VOYAGER ACADEMY

2026-2027

K-12 Student-Parent Handbook

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(919)433-3301
Voyageracademy.net

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Vision: "Inspire every Viking to learn, innovate, and thrive."

Mission: "Voyager Academy empowers every Viking by providing challenging academic instruction and project-based learning in a safe, inclusive, and supportive environment. Families and staff partner together to ensure that every student is prepared for their future opportunities."

Core Values:

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School Essentials

Vision, Mission & Values

Vision: "Inspire every Viking to learn, innovate, and thrive."

Mission: "Voyager Academy empowers every Viking by providing challenging academic instruction and project-based learning in a safe, inclusive, and supportive environment. Families and staff partner together to ensure that every student is prepared for their future opportunities."

Values:
Confidence: Trust in your own ability and be willing to take academic and leadership risks.
Empathy: Be aware and respect another person's feelings, experiences, and differences.
Curiosity: Be eager to investigate and learn about the diverse world around us.
Reflection: Use past experiences to guide learning and decision making.
Integrity: Have the courage and discipline to do the right thing.

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 assignments; unauthorized use of AI or technology assistance; 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 (including the use of AI) 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 doe
> 6. s not belong to you without permission.
> 7. Not abiding by the rules and/or guidelines outlined by the Voyager Technology Use Guidelines & Expectations.

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 and unauthorized use of technology (i.e. AI, smart technology).

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."

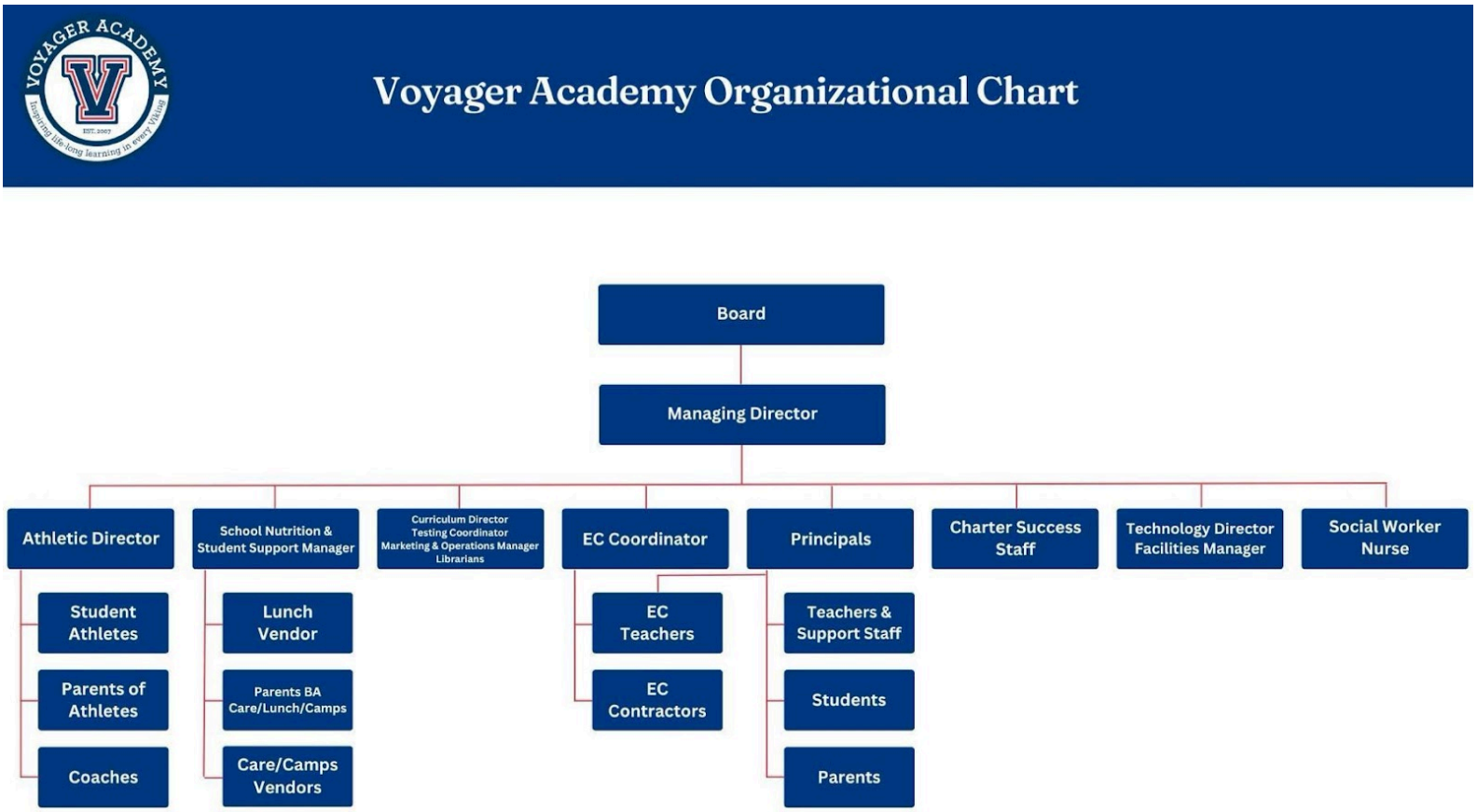
Each Voyager student is honor bound to report immediately all violations of the Honor Code of which the student has first-hand knowledge; failure to do so is itself a violation of the Honor Code. All students, staff, and other employees of Voyager are responsible for familiarity with and support of the 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 dates for all Board meetings are posted on the website. 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 no more than 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 complete the online form under the Board of Directors tab 24 hours before a board meeting to request a spot on the agenda. The Board Chair or Board Secretary will call on you to speak at the board meeting. The process to address parent concerns or grievances are described in separate sections of this handbook.

School Organization Chart



Non-Discrimination, Equal Opportunity, and Anti-Harassment Policies

Voyager Academy provides equal education opportunities to all students and prohibits discrimination and harassment of any type without regard to race, color, religion, age (40 years or older), sex (including pregnancy), national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Voyager adheres to the legal obligations and requirements under all state and federal laws, including without limitation, Title VI, Title IX, section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act Amendments of 1997, including identification, evaluation, and provision of an appropriate education. The policy of equal opportunity includes a prohibition against any and all unlawful discrimination including but not limited to, harassment, including sexual harassment, or retaliation.

It always has been and continues to be Voyager Academy's policy that students and employees should be able to enjoy a work environment free from all forms of unlawful discrimination. All decisions regarding recruiting and enrollment of students will be made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability status, work-related injury, covered veteran status, genetic information, marital status, or any other factor that the law protects from discrimination.

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. 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 without permission; 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;, use of AI or any other work without the approval of the instructor; forging a parent or guardian 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, attendance, or behavior they will bring the concern directly to the Multi-Tiered System Support (MTSS) Team. The MTSS Team includes the School Counselor or MTSS eDirector, the general education teachers, the grade level Principal. The MTSS Team will discuss the teacher's concern. Together, with student and parent/guardian input, if possible, an intervention plan may be created in order to support the concerns raised. When student and parent/guardian input is not possible, they will be made aware of the intervention plan. 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 enrolled in courses below 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

9th – 12th Grades
Math I EOC
Math III EOC

Biology EOC
English II EOC

Additional state testing:
10th grade - Pre-ACT
11th grade - ACT

Schedule Changes and Teacher/Class Requests

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)

Teacher/Class Requests

Every year we get many questions about class requests for the upcoming school year as students move from one grade to another. Our primary consideration in developing class lists is balance. We look at the students that are moving into or leaving each class, and attempt to balance it with regard to grade level, gender, ethnicity, economic diversity, academic and behavioral needs, student relationships, etc. This is a collaborative process involving teachers and administrative staff. Often there are many unknowns, especially the new students who will be joining us in August.

Efforts to honor a request make achieving the right balance more difficult. Multiple requests in a given classroom make the task even more complicated. Families are not aware of all issues as to placement and can't be told for reasons of confidentiality. For the reasons given above, we strongly discourage classroom requests as we will not be able to meet those requests in most instances.

Withdrawal Procedures

Voyager must receive a completed withdrawal form if a parent would like to withdraw their child from Voyager, which can be obtained by contacting your student's building administrator. Once the Voyager withdrawal form is received, Voyager can send student records to the requesting school. After that time if a records request is received, the records will be sent and that student will be withdrawn from Voyager.

Student Files / FERPA

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 (https://studentprivacy.ed.gov/ferpa).

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; paren
- 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. Voyager may publish an annual school directory of enrolled families to facilitate communication and community building at Voyager. The directory will not be used for commercial or solicitation purposes. If a parent or guardian 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
- 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

Directory and Photo/Video Permission Granted

PHOTO/VIDEO. Parents/guardians agree, without compensation, to permit the School, its contractors, employees and students to use, reproduce, exhibit, display, broadcast, distribute and create derivative works using their child's photographic image or likeness and/or their child's work product in, including but not limited to, the School's publications, promotional materials, website, alumni materials, and videos for the purposes of promoting, publicizing, illustrating or explaining the School, its activities or programs and otherwise for the use and benefit of the School for other purposes. In most instances, photographs of students are published without names or with first names only. This permission includes print, broadcast, photographs, videotape, video, DVD, CD-ROM, and all present and future forms of electronic, online, or cloud-based media. This release shall continue in force until revoked explicitly by the parents/guardians in writing by email or mail addressed to the building principal, except to the extent that the School has already relied upon it. If parents/guardians revoke this release, the School shall have a reasonable time to comply with that request.

Parents/guardians understand and agree that any images or videos posted by the School can be viewed or used by the public, including AI or bots. They understand and agree that any published image or video also carries the risk of deep fakes being created and disseminated. Parents/guardians have the right to opt out or withdraw consent regarding the use of their child's photo or video. Parents/guardians understand and agree that if they do not opt out or withdraw consent, they waive their right to any claim or action against the school arising from the use or misuse of their child's images/video posted by the School.

Exceptional Children Program (IDEA) Special Education

The Individuals with Disabilities Education Improvement Act of 2004 (IDEA) is the federal law and Article 9, Section 115C of the North Carolina General Statutes is the State law concerning the education of students with disabilities.

Who does this Program serve?

Children with disabilities include those with autism, deaf-blindness, deafness, developmental delay, serious emotional disability, hearing impairment, intellectual disability, multiple disabilities, other health impairment, orthopedic impairment, specific learning disabilities, speech and/or language impairment, traumatic brain injury and visual impairment.

What is an IEP?

The IEP, Individualized Education Program, is a written document that's developed for each public-school child who is eligible for services. The IEP is created through a team effort and reviewed at least once a year.

Before an IEP can be written, your child **must** be eligible for special education. By federal law, a multidisciplinary team must determine that (1) the child has a disability **and** (2) the child requires special education and related services to benefit from the general education program.

Voyager Exceptional Children programs are designed to support students with disabilities as they acquire academic, social, and functional skills. We support the policy of moderate inclusion, so that even students with severe disabilities can spend time with typically developing peers.

For more information: https://ec.ncpublicschools.gov/parent-resources/ecparenthandbook.pdf

Who should I contact if I suspect my child may have a disability?

- Contact your building principal or guidance counselor

Parents have the right to request an evaluation of their child for identification as a child with a disability as provided for in Article 9 Section 115C of the North Carolina General Statutes. Please review information on the school website for Exception Children and review the Child Find information posted.

Section 504 Rehabilitation Act

Section 504 of the Rehabilitation Act of 1973 is a civil rights law intended to protect individuals with disabilities from discrimination. Section 504 protects qualifying students by prohibiting these students from being excluded from public schools, or being denied the benefits of the public schools, because of their disability. For more information visit the voyager website at https://www.voyageracademy.net/504-plans/ or the Department of Education at: Section 504 | U.S. Department of Education (https://www.ed.gov/laws-and-policy/individuals-disabilities/section-504)

What is A 504 Plan?

