to pick up their child on time will be handled by the Coach, Athletic Director and building Principal and the student's ability to participate in practice and future games may be jeopardized.

Please note that student athletes are not permitted to ride with coaches regardless of circumstance.

Participation Fees

Voyager is committed to offering athletic programs to our Middle School and High School students. A participation fee will be required. This fee is to help cover the costs of officials, field and court rentals and meet entrance fees. The fees will be set by the Managing Director in consultation with the Athletics Director.

Payment for sports will be due immediately following team tryouts. All fees must be paid prior to the first practice. Payment must be made online through the school's orgsonline website.

There will be no refunds of the participation fee unless the student athlete suffers a season ending injury prior to the midpoint of the season, which precludes them from participating in one-half of the regular scheduled season. A refund will also be granted to students who have been deemed academically ineligible before the mid-point of the season.

A paid fee does not guarantee playing time or control over any conditions of the team. Parents/guardians who need financial assistance or are unable to afford these fees should contact the Athletic Director. For those student-athletes that qualify for free/reduced lunch there is also a reduced participation fee.

Athletic Grievance Policy

All problems, concerns or complaints must be addressed in private at a time previously scheduled with the coach. Concerns should not be addressed in front of the other student athletes and must first be addressed to the coach at an agreed upon time and location. If closure is not reached between the parent and coach then the following grievance address structure should be followed:

1. Coach of Sport
2. Athletics Director
3. Managing Director

For matters that meet the grievance requirements, follow the School's Grievance Policy.

Tryouts

Roster sizes will be determined by the Head Coach of the sport. Students are strongly encouraged to be at each tryout session and must be in attendance for AT LEAST one tryout session to be deemed eligible to make a team. An athlete who does not make a team may try out for another sport provided that the tryout for that sport has not already been completed. Athletes are allowed to play only one sport at a time during a season. Only students who are currently enrolled at Voyager may attend tryouts.

Inclement/Hot Weather Guidelines for Outdoor Sports

All outdoor sports should follow the Inclement/Hot Weather Guidelines found at <http://www.nchsaa.org/page.php?mode=privateview&pageID=575>. These guidelines are reviewed/revised annually by the Sports Medicine Advisory Committee of the NCHSAA.

School Disciplinary Action

Students currently under suspension at school will not be permitted to practice or play in games. Students with 2 or more suspensions during the school year may be removed from the team and will remain ineligible until the next school year

Student/Parent/Coach Expectations

Student Responsibilities

1. Come to practice fully prepared and dressed appropriately
2. Come to all practices and games on time
3. Respect the coach at all times
4. Respect your fellow teammates, opponents and the officials at all times
5. Focus and give 100% effort at every practice and game
6. Represent the school well at all athletic activities
7. Maintain academic eligibility

Parent Responsibilities

1. Ensure your child attends practices fully prepared and dressed appropriately
2. Pick up your child after every practice and game on time. Respect the coaches and their time in this manner
3. Respect the coach's decisions at all times
4. Respect your child's teammates, their opponents and the contest officials at all times
5. Represent the school well at all athletic activities
6. Volunteer as needed at games and practices

The Coach's Responsibilities

1. Be on time at all practices and events for the team
2. Come prepared to run an efficient and effective practice for all of the athletes on the team
3. Act fairly without favoring students during practices
4. Develop strategies and formations that will benefit the team as they strive for success
5. Give 100% effort at every practice and game
6. Respect your student athletes, their opponents and the contest officials at all times
7. Ensure at least two adults are at every practice or game
8. Escalate parent or student issues to the Principal or Managing Director in a timely manner
9. Confirm officials for all contests hosted by Voyager

Extracurricular Substance Abuse Policy

The use and/or possession of tobacco, alcohol and illegal drugs, including performance-enhancing products, are prohibited. If use of such substances by a Voyager student club participant or athlete is reported to the school, the following process will occur:

1. An initial meeting will take place with the Athletics Director or Building Principal, the School Counselor and the student to discuss the violation.
2. The student's parents/guardian will be notified in a timely manner.
3. The Athletics Director will facilitate a meeting of the student, their parents/guardian and a school administrator to determine the validity of the reported violation and discuss consequences.

If the student is found to have violated the Substance Abuse Policy, the following penalties will be imposed:

First Offense: The student will be suspended from active participation with the team for a period of 10 days. The student will attend but not participate in practices/club meetings. Once the suspension has been served, the student will be withheld from participation in the next two athletic contests (if applicable) but will be allowed to practice. The denial of athletic contests cannot be concurrent with the timeframe of the first suspension.

Second Offense: Student is removed from the team or club.