A 504 plan provides equal access to educational services for students with a qualified disability. It is designed to make changes, as appropriate, to the classroom environment or the delivery of instruction to provide the student with equal access to the educational curriculum. This plan is individualized to the needs of the student.

What is considered a disability under Section 504?

A student must have a physical or mental impairment. The Department of Education describes "physical or mental impairment" as follows:

- (A) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or
- (B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities. 34 CFR 104.3(j)(2)(i).

- The disabling condition must substantially limit one or more major life activity: A "major life activity" includes (but is not limited to) learning, concentrating, thinking, communicating, reading, walking, seeing, breathing, eating, lifting, bending, and major bodily functions/systems (neurological, immune, respiratory, etc.)

Who should I contact if I suspect my child may have a qualified disability and needs a 504 Accommodations Plan?

· Your building principal and/or guidance counselor

Child Find

Voyager Academy participates in Project Child Find, an effort coordinated with the Exceptional Children Division of the State Department of Public Instruction, to locate and identify children and youth ages birth through 21 with disabilities who are in need of special education and related services. The School informs parents and/or guardians of the services available from the School and other state and community agencies. The children who qualify for these services have been diagnosed with or are suspected to have intellectual, physical, or emotional disabilities and are unable to benefit from a regular school program without special assistance. School identifies these students through our Multi-Tiered System of Support (MTSS) as well as from parent and teacher referrals and provides the following help:

- A complete evaluation, and if appropriate and within the guidelines of eligibility in NC, eligibility in one of the 14 disabling conditions;
- An Individualized Education Program for children with a disability; and
- A referral to other agencies when needed.

Outside Providers and Dual Enrollment

The School prohibits outside providers from providing services to students on our campus unless the outside provider is contracted directly with the School to provide such services. Dual enrollment in any program during the regular school day is also prohibited unless expressly authorized by State Law or approved by the Board of Directors.

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.

Parents have the right to request an evaluation of their child for an academically or intellectually gifted program.

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 excessively revealing, short, or tight garments; sagging pants, 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 carline maps and safety procedures provided by your building administration which are updated as needed each year. You may also refer to our carline procedures linked here: https://drive.google.com/file/d/1xK8d9bLfqN91Y9wJwv4i7UvDBMqe0T1J/view?usp=sharing

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 unless the third-party ride has been contracted by the school for previously authorized student accommodations.

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. All vehicles must meet Department of Transportation inspection standards, e.g. no "squatted" trucks, modified exhausts, dangerous wheel and tire modifications, etc.
3. Students must display their parking permit on their rearview mirror at all times while on school grounds.
4. 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.
5. Students who are unable to park in their designated space, should inform the front office immediately.
6. Students may only go to their cars during the school day with permission from the school administration.
7. 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.
8. 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.
9. 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.**
10. 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.

11. 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.

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.

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

1. Illness/injury (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.)
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 or administrative proceedings
6. Religious observance
7. College visits are the only Educational Opportunity that are an Excused Voyager Absence
8. Local school board policy
9. Absence related to deployment activities
10. Childcare (if student is the custodial parent)

Absences must be documented and lawful in order to be considered excused. Please inform the school of your child's absence by emailing your child(s) teacher(s) and by also completing the Absence Request on Infinite Campus's Parent Portal by 9:00 am. Any supporting documentation must be received within 5 days of absence. 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. A daily phone call will be sent to the household of each student who was unlawfully absent from a class. Failure to follow the attendance policy will result in progressive discipline including lunch detention, suspension, and possible exclusion from school. Unexcused absences will be handled in the following manner:

Grades K – 12:

Number of Unexcused Absences	Follow Up
3	Letter sent home at 3 unexcused absences
6	Letter sent home by certified mail after 6 unexcused absences; Intervention conference with parent/student and the Building Administrator or Designee
7- 9	Intervention conference with parent/student and the Attendance Committee
10+	Required conference with Attendance Committee including the Managing Director and discussion regarding potential action in court for truancy violations as well as involvement of the Department of Social Services and law enforcement and the possibility of exclusion. School based disciplinary consequences will apply as well for excessive unexcused absences as outlined in the code of conduct section of the handbook.

Daily Attendance
To be marked present for the day, a student must be present for more than 50% of the day. Elementary school = by 11:15am, Middle school = by 11:45am and High school = by 12:15pm. For High School you must be present for more than 50% of the student's scheduled classes.

Make-Up Work for Absences

During the first 20 days of school make-up work will not be permitted for unexcused absences. After the first 20 days of school, 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.

Attendance Based Retention

At the elementary and middle school level, any student with 20 or more unexcused absences in one or more classes during a school year may be subject to failure of the grade. For high school level coursework, any student with 10 or more unexcused absences in any class in a semester may be subject to failure of that class.

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 their school day (elementary school-7:45am, middle school- 8:15am and high school- 8:45am). 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 via email within 5 days. Failure to follow the tardy policy will result in progressive discipline including lunch

detention, suspension, and possible exclusion from school. Tardies will be tracked and students with more than five unexcused tardies during the semester or year will be addressed according to the chart below.

K-8 Chart:

Number of Occurrence(s)	Action to be Taken
0-4	No Action
5-9	Letter home to parent/guardian and student.
10-19	Discipline Policy will be followed as stated in the Code of Conduct. Required conference with the Attendance Committee. If the families refuse to meet with the Attendance Committee and/or the Managing Director after two (2) attempts by the respective party, the discipline policy will immediately be followed.
20+	Discipline Policy will be followed as stated in the Code of Conduct. Parent/guardian and student required to conference with the Managing Director and Attendance Committee.

9-12 Chart:

Number of Occurrence(s)	Action to be Taken
At 3	1 Lunch detention per applicable class
4-9	Letter home to parent/guardian and student. One lunch detention per applicable class.
10-19	Discipline Policy will be followed as stated in the Code of Conduct. Required conference with the Attendance Committee. If families refuse to meet with the Attendance Committee and/or the Managing Director after two (2) attempts by the respective party, the discipline policy will immediately be followed.
20+	Discipline Policy will be followed as stated in the Code of Conduct. Parent/guardian and student required to conference with the Managing Director and Attendance Committee. If families refuse to meet with the Attendance Committee and/or the Managing Director after three (3) attempts by the respective party, the discipline policy will immediately be followed.

Early Release from School

Early dismissals from Voyager are considered tardies and are subject to the Attendance and Tardy policies above. Early dismissal 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. To be marked present for the day, a student must be present for 50% of the day. 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 provide written notice(email) signed by the parent, including a contact number for the parent, to the office prior to the intended dismissal time in order to be released for appointments during the school day. Students must sign out in the main office.

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.

Late Pick-up

Late pick-up at the Elementary school is 3:15pm and Middle school is 3:45pm Tuesday-Friday. Late pick-up on Mondays for the Elementary school is 1:15pm and 1:45 for the Middle school. Families will need to complete a Late Pick-up Form in the Main Office when arriving to pick-up their child(ren).

K-8 Chart:

Number of Occurrences	Action to be Taken
0-2	No Action
3-6	Letter sent home. Meeting with Attendance Committee, as needed. If families refuse to meet with the Attendance Committee and/or the Building Principal after two (2) attempts by the respective party, the discipline policy will immediately be followed.
7-10	Meeting with Building Principal. If families refuse to meet with the Attendance Committee and/or the Building Principal after two (2) attempts by the respective party, the discipline policy will immediately be followed.
11+	Follow Discipline Policy.

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 held that same day. 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.

Instructional Time

Every minute of instructional time is valuable, and Voyager seeks to minimize interruptions to classroom instruction to the greatest extent possible. 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.

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. Attending field trips is a privilege, not a right. 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.

Eligibility for Overnight Trips

1. Student must be in good academic standing (grades 5-12).
    a. Student may not be failing any classes (F1 grade – cumulative grade for the year) - grades will be checked two weeks prior to field trips/overnight trips. If a student is failing any classes at that time, they may not be able to attend the trip or school event.
2. Students must meet the following behavior requirements:
    a. Student may not have accrued more than 10 After School Detentions during the school year for any reason;
    b. Student may not have more than 6 Full Day In-School Suspensions;
    c. Student may not have 3 or more out-of-school suspensions; and
    d. Students may not have a 10-day suspension.
3. Student must meet the following attendance requirements:
    a. Students may not have more than 15 absences (excused and unexcused), and

b. Students may not have more than 20 unexcused tardies or early dismissals.

4. The permission slip must be received by the due date.
5. Payment must be made on time per the due dates scheduled for the field trip and overnight trip information.
6. Students may not have any outstanding fees due, including but not limited to technology, repairs, club dues, athletic fees, etc.

No refunds will be given for students who become ineligible to attend the trip due to one of the reasons above. All final decisions regarding student participation on overnight trips are at the discretion of the administrative team.

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. Special requests for dietary needs may not be honored. If students are unable to participate on the overnight trip with accommodations identified in their 504 Plan or IEP, the parent must attend the trip at their own cost and provide any additional student needs.

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 or Theft of 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, student, or staff 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 food, 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 - School Closing

The Managing Director of Voyager will make all decisions regarding school delays, early dismissals, or closures related to inclement weather. There may also be non-weather-related circumstances (example - power outage) that would require Voyager's Managing Director to initiate a school delay, early dismissal, or closing. School cancellation or a delayed opening will be communicated through an email and automated call 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.

Recess Temperature Policy

Recess/exercise is healthy and beneficial for all students. The state of North Carolina recommends students in grades K-8 have 30 minutes of moderate or vigorous physical activity each day. It is also believed that outside time helps with better academics, helps improve attention, memory and develops key social skills. This goal can be met through Physical Education class, recess, classroom movement break, or other curriculum-based physical activity programs. Recess shall consist of unstructured free play or structured games and activities.

The decision to go outside or stay indoors for recess is made by the administrator after considering factors such as temperature, wind chill, heat index, air quality, precipitation and thunder/lightning. We recognize that children with certain health conditions may need special accommodations during extremely hot or cold weather conditions. Parents must provide medical documentation and may be consulted to determine if other arrangements are necessary. The following guidelines will be used to determine the amount of outside recess for K-8 students:

Actual Temperature (F)	Time Limit In Minutes
29 or below	0
30-34	10
35-39	15
40 or above	30

Actual Temperature (F)	Time Limit In Minutes
95 or above	None after 11:30; no more than 15 minutes before 11:30.
91-94	20
90 or below	30

Posting or Publishing Student Pictures and Information

Parents, employees and volunteers shall not post any pictures of students on Facebook, X (formerly Twitter), Instagram or any other form of social media or on the internet unless the Managing Director or Principal has approved such posting. This expectation applies to all school-related activities, whether on or off campus, including field trips and school events. Nothing in this policy shall prohibit a parent from taking and posting pictures of their own child, provided that no other students are identifiable in the image without appropriate consent. . 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. Video recordings may be used for instructional purposes during remote learning. 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)

Title IX Discrimination and Harassment Policies for Students and Staff Members

Title IX Policy

Title IX provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The Title IX Coordinator is Dr. Monique Link and can be reached at mlink@voyageracademy.net

The full policy and grievance process for Title IX can be found on the school website on the Board of Directors page. www.voyageracademy.net

Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying And Complaint Process

No student or School employee shall be subjected to bullying or harassing behavior by School employees or students as defined and set forth below. The School takes seriously all complaints of discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against unlawfully, bullied, or harassed in violation of the School's Non-Title IX Prohibition Against Discrimination, Harassment, and Bullying Policy. This includes violations under Title VI. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations in the manner provided in this policy. Reports may be made anonymously. This policy does not apply where an individual seeks to assert allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA, such allegations may be raised through the procedures governing such matter. This Policy also does not apply to Title IX complaints, behavior falling within Title IX or Title VII complaints. Please refer to the corresponding School's policies for Title IX and VII matters.

Definitions:

As used in this policy, "bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

The full policy can be found on the school website on the Board of Directors page.
www.voyageracademy.net

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.

Free and Reduced Price Lunch

Application forms for free and reduced-price meals, along with any explanatory materials, shall be sent to all student accounts on our online system with the back to school enrollment forms. 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.Students eligible under McKinney-Vento are also entitled to free lunch.

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.

McKinney-Vento

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is the primary legislation dealing with the education of children and youth experiencing homelessness. The Act is also known as Title X, Part C of the Every Students Succeeds Act.
The term "homeless children and youths" is defined by the McKinney-Vento Act as

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Children and youth experiencing homelessness have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment, or having missed application or enrollment deadlines during any period of homelessness.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local attendance area school or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is the parent's, guardian's, or unaccompanied youth's preference. If the school district believes the school selected is not in the student's best interest, then the district must provide the parent, guardian, or unaccompanied youth with a written explanation of its position and inform him/her of the right to appeal its decision.
- Receive transportation to and from the school of origin, if requested by the parent, guardian, or local liaison on behalf of an unaccompanied youth.
- Receive educational services comparable to those provided to other students, according to the student's needs.

These rights are established under the McKinney-Vento Homeless Assistance Act. To qualify for these rights, children and youth must be considered homeless according to the McKinney-Vento definition (see above).

Parent Resources regarding the NC Homeless Education Program (NCHEP) can be found here.

Student Resources regarding the rights of Children experiencing homelessness can be found here.

NCHEP is dedicated to ensuring that all children and youth experiencing homelessness have access to the public education to which they are entitled under the federal McKinney-Vento Education of Homeless Children and Youth Assistance Act. NCHEP works towards this goal by ensuring that North Carolina's state policies are in compliance with federal law, by providing technical assistance to North Carolina's local homeless education liaisons, and by providing informational and awareness materials to educators and other interested community members throughout North Carolina.

The McKinney-Vento Dispute Resolution Policy is available in Attachment A.

The full policy can be found on the school website on the Board of Directors page.
www.voyageracademy.net

School McKinney-Vento Liaison: Dr. Monique Link- mlink@voyageracademy.net

Emergency Data

Every family must complete the Emergency Information form sent to families as part of their back to school enrollment paperwork from the School Mint system. All forms must be completed online prior to the start 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

As we partner with families to best support students, it is critical that we engage in a way that allows our partnership to flourish. 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 may 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.

Adult Code of Conduct

As we partner with families to best support students, it is critical that we engage in a way that allows our partnership to flourish. We understand that situations can become stressful, and we want to maintain the best support possible.

All adults entering the school or participating in school events shall adhere to the following rules of conduct:

Expectations of Conduct:

1. Always be respectful to the staff, students, and other school community members.
2. Model appropriate behavior and be good examples to our school community.
3. Do not display dangerous or unsafe behavior when on our campus.
4. Check in and obtain clearance from the office upon entering the building.
5. Do not disrupt teaching and learning when visiting the school.
6. If you need to speak with a staff member, schedule a meeting.
7. Refrain from using threats, profanity, inappropriate or rude language/gestures, or an aggressive/loud voice.
8. Handle complaints by first seeking a resolution with the staff members involved in a positive and professional manner.
9. Ensure email communications to school staff, faculty, or students are respectful.

10. Do not harass, bully, or threaten school staff, faculty, or students on school grounds, at school events (whether or not on school grounds), or via email.

The Executive Director, Principal, or their designee reserve the right to deny any parent access to campus. If a parent refuses to comply with campus policies, they may receive a written warning. If behavior continues, they will be notified that they are no longer permitted on campus and any attempts to enter the premises will constitute criminal trespass.

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. Families are expected to volunteer at least 10 hours per year to support the school community. 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) Have driving record check if interested in driving for a school related activity and proof of valid insurance
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
11. Volunteers are prohibited from engaging in any physical contact with students.
12. Volunteers are prohibited from disciplining students. Behaviors requiring discipline should be reported immediately to the appropriate teacher or staff member.
13. Volunteers are prohibited from administering medications of any kind to students.
14. 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. If the volunteer has been an educator, the School will ensure that they are not on the State Board of Education Revoked License list. Any individual on the State Board of Education Revoked License list shall be barred from serving as a volunteer at the School.

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. Weapons include fake, copycat, inoperable and replica weapons, which are expressly prohibited on school grounds or during school events under this policy. On-duty Law Enforcement Officers (LEO) or School Resource Officers (SRO) are the only approved individuals to carry weapons on

school property or at other school-sponsored activities on or off school property. **Possession of a concealed handgun permit does not authorize the holder to carry a weapon on school property.** Voyager's comprehensive Weapons Policy can be found in its Voyager Operations and Board Policy Manual available on Voyager's website.

Drug and Alcohol Policy

Voyager is dedicated to maintaining a safe educational environment. Thus, Voyager has implemented a drug and alcohol-free policy, which prohibits anyone from being under the influence of alcohol or illegal/misused drugs on school grounds or attending a school related event. The Student Drug and Alcohol Policy is outlined below.

Student Drug and Alcohol Policy

A student's involvement with alcohol or other drugs can interfere not only with his or her academic and co-curricular activities, but also with the student's emotional, physical, mental, and social development. It is Voyager's goal to create a supportive, drug-free school environment. Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Students and their families are encouraged to voluntarily seek help with any type of substance abuse problem.

This policy applies to students while on school property or at a school-sponsored event or activity (whether on or off school property) and at any other time or place where the conduct is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

The Managing Director is responsible for ensuring that this policy is consistently applied throughout the school system. The Managing Director or designee may develop and oversee procedures to implement this policy.

A. **Prohibited Behavior**

1. Students are prohibited from possessing, using, selling, delivering, sharing, providing, manufacturing, or being under the influence of any of the following substances:
   a. narcotic drugs;
   b. hallucinogenic drugs;
   c. amphetamines;
   d. barbiturates;
   e. marijuana, CBD, Delta 8 or any related product;
   f. anabolic steroids;
   g. synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2");
   h. any other controlled substance;
   i. any substance containing any amount of tetrahydrocannabinol (THC), Delta 8, CBD, regardless of whether it constitutes a controlled substance under state or federal law;

j. any alcoholic beverage, malt beverage, fortified, or unfortified wine or other intoxicating liquor; or
k. any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

2. Students are prohibited from being at school with the odor of alcohol or illicit drugs about their person.
3. Students are prohibited from possessing, using, selling, delivering, or manufacturing counterfeit (fake) drugs.
4. Students are prohibited from possessing, using, selling, delivering, or manufacturing drug paraphernalia, including but not limited to rolling papers, roach clips, lighters, matches, vaping devices, vape liquid containers, pipes, syringes, and other delivery devices for prohibited substances.
5. Students are prohibited from possessing, using, selling, delivering, or sharing prescription or over-the-counter drugs. A student who possesses or uses a prescription or over-the-counter drug in accordance with the School's medication policy does not violate this policy.
6. A student is not in violation of this policy for being under the influence of a prohibited substance following its proper use as a medication lawfully prescribed for the student by a licensed health care practitioner.
7. Students may not conspire to sell or deliver prohibited substances or participate in any way in the selling or delivering of prohibited substances, regardless of whether the sale or delivery ultimately occurs on school property.
8. The principal may authorize lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

B. **Consequences**

As required by law, the principal must report to the appropriate law enforcement agency any student who has used or possessed a controlled substance in violation of law while on school property.
The disciplinary consequences for drug and alcohol violations are described in the School's Code of Student Conduct.
After completing substance abuse treatment, a student will be provided the opportunity to be included in the school-based student support group upon re-entry to school. This is an essential component in the recovery process.

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 (including replicas, fake or copy-cats) 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 consequences up to and including exclusion or expulsion from Voyager.

School Safety

Voyager has a school-wide Crisis Response Team that creates and manages the procedures, actions, and responsibilities of staff and administration to deal with crisis situations through prevention, intervention, and responsive actions. Additionally, there are Building Crisis Response teams in place to meet the needs of all

students and staff in emergency and crisis situations. The Voyager Crisis Response Teams will practice drills for fire, lockdown, shelter in place, medical, and evacuation emergencies.

The Managing Director oversees the Crisis Response 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 Response 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 by authorized personnel 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 Rights

The School believes that parent and family involvement must be aggressively pursued and supported by our communities, in homes, schools/colleges/universities, neighborhoods, businesses, faith congregations, organizations, and government entities by working together in a mutually collaborative effort. As such, the Board is committed to developing policies to involve parents in schools and their child's education effectively. N.C.G.S. § 115C-76.20(b)(3).

All parents/families and educators must prioritize family involvement in education; thus, the Board commits to providing support and coordination for school staff and parents to implement and sustain appropriate parent involvement.

Improved student achievement must be the equally shared responsibility and the goal of parents, teachers, the school system, and the community. Thus, the Board commits to seeing that each school has effective volunteer programs to address student needs and commits to utilizing schools to assist students and families in connecting with community resources.

The Board commits that it will impact student achievement significantly by improving the quality and quantity of parent/family involvement. Consequently, the Board will provide guidance, support, cooperation, and the necessary funding to enable parents to become active partners in education.

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

Parent Concerns Related to Parents' Bill of Rights

Parents that have concerns related to Voyager's compliance with the Parents' Bill of Rights may submit their concerns by following the procedures outlined in the school policy posted on the school website under the Parents' Bill of Rights tab. Online forms are posted on the website so that parents can share concerns related

to the school's compliance with procedures or practice or concerns related to the curriculum, textbooks, or supplemental materials.

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. Complaints that pertain to specific policies containing procedures are not grievances, including but not limited to those that fall under Title VI, Title IX, IDEA, Bullying/Harassment, Section 504 and those pertaining to student discipline are not grievances and this policy does not apply to such complaints.

The full policy can be found on the school website on the Board of Directors page. www.voyageracademy.net

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. School owned equipment may be loaned to families during remote learning with a signed technology form. All students in grades 6 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, smart watches, 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. The Cellular Phones and other Wireless Communication Device Policy can be found on the website.

Electronic Device 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. Smart watches or any watch devices that have the capability to call, text, or connect to the Internet must be silenced and kept in school or sleep mode in order to not allow calls, texts, or internet access. On test days smart watches are not allowed. Please do not call or text your child's electronic device 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 at 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. All students in the impacted classroom will be required to retake the state test.
Cell phones are not the responsibility of the faculty and staff at Voyager.

Technology Use Guidelines & Expectations

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 Non-Discrimination, Equal Opportunity, and Anti-Harassment Policies.

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.

12. **Usage:** Students may not use the network to access sites that disrupt and/or distract them from the intended usage of the network (i.e, using personal email to avoid safety monitoring procedures, accessing TikTok, accessing Discord, etc.)

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 Internet Safety Policy, 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 and Internet Safety Policy

Introduction

It is the policy of Voyager Academy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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 Internet Acceptable Use and Internet Safety Policy (AUP) may result in disciplinary action and/or cancellation of access to the Voyager Academy network. These policies apply 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.

The full policies can be found on the school website on the Board of Directors page.
www.voyageracademy.net

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.

The full policies can be found on the school website on the Board of Directors page.
www.voyageracademy.net

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.
- **COVID-19 (coronavirus):** The school will follow all CDC and NCDHHS guidelines on length of quarantine and return to school timing.

- **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 24 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 24 hours after the symptoms have abated.

- **Pink Eye (Conjunctivitis):** It is *recommended* that a student exhibiting signs of pink eye consult a health professional for diagnosis and the possible need for treatment with medication. Students should avoid touching their eyes and face. Students should clean hands thoroughly before and after touching the eyes, nose and mouth until symptoms have resolved. Students may be excused from school if symptoms are preventing the child from participation in the school day.

- **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 have been fever free for 24 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 with 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 **with registration documentation before the start of school before** the child enters school or the child will be suspended from school until a valid immunization record can be provided.

Parents have the right to seek a medical or religious exemption from immunization requirements, consistent with the requirements of G.S.130A-156 and G.S. 130A-157.

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

Kindergarten Required Vaccines

Vaccine	Number Doses Required Before School Entry*
DTap	**5 doses***
Polio	**4 doses***
MMR (or 2 measles, 2 mumps, 1 rubella)	**2 doses of MMR vaccine**
Haemophilus Influenzae type B (Hib)	**3-4 doses***
Hepatitis B (Hep B)	**3 doses***
Varicella (chickenpox)	**2 doses***
Pneumococcal conjugate	**4 doses***

**** Please contact your child's healthcare provider for further information. More information about NCDHHS K-12 Immunization requirements can be found here:***
https://www.dph.ncdhhs.gov/programs/epidemiology/immunization/schools/k-12

7th Grade Required Vaccines

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

In addition:

- **Meningococcal conjugate vaccine (MCV)**
  - **(1) dose for individuals is required entering the 7th grade or by 12 years of age whichever comes first.**
- **Tetanus, diphtheria, and pertussis (Tdap)**
  - **(1) 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.**

12th Grade Required Vaccines

Students should be up to date on all the vaccines required for kindergarten entry AND 7th Grade entry.

In addition:

- **Meningococcal conjugate vaccine (MCV)**
  - **(1) booster dose for individuals is required entering the 12th grade or 17 years of age.**

- **If the first dose is administered on or after the 16th birthday the booster dose is not required**

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

COVID-19 Vaccine

Our school is grateful for the vaccine priority status the State has extended to educators and share in the excitement as many of our faculty and staff receive vaccinations. As a school, we believe in the efficacy of COVID vaccines and encourage all faculty and staff to be vaccinated. Given the Emergency Authorization Status of current COVID vaccines, we do not require vaccines as a condition of employment at this time. We recognize and respect that this is a confidential medical decision involving many factors and fully support employees in making the decision they believe is in their best interest. To that end, we ask that ALL members of the Voyager Academy community respect the privacy of others and refrain from questions or discussions about vaccines.

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. Garret's Law Senate Bill
https://docs.google.com/document/d/1Y6p0agttEFrUUTQCxTuLTko0kzhmnDsO/edit

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 and medication form completed and signed by the doctor.
- 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. A healthy lunch can be purchased from school or provided from home. Voyager participates in the National School Lunch program and the meals comply with all USDA guidelines for a nutritious lunch. Families that qualify are eligible for free or reduced meal pricing.

Lunch will be eaten in the classroom or outside in supervised areas permitted by administration. High School 11th & 12th graders approved by administration and parents are allowed to go off campus for lunch with an approved pass. A health plan and accommodations will be made for any student with life-threatening allergies. 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.

Student Code of Conduct

Student Code of Conduct and Discipline Policy

Purpose and Description of Voyager Academy's Code of Conduct

Voyager Academy is committed to allowing every student to reach his or her full potential by providing a rigorous academic program, character education, and meaningful parental participation. We must provide a positive, safe, and orderly environment for our students, staff, and families to fulfill this mission. Voyager Academy believes that a consistent code of conduct is critical in building that environment. It reflects what the Voyager Academy believes to be reasonable expectations of conduct for all members of our student body.

The importance of a code of conduct is reinforced in North Carolina state law (G.S. 115C-288), stating, "The principal shall have the authority to exercise discipline over the pupils of Voyager Academy under policies adopted by the local board of education in accordance with G.S. 115C-390.11 through G.S. 115C-390.12."

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 use research-based, positive, and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

Voyager Academy's code of conduct identifies behaviors detrimental to our goal of a positive, safe, and orderly environment. Specifically, it identifies behaviors that interfere with the learning process or disrupt the educational environment for any student at any time. The identified consequences are designed to deter students from engaging in behavior that is counter to the Voyager Academy's mission, and, in the event that violations do occur, discourage students from committing further violations.

Consequences for violating this discipline policy and code of conduct, 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. Students with disabilities that are suspended have access to the manifestation determination process.
- 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.

The code of conduct is divided into five classes of violations. The classes are groupings of violations of similar severity. Because of their similarity, each class of violations contains comparable consequences. While these consequences reflect what Voyager Academy believes to be fair and reasonable for that class of violations, the school also recognizes that there are times when mitigating or aggravating factors may result in a change in consequences. The school Managing Director or their designees have the authority to assign any alternate reasonable consequence based on either mitigating or aggravating factors. Finally, engaging repeatedly in behaviors in any single class of violations will result in consequences from a higher class. This is intended to reinforce the importance of learning from mistakes.

General Information

The information contained in this section is designed to address common questions and confusions regarding the code of conduct. Further clarifying these issues will help parents and students successfully navigate the Voyager Academy Code of Conduct requirements.

The Code of Conduct applies to all students at any time they are present on Voyager Academy's campus, at any school event, or during any school-sponsored activity, including school events or activities held off campus. Additionally, it applies to students at any time or location whose behavior interferes with the learning process, causes serious safety concerns, or disrupts the educational environment. Specific rules apply specifically to different grade levels. If that is the case, it is noted in the violation. Otherwise, the violations apply to all students.

Administration will follow investigatory procedures and make a reasonable attempt to contact parents after it has been concluded that a violation has occurred. During the investigation, students will be interviewed to determine what may have occurred. A student will be notified of the consequences of a violation, as long as notification of the student does not pose a risk to the safety and security of other individuals on campus.

If a student is suspended from school, the student may not be present on the campus of Voyager Academy, at any school function, or at any school-sponsored event, whether on or off campus, without the permission of the school administration.

Unfortunately, during the school year, conflict will arise between students. It is the expectation of Voyager Academy that students will not settle conflicts through physical altercation. If there is a fight between two students, both students will be held accountable for the incident. If a student is attempting to engage another student in a fight, it is our expectation that the other student will make every reasonable attempt to walk away and notify a school employee.

Lockers, desks, school-issued technology, and other school property remain at all times the property of Voyager Academy. They are subject to search at the discretion of the school principals, director, or their designee.

Corporal punishment is not permitted at Voyager Academy, but there may be times when school employees need to use reasonable force to control behavior or to remove a person from the scene. These situations include:

- To quell a disturbance threatening injury to others.
- To obtain possession of weapons or other dangerous objects on the person or within a student's control.
- For self-defense.
- For the protection of persons or property.
- To maintain order on school property, in the classroom, or at a school-related activity on or off school property.

Treatment of Administrators, Teachers, and Staff

A student who commits an infraction against or involving an administrator, teacher, or other district staff member will be subject to a heightened response under the five tiers.

Participation in Rule Violation

A student who participates or conspires with another to violate a rule may be found in violation of the rule. If so, the student will be subject to the full disciplinary consequences for the rule violation.

Truancy

Students between the ages of 7 and 16, as well as students younger than 7 who are enrolled in school, are required by law to attend school. For students with more than 10 unexcused absences, the student and/or parent may be referred for prosecution.

Possession of Illegal Substances

The unlawful possession, use, or distribution of illicit drugs and/or alcohol by students on school property or at any school function is prohibited. In addition to school consequences, such actions will be reported to local law enforcement and may be required to be reported to the Department of Motor Vehicles.

Possession of Weapons

The possession of weapons by students on school property or at any school function is prohibited. In addition to school consequences, such actions will be reported to local law enforcement and may be required to be reported to the Department of Motor Vehicles.

Reports to Law Enforcement Agencies

As required by North Carolina law, principals are required to report the following acts to law enforcement when they have personal or actual notice of the incident and the acts occurred on the school campus: "assault involving serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law or possession of a controlled substance in violation of the law." N.C.G.S. § 115C-288(g).

Reports and Investigations of Child Abuse

Pursuant to state law, school personnel are required to report any suspected cases of child abuse, neglect, dependency, or maltreatment. Suspected child abuse, neglect, dependency, or death as a result of maltreatment by parents or other caretakers must be reported to the Department of Social Services. Suspected human trafficking, involuntary servitude, and sexual servitude of a child are special forms of child abuse. They must be reported to the Department of Social Services regardless of the relationship between the victim and perpetrator. Suspected child maltreatment by a caregiver in a child care facility, including in a licensed preschool classroom, camp, after-school program, or other licensed classroom or program operated by the School, must be reported to the Department of Health and Human Services, Division of Child Development and Early Education. Where the source of the child abuse, neglect, dependency, or maltreatment is uncertain, a report should be made to these agencies. Please refer to the School's Mandatory Reporting Policy.

The full policies can be found on the school website on the Board of Directors page.
www.voyageracademy.net

Reports to the Department of Motor Vehicles

Pursuant to state law, the School is required to report the following acts to the Department of Motor Vehicles if the student is the minimum age of 14 and is in the 8th grade or above: possession or sale of alcoholic beverages or illegal controlled substances; bringing, possessing or using a weapon or firearm on school property; and physical assault on school staff when the conduct results in a suspension in excess of 10 days or the student is assigned exclusion.

Personal Technology Devices

A personal technology device (PTD) is a portable Internet-accessing device that is not the property of the School. A PTD can transmit communications by voice, written characters, words, or images, share information, record sounds, process words, and/or capture images, such as a laptop computer, tablet, smartphone, cellphone, personal digital assistant, or E-Reader. To the extent students are permitted to possess and/or use a PTD on

school property, at after-school activities, and at school-related functions, the student is prohibited from doing so during instructional hours and must make sure that the PTD is not activated, used, displayed, or visible. Administrators may authorize individual students to use the devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise them during such use. However, students are not required to use PTDs for instructional purposes. Possession of a PTD by a student is a privilege that may be revoked for violations of the *Code of Student Conduct.* Violations may result in confiscation of the PTD (to be returned only to a parent) and/or other disciplinary actions. The School is not responsible for theft, loss, or damage to PTDs or other electronic devices brought onto School property. Students permitted to use PTDs during school must follow all school rules/policies.

Definitions

365-Day Suspension - This is an out-of-school suspension for 365 calendar days. It is the maximum allowed by North Carolina law.

After-School Detention - This consequence is a period of thirty to forty-five minutes of supervised study after the conclusion of the school dismissal.

Aggravating Factors - Facts of a discipline incident that suggest consequences beyond what is recommended in the Code of Conduct. These are determined by the school principal or director, and may include, but are not limited to, repeated violations, lying or refusing to cooperate with school officials in an investigation, severity of any injury sustained during the incident, and imminent danger to self or others.

Exclusion - This consequence prohibits a student from continuing to attend the School, although the student may attend another school.

Expulsion- This is the 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. Students considered for expulsion are entitled to a hearing before the school's Board of Directors as set forth in North Carolina statutes.

Long-Term Suspension - This is an out-of-school suspension lasting greater than 10 consecutive days, but less than 365 days.

In-School Suspension - This consequence is an alternative to a student's suspension from school. It is the supervised removal of a student from educational activities to another location on school property.

Short-Term Suspension–An out-of-school suspension lasting no longer than 10 consecutive days.

Mitigating Factors - Facts of a disciplinary incident that suggest consequences that are less severe than what is recommended in the Code of Conduct. These may include, but are not limited to, self-defense, provocation, student record, and other factors identified by the school principal or director.

Out of School Suspension - This consequence is the prohibition of a student from being on the school campus, at school events, or participating in school functions, whether on or off campus.

Class 1	
Violations Include:	Disciplinary Measures
1. Disobeying any teacher-established classroom rules. 2. Being out of dress code at any time not authorized by the school administration.	● In-Class disciplinary measures ● Conference with an Administrator

Class 2	
Violations Include:	Disciplinary Measures
1. Repeated violations of classroom rules. 2. Tardies and excessive unexcused absences 3. Unauthorized use or possession of a cell phone or electronic device on campus or during instructional time. 4. Being absent from class without permission. 5. Being in possession of any personal item that distracts from teaching and learning in the classroom. 6. Minor incidents of hitting, shoving, kicking, horseplay, etc., which do not result in physical harm. 7. An elementary or middle school student threatening another student or staff member in a way that is unrealistic, vague, or poses minimal risk. 8. Lying to school personnel. 9. Cheating on school tests, quizzes, or other school assignments. 10. Plagiarizing school assignments. 11. Inappropriate display of affection. 12. Disrespectful words or actions.	● Lunch or After-School Detention ● 1 Day of ISS
1. Repeated violations of the above categories.	● 2-3 Days ISS

Class 3	
Violations Include:	Disciplinary Measures
1. Repeated violations of Class 2. 2. Possession of prescription or non-prescription medications on one's person without permission from the school administration. 3. Altering any official school document, including report cards, transcripts, and notes from teachers. 4. Failing to comply with directives provided by school personnel.	● 1-3 days of OSS

5. Addressing staff members disrespectfully. 6. Using obscene, offensive, or derogatory language or pictures in reference to a staff member while on school property or during school functions. 7. Using obscene, offensive, or derogatory language or pictures in reference to a student while on school property or during school functions. 8. A high school student threatening another student or staff member in a way that is unrealistic, vague, or poses minimal risk. 9. Acting in a way that either causes or has the potential to cause harm to oneself or others. 10. An elementary student stealing or taking without permission any possession of a student or staff member. 11. Being in possession of property stolen from a student or staff member. 12. Fighting in elementary or middle school. 13. Using the internet to search for obscene, offensive, or derogatory material during the school day, or at any time on a school-owned device. 14. Vandalism	
1. Repeated violations of the above categories. 2. A high school or middle school student stealing or taking possession of an item of a student or staff member without permission. 3. Directing offensive, obscene, or derogatory language toward staff members. 4. Directing offensive, obscene, or derogatory language toward other students. 5. Threatening or facilitating threats against another student or school employee in a direct way, with the result of forethought, and can be carried out. While it is possible, it may not be realistic. 6. Fighting in high school. 7. Gambling for money on school property. 8. Possession of a vape, lighter, or matches. 9. Bullying in elementary, middle, or high school. 10. Using force or violence towards another student for any reason. 11. Sexual Harassment. 12. Misuse of Technology, including recording audio or video using cell phones on campus. 13. Destruction of school property (restitution may be required)	● 4-10 Days OSS with possible recommendation for exclusion

Class 4	
Violations Include:	Disciplinary Measures

1. Repeated violations of any of the above Classes. 2. Entering school property after hours without proper authorization. 3. Smoking or vaping on the school campus, at school events, or during a school-sponsored activity. 4. Possession of offensive, obscene, or derogatory pictures, including electronically, while on the school campus, participating in school events, or during school-sponsored activities. 5. Intentional unnecessary activation of a fire alarm. 6. Violations of Title IX. 7. Making a false statement or providing false information to law enforcement concerning the school, other students, families, its board, employees, contractors, and/or volunteers. *8. The following offense is reportable to law enforcement:* Possession or consumption of alcohol while on the school campus, at school events, or during a school-sponsored activity.	● 10 Days OSS with possible recommendation for exclusion

Class 5	
Violations Include:	Disciplinary Measures
1. Repeated violations of any of the above Classes. 2. Sharing or posting offensive, obscene, or derogatory pictures, including online, of students, school employees, or volunteers, without permission at any time, interfering with the learning process or disrupting the educational environment. 3. Using force or violence to take, or attempt to take, someone's property. 4. Inciting or engaging in behavior that either results in or is intended to result in widespread disruption to the educational process. 5. Participating in lewd, illegal, or sexual acts while on the school campus, attending school events, or during school functions. 6. A logical, specific, and realistic threat of serious violence to a student or school employee. 7. Assault or attempted assault on a student or employee. 8. Inappropriate sexual touching of a student or employee. 9. Conduct that is a felony or serious misdemeanor under NC law where the student would present a safety risk to student health or safety or cause a disruption to the learning environment. No conviction or arrest is required to fall under this provision.	● 10 days OSS with recommendation for exclusion

10. Special Offenses* a. Assault resulting in serious injury b. Assault involving the use of a weapon c. Assault on school officials, employees, and volunteers d. Making bomb threats or engaging in bomb hoaxes e. Willfully burning a school building f. Unlawful, underage sales, purchase, or provision of alcoholic beverages g. Possession of a controlled substance in violation of the law h. Possession of a weapon, including a knife or gun i. Robbery with a dangerous weapon j. Sexual offense k. Bullying l. Hazing	
1. Offenses*: a. Homicide b. Kidnapping c. Possession of a firearm d. Rape e. Sexual Assault f. Taking indecent liberties with a minor	● 365-Day Suspension ● 10-day suspension with a recommendation for a Long-Term Suspension ● Exclusion ● Expulsion

*** These offenses are also reportable to law enforcement.**

Procedures for Disciplinary Process and Short-Term Suspension

Upon receiving a report of a potential occurrence of any of the above violations, school administration will conduct an investigation. An investigation may include interviewing witnesses, reviewing camera footage, speaking with staff members, and searching a student, a student's locker, or a student's belongings. Refusal to permit the search will result in the assignment of consequences commensurate with the suspected violation.

Upon completion of the investigation, school administration will determine if the preponderance of the evidence weighs in favor of the violation occurring. This means that it is more likely than not that the student committed the violation. If that is the conclusion, the student will be notified of the consequences of the violation, as long as notification of the student does not pose a risk to the safety and security of other individuals on campus. If the violation is an offense that requires a report to law enforcement, the appropriate agency will be notified. The school administrator will make a reasonable attempt to contact the student's parent or guardian by telephone to communicate the results of the investigation and the assigned consequences.

Due Process Procedures for Short-Term Suspensions (1-10 days)

A student accused of misconduct, which in the opinion of the principal (including the principal's designee) would require a short-term suspension from school, shall be afforded the procedures below. A student must be given an opportunity to complete assignments, take textbooks home, and take major tests or exams missed during the period of suspension.

Step 1: The student must be told by the principal/designee why suspension is being considered.

Step 2: The student must be given the opportunity to have an informal hearing with the principal/designee, present his/her version of the events, and identify witnesses to the incident. The informal hearing will typically occur immediately after the student is informed of the charges, but may be delayed if the student's continued presence on campus is a safety concern.

Step 3: The principal/designee shall make a determination as to whether or not a student is guilty of the misconduct, and if so, what disciplinary response will be imposed. Initial notices to impose suspension may be communicated orally to the parent; written notification must follow.

Step 4: The principal/designee shall report each suspension in writing to the student's parent/guardian by fax, email, or any other reasonable method to give actual notice. Reasonable effort shall be made to contact parents/guardians prior to the start of the suspension. If parents/guardians cannot be reached prior to the start of the suspension, the principal/designee may start the suspension without contacting them. In this event, the principal must continue efforts to reach the parent/guardian.

Step 5: At the discretion of the principal, a written behavior contract may be required upon the student's return to school.

Step 6: There is no appeal of an out-of-school suspension of 10 days or less. Students are not entitled to appeal a principal's (or their designee's) decision to impose a short-term suspension to the school's Board of Directors.

If a student is determined to have committed a violation for which the possible consequence is long-term suspension, exclusion, or expulsion, the school principal will follow the procedures outlined in the section below.

Due Process Procedures for Long-Term Suspension, Exclusion, and Expulsion

A student accused of a willful violation of the Code of Student Conduct, which, in the opinion of the principal/designee, may require a 365-day suspension, long-term suspension, or exclusion from the school, shall be afforded the procedural safeguard described below. The procedures for a short-term suspension must be employed, as well as the following additional steps, prior to the imposition of a 365-day suspension, long-term suspension, or exclusion. The Assistant Principal/Principal, or the Managing Director, may recommend a 365-day suspension, long-term suspension, exclusion, and/or participation in a Behavioral Contract. Where exclusion, long-term suspension, or a 365-day suspension is recommended, the parent(s)/guardian(s) will be notified in writing within two school days or as soon as possible.

The notification of the recommendation for long-term suspension or exclusion shall be consistent with NC General Statute § 115C-390.8 and include the following:

1. The conduct that violated the School's Code of Conduct;
2. The relevant provision in the School's Code of Conduct that was violated;
3. A deadline for the parents or guardians to request a hearing;
4. A deadline for the parent to notify the school as to whether they are bringing an advocate and the role of such advocate;
5. The right to review and obtain copies of your child's educational records before the hearing;

6. The time frame or date when the hearing will be held, if one is requested;
7. The right to question the witnesses who appear at the hearing;
8. The right to present evidence on your child's behalf, which can include written or oral statements relating to the incident leading to the suspension and any of the factors listed in N.C. General Statute § 115C-390.2(g);
9. The right to have a record made of the hearing. We will record the hearing and make a copy available at your request. You also have the right to make your audio recording of the hearing;
10. Notice that the School follows the procedures set forth in N.C. General Statute § 115C-402 with regard to the expungement of discipline records; and
11. The right to a written decision, based on substantial evidence presented at the hearing, that upholds, modifies, or rejects the principal's recommendation of suspension and/or exclusion and that contains at least the following information:
    a. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated;
    b. Notice of what information will be included in the student's official record pursuant to N.C. General Statute § 115C-402; and
    c. The student's right to appeal the decision and notice of the procedures for such appeal.

The School will follow one of the following processes for Exclusion, Long-Term Suspension, and 365-Day Suspension:

Option 1

If an Assistant Principal/Principal determines that an infraction falls into the category for which a long-term suspension and/or exclusion or a 365-day suspension is appropriate, they will notify the Managing Director of a recommendation for long-term suspension or exclusion. If the parent(s)/guardian(s) request a hearing, it will be before the Managing Director or a hearing officer. At the conclusion of the hearing, the Managing Director will determine if the Principal's recommendation for long-term suspension or exclusion should be upheld, modified, or overturned.

If the student is assigned exclusion or a long-term suspension or a 365-day suspension by the Managing Director or a hearing officer, the parent or guardian has two school days to appeal the decision to a panel of the board of directors. This request must be submitted in writing to the Managing Director. The board panel will review the appeal based on the record and make a decision. A hearing before the board panel is at the discretion of the board and is not required. The board panel decision is final, and there is no appeal to the full board. The school will follow the requirements set forth in North Carolina's General Statutes for any such appeal and hearing.

If the parent or guardian either refuses the hearing or fails to attend the hearing, the Managing Director will make the determination on whether to uphold the recommendation of a 365-day suspension, long-term suspension, or exclusion. Such a decision shall be final.

Option 2

For any offense where a Long Term Suspension, Exclusion, or a 365-Day Suspension is recommended, the Deans/Assistant Principals/Principals and/or Managing Director (and their designees) may recommend a 365-day suspension, long-term suspension, or exclusion. Where: (1) the school does not employ the process set forth in Option 1, (2) the Managing Director is involved in the investigation of the disciplinary incident or the recommendation for long-term suspension, or (3) the Managing Director wishes to have a board panel hear any

appeal, then any hearing shall be conducted by a panel of three board members appointed by the board chair or their designee. Decisions of the Board Panel shall be final, and there will be no further appeal to the full Board of Directors. The school will follow the requirements set forth in North Carolina's General Statutes for any such appeal and hearing.

If the parent or guardian either does not request a hearing or fails to attend the hearing, the Managing Director will make the determination on whether to uphold the recommendation of a 365-day suspension, a long-term suspension, or exclusion. Such a decision shall be final.

Procedures for Expulsion

N.C.G.S. § 115C-390.11 gives the School's Board of Directors authority to expel any student over 14 years of age whose behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of other students or employees or who is subject to the Jessica Lundsford Act (which applies to certain registered sex offenders). The school will follow legally required procedures for Expulsion. Details of the procedures to be followed for expulsion are provided in North Carolina General Statutes**, §** 115C-390.11.

Offense Definitions

1. **ATTENDANCE (Citizenship/Responsibility/Self-Discipline)**
   Excessive Tardiness, Leaving School without Permission, Leaving Class without Permission, Truancy, Skipping School, Skipping Class, Cutting Class, Late to Class
   A student must attend every class every day unless there is a lawful reason for the absence. Students who are tardy, cut school or class, or have excessive unexcused absences are in violation of this rule. Repeated violations of this rule, if other interventions have been tried, may also result in Class 2 consequences, with the condition that any out-of-school suspension imposed for conduct related solely to violation of this rule is limited to 2 days per violation.

2. **STUDENT DRESS (Responsibility/Respect/Citizenship)**
   A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct, and are not disruptive to the educational environment. The board prohibits substantially disruptive clothing that is provocative, revealing, profane, vulgar, offensive, or obscene, or endangers the health or safety of the student or others. For more details, please see the Student Dress Code Policy.

3. **PERSONAL PROPERTY (Responsibility/Self-Discipline)**
   A student is permitted to bring or possess only objects that have an educational purpose and will not distract from teaching or learning. Students are permitted to sell items on campus only as part of an approved school activity. (All other items will be confiscated and returned to the parent at a mutually agreed upon time, not to exceed one calendar week.) The following are among the list of prohibited items:
   a. **Personal Technology Devices/Cell Phone Use:**
      A personal technology device (PTD) is a portable Internet-accessing device that is not the property of the district that can be used to transmit communications by voice, written characters, words or images, share information, record sounds, process words, and/or capture images, such as a laptop computer, tablet, smartphone, cellphone, personal digital assistant or E-Reader. A student may possess and use a PTD on school property, at after-school activities, and at school-related functions, provided that the PTD is not activated, used, displayed, or visible during instructional hours. Administrators may authorize individual students to use the devices for personal use when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for educational purposes, provided that they supervise them during such use.

"Educational purposes" include student education, research, and career development. Possession of a PTD by a student is a privilege that may be revoked for violations of the *Code of Student Conduct.* Violations may result in confiscation of the PTD (to be returned only to a parent) and/or other disciplinary actions. The School is not responsible for theft, loss, or damage to PDTs or other electronic devices brought onto school property. Students permitted to use PTDs during the school day must follow all School Rules and Policies, including "Responsible Use of Technology and Internet Safety" and "Student Responsible Use of Technology and Internet Safety Agreement."

b. **Toys, games (electronic and other), electronic smoking devices, pagers, personal media devices, other electronic equipment, and any devices that create noise and disturbance:** Possession of these or any similar devices without permission from the administration is prohibited. Possession of a toy gun that could be mistaken for an actual weapon is a violation of the Offenses pertaining to Weapons and Dangerous Objects.

4. **MISREPRESENTATION (Honesty)**
A student will be honest and submit his/her own work.
   a. **Altering Report Cards or Notes*:*** Tampering with report cards, official passes, notes, or other school documents, in any manner, including changing grades or forging names to excuses, is prohibited.
   b. **False Information*:*** Making false statements, written or oral, to anyone in authority is prohibited.
   c. **Cheating/*Honor Code Violation:*** Violating rules of honesty and Honor Codes, including but not limited to plagiarism, violating copyright laws, or copying another student's test or assignment, is prohibited. The superintendent has the discretion to punish violations of this rule as a Class 3 violation if the student's actions have a profound, detrimental effect on other students or staff.

5. **INSUBORDINATION (Responsibility/Respect)**
A student will obey the lawful direction of any authorized staff member while in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner. This includes, but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, speaking to staff in an appropriate manner, and completing all assigned work.

6. **TRESPASSING (Citizenship/Responsibility/Respect)**
A student will not enter school property or a school facility without proper authority. This rule includes being on the campus of a school to which the student is not assigned during the school day without the knowledge and consent of school administrators; loitering at any school after the close of the school day without any specific need or supervision; or being on the property of any school during a period of suspension or expulsion without the express permission of the principal. A student who is trespassing on school property may be criminally prosecuted.

7. **MEDICATION (Responsibility/Honesty/Good Judgment)**
Students shall not transport prescription medication to or from school or have prescription medication in their possession at any time without meeting the conditions prescribed in "Administering Medicines to Students."
A student who is allowed to self-administer medicine pursuant to this policy will be subject to disciplinary action if the student uses his or her prescribed medication in a manner other than as prescribed. Elementary students are not permitted to self-administer medication, whether prescribed or non-prescribed, under any circumstances. Middle and high school students may self-administer non-prescribed over-the-counter medication with a medication authorization signed by a healthcare practitioner and a parent. Distribution and/or consumption of medication may result in an immediate Class 3 consequence. Violation of this rule may also be treated as a violation of drug policies, including possession, use, sale, or distribution.

8. **GENERALLY DISRUPTIVE BEHAVIOR (Responsibility/Respect/Citizenship/Self-Discipline)**
A student will maintain appropriate behavior so as to refrain from disrupting class, school, or bus activity and be prepared for instruction at all times. A student shall not talk out in class or move from his/her assigned seat/area without permission, throw objects (except as directed by staff for an instructional

purpose), engage in horseplay, harass, tease, or make rude noises. Repeated incidents of generally disruptive behavior may be considered a Class 3 infraction.

9. **UNSAFE ACTION (Good Judgment/Citizenship/Responsibility/Respect)**
A student shall not commit any action that has the potential to cause danger or physical harm to himself or others, to include but not limited to: exiting a moving school bus, exiting a school bus by way of the emergency exit absent an emergency, attempting to elude school officials by running through a parking lot or a traffic area, climbing on the roof of buildings, construction areas, boiler rooms, attics or elevator shafts, or any action that has the potential for physical harm to self or others. This includes striking matches, flicking cigarette lighters, or using any instrument capable of producing fire on school property or at a school-sponsored or school-related activity that is on or off school property. This rule applies only when the unsafe behavior does not meet the standards of any other violation.

10. **BULLYING/CYBERBULLYING, PROFANITY, OBSCENITY, AND/OR DEROGATORY LANGUAGE**
Bullying and/or harassing behavior are strictly prohibited. It is the policy of the Board of Directors to maintain learning environments that are free from harassment or bullying. Students are expected to use appropriate conduct and language at school and school functions, and possess only relevant materials. This rule applies to cursing, possessing, sending, or receiving written materials or electronic text and/or images that convey an offensive, racial, derogatory, bullying, or obscene message to another person. This includes but is not limited to references to race, color, ancestry, national origin, gender, gender identity expression, sexual orientation, religion, and/or physical or sensory disability, physical appearance, or making offensive statements or gestures. In addition, as with other disciplinary violations, any manner of bullying that occurs off campus may violate the *Code of Student Conduct* if it has a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

11. **GAMBLING (Responsibility/Self-Discipline)**
A student will not play games of skill or chance for money or property.

12. **VEHICLE USE/PARKING (Responsibility/Citizenship/Good Judgment)**
A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health and/or safety, or a disruption to the educational process. Driving to school is a privilege, which may be limited or revoked at any time by the school principal. A student will not park a motor vehicle on school premises unless he/she has complied with all school vehicle parking requirements. Parking permits must be visibly displayed, and vehicles must be parked only in assigned spaces. Unauthorized vehicles may be towed.

13. **VANDALISM (Responsibility/Citizenship/Good Judgment)**
A student will not willfully, with or without malice, act alone or participate with others to damage or destroy property of another, including property belonging to the school or the district, staff, students, or other adults on campus or at a school-sponsored or school-related activity on or off school property. A student or parent/guardian will be held financially responsible, as allowed by law, for the willful or malicious destruction of property.

14. **USE OF FIRE**
A student will neither set fire nor attempt to set fire to anything on school property nor participate with others to damage or destroy school property through the use of fire. (This violation does not include any smoking violations covered under another provision.)

15. **THEFT (Responsibility/Respect/Citizenship/Self-Discipline)**
A student will not steal or possess stolen property, or participate with others to do so. Stolen property includes any object possessed without the owner's permission. In some instances, violations of this rule may be a Class 2 infraction.

16. **BREAKING AND ENTERING (Responsibility/Respect/Citizenship/Self-Discipline)**
    A student will not break into any district property. This will include any unauthorized entry into school property with or without destruction to the property.

17. **BREAKING AND ENTERING WITH THE INTENT TO COMMIT A FELONY OR THEFT (Responsibility/Respect/Citizenship/Good Judgment)**
    A student will not unlawfully enter any district property with the intent of committing a felony, to steal and/or take and carry away the property of another, or to attempt to commit the taking of property.

18. **ROBBERY (Responsibility/Respect/Citizenship/Self-Discipline)**
    A student will not take or attempt to take another person's property by force or violence.

19. **EXTORTION (Responsibility/Respect/Citizenship/Self-Discipline)**
    A student will not take, threaten, or attempt to take the property (including but not limited to money) of others through intimidation.

20. **UNAUTHORIZED USE OF TECHNOLOGY DEVICES (Honesty)**
    a. **School-owned property:** A student shall refrain from inappropriate use of school system computers/technology devices or from using the School's electronic communications and wireless connection network without proper authority. This includes unauthorized use of sign-on codes and the school telephone system, communication of threats or implied threats, bullying or harassment, and unauthorized attempts to contact any BCS computer site from any computer station.
    b. **Personal technology devices:** A student will refrain from any activity or distribution of information from personal technology devices that would constitute a violation of a rule under the *Code of Student Conduct* or a violation of law, as, but not limited to, bullying or harassment on social media or other sites if the conduct has or may have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. Publication of information on the Internet is considered distribution regardless of the location of the technology device from which the offending content was published.

21. **FALSE ALARM (Responsibility/Good Judgment)**
    In the absence of an emergency, a student shall not call 911 or signal or set off an automatic signal indicating the presence of an emergency.

22. **PORNOGRAPHIC, PROFANE, AND/OR VIOLENT MATERIAL (Responsibility/Respect/Citizenship/Self-Discipline)**
    A student shall refrain from having any pornographic or profane material in his/her possession, including but not limited to pictures, magazines, CD's, DVD's, electronic text or images and sexually explicit or graphically violent materials (including but not limited to documents or instructions concerning the creation and/or the use of weapons. Unclothed (fully or partially) pictures/images of any minor are also not permitted and are covered by this provision.

23. **BOMB THREAT (Responsibility/Respect/Self-Discipline/Good Judgment)**
    A student shall not make any report or notification, knowing or having reason to know the report is false (verbal or written), indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

24. **AGGRESSIVE PHYSICAL/VERBAL ACTION (Responsibility/Respect/Kindness/ Self Discipline)**
    A student shall not exhibit any form of aggressive physical or verbal action against another student, staff member, or any other adult at school. Minor incidents of hitting, biting, spitting, shoving, kicking, or throwing objects at a student or adult may be a Class 1 or 2 infraction. A student shall not approach another person in a confrontational, provocative, or bullying manner. This will include attempts to intimidate or instigate another person to fight or commit other acts of physical aggression.

25. **FIGHTING**
The exchange of mutual aggressive physical contact between students, with or without injury, is prohibited. A student who is physically attacked may act in self-defense without consequence. ***Self-defense is defined as the act by a non-aggressor victim using reasonable force to avoid being hit in order to enable oneself to get free from the attacker and notify school authorities. It is not self-defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule, even though another person provoked the fight.*** Administrators will have discretion to recognize the need for self-defense on an incident-by-incident basis.

26. THREATENING/INTIMIDATING
A student shall not threaten to strike, attack, or harm any person, or cause another person to become fearful by intimidation, through any medium, including threats made in person, through another person at the request of the perpetrator, on the telephone, in writing, through the use of gang paraphernalia, or by any digital communication (cyber-bullying) that pose a safety risk to the school environment. The Class will be determined by the level of risk presented by the threat, whether the threat could have reasonably been carried out, and whether the threatened person was made fearful.

27. ASSAULT ON A STUDENT
A student shall not physically attack another student. See self-defense as defined above.

28. MULTIPLE ASSAULTS
A student shall not act in concert to physically attack another student.

29. **ASSAULT ON A STAFF MEMBER**
A student shall not physically attack a staff member or adult. See self-defense as defined above.

30. **MULTIPLE ASSAULTS**
A student shall not act in concert to physically attack a staff member or other adult.

31. **HAZING**
In addition to any definition set forth in the School's Harassment and Discrimination Policy, Hazing also includes: any activity that may demean, disgrace, or embarrass a person or that risks endangering the mental, physical, or emotional health of a person, regardless of whether such person has agreed to participation in the hazing activity.

32. **SEXUAL BEHAVIOR,** ***including harassment, indecent exposure, consensual activity, and battery*** **(Responsibility/Respect/Self-Discipline/Kindness)**
A student shall not engage in any sexual behavior on school property or at a school-sponsored activity. A student shall not engage in unwanted touching of an offensive or sexual nature. A student shall not engage in unwanted verbal or physical (e.g., gesturing) conduct of a sexual nature which may reasonably be regarded as intimidating, hostile, or offensive. This includes the communication of (by digital or other means) or the intentional display of sexually explicit material. A student shall not intentionally expose private body parts, including but not limited to the display of the buttocks (mooning). A student shall not engage in consensual sexual activity. "Consensual" means all parties are willing participants in the activity. A student shall not engage in or attempt to engage in sexual activity with another person by force, threat, or fear.

33. **ALCOHOL, TOBACCO, AND OTHER DRUGS (Responsibility/Citizenship)**
A student shall not use, purchase, sell, distribute, be under the influence of, or possess any kind of tobacco, alcoholic beverage, paraphernalia, controlled substance (as defined by state law), or illegal or counterfeit substance. A student shall not use, sell, distribute, or possess any kind of tobacco product on school property or at a school function. A student shall not possess, use, or be under the influence of alcohol on school property or at a school function. A student shall not possess, use, or be under the influence of marijuana on school property or at a school function. "Marijuana" is defined to also include synthetic cannabinoids and

substances intended to mimic the effects of marijuana. Possession of large amounts or of more than one individually wrapped package of marijuana will be deemed to be a violation of Drug Distribution. A student shall not use, possess, or distribute any drug-related paraphernalia, including but not limited to: rolling papers, cigar wrappers, e-cigarettes, vaping/hookah devices, bongs, pipes, or any item intended for the use, storage, or distribution of alcohol, tobacco, marijuana, or other drugs**.** For drugs other than marijuana, a student shall not use or be under the influence of illegal or controlled substances or possess illegal, counterfeit, or controlled substances (including prescription drugs without a doctor's order filed with the school) on school property or at a school function. Example items include, but are not limited to: Acid, Ecstasy/MDMA, Heroin/Opiates, Cocaine, Xanax/Benzodiazepines.

34. SALE/DISTRIBUTION (ATTEMPT OR ACTUAL)

A student shall not distribute, sell, attempt to sell, or possess with intent to sell any illegal, counterfeit, or controlled substance. Possession of a large amount of or more than one individually wrapped package of a controlled or illegal substance will be considered evidence that the student intended to sell or distribute the product.

35. **WEAPONS AND DANGEROUS OBJECTS – NOT INCLUDING FIREARMS (Responsibility/Citizenship/Good Judgment)**

A student will not possess, handle, transport, or use any weapon, object that can be reasonably considered a weapon, dangerous object, or substance that could cause harm or irritation to another individual on school property or at any school function. All items will be confiscated and will not be returned except with the mutual agreement of law enforcement. This rule does not apply to school supplies (e.g., pencil, laser pointer) unless used as a weapon. Note: Any item thrown from a school bus will be treated as a weapon for the purpose of this rule. See Offense 37 for rules on firearms. *Special note: See the Safe Harbor Provision on page 5.*

Prohibited items include, but are not limited to:

a. Toy knife or look-alike knife
b. Toy gun or look-alike gun
c. Weapon not capable of propelling a missile
d. Knife, switchblade knife, Bowie knife
e. Box cutter/razor blade
f. Camouflaged weapon
g. Object thrown from a bus
h. Gun powder, ammunition, bullets
i. Fireworks
j. Bomb (includes destructive devices such as an explosive, incendiary, or poison gas, grenade, rocket having a propellant charge of more than 4 ounces, or missile with an explosive charge of more than ¼ ounce, mine or similar device
k. Airsoft gun, BB gun, pellet gun, air rifle
l. Any object or substance that could cause injury, including but not limited to, slingshots, ice picks, multi-fingered rings, metal knuckles, nun chucks, dirks, daggers, lead canes, clubs, stun guns, flare guns, paint ball guns, mace, pepper spray, fire extinguishers and/or the use of any object or any substance that will potentially cause harm, irritation or bodily injury.

36. **GANG AND GANG-RELATED ACTIVITIES (Responsibility/Respect/Citizenship/Good Judgment)**

No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any district policy, and having a common name or common identifying sign, colors, or symbols.

"Gang-Related Activity" includes:

a. **Clothing:** Wearing, possessing, using, distributing, displaying, selling, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;

b. **Communication:** Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or that promotes gang affiliation;
c. **Vandalism or Destruction of Property:** Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
d. **Intimidation/Threats:** Requiring payment for protection, money, or insurance, or otherwise intimidating or threatening any person related to gang activity;
e. **Coercion:** Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
f. **Solicitation:** Soliciting others for gang membership;
g. **Conspiracy:** Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies related to gang activity.

37. **FIREARMS (Loaded or Unloaded) (Responsibility/Respect/Self-Discipline/Good Judgment)**
A student shall not possess, handle, or transport any handgun, rifle, starter gun, shotgun, or any other weapon that will or is designed to or may be readily converted to expel a projectile by action of an explosion, including camouflaged guns or any firearm muffler or silencer. By law, students violating this rule are subject to a 365-day mandatory suspension.

38. **PERSISTENTLY DANGEROUS STUDENTS (Responsibility/Caring/Justice and Fairness)**
Students who are 14 years of age or older shall not frequently engage in conduct that is in violation of other code of conduct rules and is a danger to others in the school environment. Targeted conduct for this rule is multiple events over an extended period of time, including previous school years. Examples of misconduct under this rule include, but are not limited to, multiple rule violations for assault, the sale or distribution of illegal drugs, gang-related activities, the possession of weapons, and inappropriate sexual behavior.

Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with the school's code of conduct apply to all students. When appropriate, a principal or designee may discipline a student with a disability who has not complied with the school's code of conduct. Exceptional Children's education services will be provided to a student with a disability if the student has been removed from school for more than ten school days. If a student with a disability is removed for less than ten cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed. The school will follow all applicable state and federal laws when disciplining students with disabilities.

SPECIAL EDUCATION SERVICES

Voyager Academy employs certified Special Education Teachers who will serve special education students, according to their IEP and consult with regular education teachers. Voyager Academy shall comply with federal and state law to ensure that all students with disabilities will be provided with a free appropriate education (FAPE).

Students with special needs have safeguards and rights under federal and state laws and cannot be excluded from their educational programs without following federally mandated procedures. The School recognizes the importance of working with students early to prevent misbehavior and to provide appropriate behavioral intervention plans and goals through the IEP process.

Students with special needs cannot be suspended from school for more than 10 cumulative days in a school year without following specific procedures in which the incidents for which the student is being suspended are related. Services must be provided starting on day 11, and the IEP team must meet to determine if a manifestation determination has occurred.

The school will first try to intervene with student behavior in the school setting. Repeated problematic behavior will be addressed early through the IEP process; teams will analyze the behavior through a Functional Behavior Analysis (FBA) and then develop a Behavior Intervention Plan (BIP) and/or behavioral goals.

When Exclusion Is Required

If a student's behavior is so severe that the student needs to be removed from school, the school may exercise the following options:

- School Administrators may suspend a special needs student for up to 10 school days in a school year, just like any student. Suspension day 11 will trigger a Manifestation Determination meeting.
- Students considered for long-term suspensions, exclusion, expulsion, or for whom a pattern is determined must have a Manifestation Determination.
- If the behavior is unrelated to the disability, the student may receive standard disciplinary action (suspension, exclusion, expulsion). However, the student must continue with special education services when required by law.
- If the behavior is related to the disability, the student may NOT be suspended, excluded, or expelled.
- At all stages, the IEP team may meet to determine an alternative placement. The new placement would then not be considered as a removal or suspension. When or if a change is warranted, the team will need to meet again to change placement back to the original school setting.

All disciplinary removals are counted as suspensions unless the IEP team meets for that situation and changes the student's special education placement.

Change of Placement

A Change in Placement for Disciplinary Reasons Occurs if:

- The removal is for more than 10 consecutive school days; **or**
- The student has been subjected to a series of removals that constitute a pattern (students sent home early) that totals more than 10 school days per school year.

On the date of the decision to remove a student, which is a change of placement for disciplinary reasons, the school must notify parents of that decision and provide due process. A manifestation determination must be completed within 10 school days. An FBA and BIP must be completed or reviewed if already completed. *Changes in special education placements are NOT suspensions.*

Any change in special education placement must be documented on:

1. IEP: either by addendum or a new IEP (Re-evaluation); and
2. Prior Written Notice

When a special education placement changes through the IEP process (for example, to modified day or homebound), the new placement does not count as a school removal or a suspension. If a student has a change in placement, the IEP team is required to meet every 30 days to ensure the placement is still appropriate.

The student will need the same process (IEP addendum and Prior Written Notice) to return to the original placement when or if appropriate.

Examples of changes that might be considered by the IEP team based on behavior:

- Separate to modified day;
- Regular to homebound services;
- Homebound services to regular; or

- Separate to regular (when students are placed from max-resource to inclusion support).

Manifestation Determination

The Manifestation Determination is to be completed by the student's IEP Team and must occur within 10 school days of removal when there has been a change of placement.

After reviewing all relevant information in the student's file (IEP, observations, parent information), the team must decide if the behavior was a manifestation of the disability by determining:

1. If the child's disability caused the conduct, and
2. If the conduct resulted from the School's failure to implement the IEP, then the School must take immediate steps to remedy those deficiencies.

Day 11 Requirements

Starting with the 11th day of removal, the school must:

1. Provide services. **No exceptions.** Which services are provided and who determines appropriate services depend upon IEP contents, whether there has been a change of placement for disciplinary reasons, and the results of any manifestation determination.
2. Determine if a change of placement is for disciplinary reasons.

If the change in placement is due to disciplinary reasons:

1. On the day of the incident, the School must follow the Student Discipline Policy set forth above.
2. Conduct a Manifestation Determination.

If the behavior is not a manifestation of the disability based on the Manifestation Determination:

The student may be suspended, excluded, expelled, similar to a general education student.

If the behavior is a manifestation of the disability based on the Manifestation Determination:

1. The student must be returned to the placement from which the student was removed unless the parent and school agree to a change of placement.
2. Conduct a Functional Behavioral Assessment (FBA) unless it is completed (current IEP and current school year). If completed, review as needed.
3. Develop a Behavior Intervention Plan (BIP) designed to address the behavior violation. If the BIP has already been developed, review it and modify it to address the behavior.

Weapons/Drugs/Serious Bodily Injury:

If the offense involves weapons, drugs, or serious bodily injury, proceed using the 11-day requirements. These violations are clearly defined; the standard for serious bodily injury is very high. The only difference in procedure is that if the manifestation determination shows the relationship between the behavior and the disability, the Managing Directorl or their designee may remove the student to an alternative setting for up to 45 school days. If the behavior is not related, the student may be removed similar to a regular student. In both cases, Manifestation Determination, FBA, BIP, and services defined by IEP are required.

Functional Behavioral Assessment (FBA)

Functional Behavior Assessments are to be completed on all students with special needs with behavior difficulties. This is required if a change of placement is for disciplinary reasons. If an FBA has already been developed, review and modify it as necessary to address the behavior.

The School will be proactive and perform an FBA before the student accumulates the 10th day of removal. If there is a disciplinary change of placement and an FBA has already been completed, a new FBA is not required for each removal; however, the FBA needs to be reviewed regularly.

Behavioral Intervention Plans (BIP)

Behavior Intervention Plans are to be completed for all students with special needs with behavior difficulties. This is required if a change of placement is for disciplinary reasons. If a BIP has already been developed, review and modify it as necessary to address the behavior.

The most practical way to deal with repetitive, inappropriate behavior is to develop a behavioral intervention plan as part of the IEP. Behavioral plans are recommended for any student with special needs who has problems with behavior, even if the behavior is not judged to be related to the disability.

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. Students with disabilities that are suspended have access to the manifestation determination process.

For ~~Class III~~ offenses in Class III and above, each school Principal or the Managing Director may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract.

If a principal determines that an infraction falls into the category for which a long-term suspension and/or exclusion is appropriate, they will notify the Managing Director of a recommendation for long-term suspension or exclusion. The principal will also notify the parent or guardian in writing of this recommendation within two school days. The notification will include the time, date, and location for a hearing with the Managing Director. The parent or guardian must notify the Managing Director at least three days in advance of the hearing if they are bringing an advocate to the meeting, and of the advocate's role (for example, legal representation). At the conclusion of the hearing, the Managing Director will determine if the principal's recommendation for long-term suspension or exclusion should be upheld, modified, or overturned.

If the parent or guardian either refuses the hearing or fails to attend the hearing, the Managing Director will make the determination on whether to uphold the recommendation of long-term suspension or exclusion.

If the student is assigned exclusion or a long-term suspension by the Managing Director, the parent or guardian has two school days to appeal the decision to a panel of the board of directors. This request must be submitted in writing to the Managing Director. The board panel decision is final and there is no appeal to the full board. The school will follow the requirements set forth in North Carolina's General Statutes for any such appeal and hearing.

For expulsion, the School will follow the requirement set forth in North Carolina's General Statutes and any other applicable laws.

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 (IDEA) and the Rehabilitation Act of

1973 (504). The obligation and the responsibility to attend school regularly and to comply with the school's code of conduct applies to all students. When appropriate, a principal or designee may discipline a student with a disability who has not complied with the school's code of conduct. Exceptional Children's education services will be provided to a student with a disability if the student has been removed from school for more than ten school days. If a student with a disability is removed for less than ten cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed. The school will follow all applicable state and federal laws when disciplining students with disabilities. The disciplinary procedures applicable to students with disabilities and those who have Section 504 accommodation plans are available on the school's website.

Revised: September 25, 2025

Student Search Policy and Procedures

To maintain order in the school and to protect the welfare of students and the school community, school officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the legal rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception, permissible in scope, and conducted using narrowly tailored methods to be minimally intrusive. School officials shall make reasonable and good-faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events. This policy does not apply to technology, which is addressed through other policies.

Searches Based on Individualized Reasonable Suspicion

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law, expectation, or school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. The scope of the search must be reasonably related to the objectives of the search, and the methods used to conduct the search must be narrowly tailored to be minimally intrusive in light of the age and sex of the student and nature of the infraction.

Reasonable suspicion is not required if a student's parent or guardian freely and voluntarily consents to the search of their person or possessions.

In accordance with the standards described above, the Board authorizes the following types of searches based on reasonable suspicion:

Searches of Personal Effects

School officials may search a student's desk, locker, and/or personal effects, including but not limited to purses, book bags, and clothing not currently being worn by the student. School officials may also request that the student empty pockets, remove shoes and outerwear. School officials may also search a student's personal electronic devices pursuant to the school's Wireless Communication Device policy.

Searches of Motor Vehicles

Students are permitted to park on school premises as a matter of privilege, not by right. The school retains the authority to conduct routine patrols of student parking lots and inspect student automobile exteriors on school property. School officials may search the interior of a student's vehicle based on reasonable suspicion. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

"Pat-down" Searches

A school official may conduct a frisk or "pat-down" search of a student's person. A school official must conduct the search in private with an adult witness present. Both the school official conducting the search and the adult witness must be the same sex as the student.

More Intrusive Personal Searches

More intrusive personal searches are discouraged and will be used only in very limited circumstances. A personal search is more intrusive when it extends beyond a student's personal effects and outer clothing and potentially exposes intimate body parts and/or undergarments. Such intrusive personal searches will be permissible only if: (1) the school official has reasonable suspicion that a search of a particular student will yield dangerous contraband (e.g., drugs or weapons); (2) the school official has reasonable suspicion that the student has hidden the contraband in their undergarments. This search must be conducted in private by a school official of the same sex as the student, with an adult witness of the same sex present, and only with the prior approval of the Executive Director/Principal or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures.
Body cavity searches and searches that require a student to completely disrobe are strictly prohibited.

Metal Detectors and Breathalyzers

Except as provided in the Section below, a metal detector may be used to search a student's person and/or personal effects. A school official must conduct the search, which will be done privately, when feasible. In addition, a breathalyzer test may be administered based on reasonable suspicion that a specific student is under the influence of alcohol or has recently consumed alcohol. A school official must conduct the breathalyzer test and will be done in private, when feasible

Suspicionless General Searches

In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general, suspicionless searches in the schools. All general searches must be conducted in a minimally intrusive, nondiscriminatory manner (e.g., all students in randomly selected classrooms, every third individual entering a school-sponsored extracurricular activity, etc.) and may not be used to single out a particular individual or category of individuals. The searches must be conducted in accordance with standardized procedures established by the Executive Director/Principal or their designee.
When conducted in accordance with the standards described above and any corresponding procedures, the board authorizes the following types of general suspicionless searches.

Searches of Desks and Lockers

School officials may conduct routine searches of student's desks and lockers. Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or contraband materials.

A student's personal effects found within a desk or locker, such as a backpack, gym bag or purse, may be searched only in accordance with the guidelines for individualized searchers of personal effects described in Section A, above.

Point-of-Entry Metal Detector Searches
Due to the problem of weapons in schools, school officials may use metal detectors to conduct general point-of-entry searches of students and other persons for weapons.

Use of Trained Dogs
With the prior approval of the Executive Director, and in conjunction with local law enforcement, school officials may use trained dogs (canines) to locate illegal materials. All dogs must be accompanied by a certified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, desks, book bags, motor vehicles, and other inanimate objects. Dogs may not be used to sniff students or other persons under any circumstances. Except as set forth above, no students should be present during a dog search. Before a search occurs in a classroom, students will first be moved to a location outside the classroom.

Seized Items
Any illegal contraband seized by school officials shall be promptly turned over to the proper law enforcement authorities.

Failure to Cooperate
A student's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences.

Notice
School principals shall take responsible steps to provide notice of this policy to students and parents at the start of each school year.

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 on 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.

Elementary School

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

- Letters grades are not issued for students in grades K-3. Voyager Elementary utilizes the below listed assessment scale for report cards:
    - **4:** Above and Beyond Grade Level Expectations
    - **3:** Consistently Meets Grade Level Expectations

    - **2:** Progressing Toward Grade Level Expectations
    - **1:** Concern/ Limited Progress
    - **N/A:** Not assessed during this grading period
- Report Cards are issued on a quarterly basis.
- Students are assessed in Language Arts, Math, Project Work (Social Studies/Science), Character Development, Work Habits and Elective Classes.
- The elementary school will host a fall and spring parent conference day to discuss and review individual student progress.
- Make-up policy – when a student is absent, the student has 3 school days to turn in missed work upon returning to school. The day the student returns to school is Day 1 of the 3 days.

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 school 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 50.
- 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.
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Grades
A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 0-59

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 should be coordinated with the teacher and shall be consistent with Voyager Academy attendance 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

Voyager Academy high school students may be exempt from non-state required final exams if they meet specific grade and attendance criteria: an "A" average with six or fewer total absences, or a "B" average with four or fewer total absences for the year. Exemptions apply to teacher-made exams, not state-mandated End-of-Course (EOC) or CTE tests.

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 for Future Ready Core

GRADUATION REQUIREMENTS FOR FUTURE READY CORE

Content Area	Courses and Credits
English	**4** Credits required: English I, II, III, IV (AP Language=Eng. III; AP Literature=Eng. IV)
Mathematics	**4** Credits required, among the following: Foundations of Math; MATH I; II; III; IV (plus AP or CCP courses, see course catalog)
Science	**3** Credits required: Physical Science *or* Chemistry; Biology; Environmental Science

Social Studies	**4** Credits required: World History: Issues and Patterns; Founding Principles of the United States and North Carolina: Civic Literacy; American History; Economics & Personal Finance
Computer Science	**1** Credit required (class of 2030 cohort and beyond)
Arts Education	**1** Credit required (class of 2029 cohort and beyond)
Health & Phys. Educ.	**1** Credit required
Electives	**12** Credits required (**11** credits for class of 2029 cohort and beyond) (**10** credits for class of 2030 cohort and beyond) Two of the elective credits must be from any combination of: • Career and Technical Education (CTE), or • Arts Education, or • World Language
Total	**28 Credits**

GRADUATION REQUIREMENTS FOR OCCUPATIONAL COURSE OF STUDY (OCS)

- Students earn 1 unit of credit for each successfully completed course.
- All courses are aligned with the **North Carolina Standard Course of Study**.

Content Area	Courses and Credits
English	**4** credits required: English I, II, III, IV
Mathematics	**4** credits required: 1. Introduction to Mathematics 2. NC Math I 3. Financial Management 4. Employment Preparation IV: Math
Science	**3** credits required: 1. Physical Science or Earth/Env. Science 2. Biology 3. Employment Preparation I: Science
Social Studies	**4** credits required: 1. Founding Principles of the United States of America and North Carolina: Civic Literacy 2. Economics and Personal Finance 3. Employment Preparation II: Citizenship 1A 4. Employment Preparation II: Citizenship IB

Health & Phys. Educ.	**1** credit required
Electives	**4** credits required in Career and Technical Education **2** Additional Employment Preparation Education credits required 1. Employment Preparation III: Citizenship II A 2. Employment Preparation III: Citizenship II B
Total	**22 Credits**

The work hours included in Employment Preparation I, II, III, IV shall be as follows:

A. 150 hours of school-based training work with activities and experiences that align with student's post school goals, and

B. 225 hours of community-based training, and

C. 225 hours of paid employment or 225 hours of unpaid vocational training, unpaid internship, paid employment at community rehabilitation facilities, and volunteer and/or community services hours.

Total work hours: 600

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, http://parchment.com

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. Voyager Academy follows Title III of the Americans with Disabilities Act of 1991 with "reasonable accommodations" for students with disabilities to participate. 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. Extracurricular and athletic consequences defined in their handbooks will be applied for any cheating.

Middle School Students: Middle school students must meet the promotion requirements set forth by Voyager and follow the guidelines outlined in the athletic handbook for eligibility. Students must pass 4 out of 5 core courses each quarter and be passing 4 out of 5 core courses at the time of mid-quarter progress reports in order to maintain eligibility to play. Grades will be checked at the time of mid-quarter progress reports and at the end of each quarter.

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: https://www.nchsaa.org/wp-content/uploads/2023/09/2025-2026_PPE-English.pdf. 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* https://gfellerwallerlaw.unc.edu/

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. 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.
At the High School level, the high number of mandatory conference games makes it impossible to prevent scheduled contests over breaks or the rescheduling contests that are to be played during school holidays and vacations. As such athletes are expected to be present at practices and competition during holiday and school breaks. Should a student-athlete have a conflict he/she should inform the coach of this conflict no later than the 1st week of the season. At the middle school level, the athletic department will make every effort to avoid scheduling dates over time periods when school is not in session.

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 asked to leave the athletic event and 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. The athletic department no longer requires a participation fee to ensure that athletics are accessible to all of our students. Instead we are asking families with athletes that have the financial means to make a contribution to help us offset athletic expenses. These contributions would directly benefit our athletic programs and help cover the costs of officials, field and court rentals, uniforms, and entrance fees for tournaments. The recommended contributions per sport will be set by the Managing Director in consultation with the Athletics

Director. We want to be able to continue to provide exceptional programs and the best possible experience for our students. Family contributions to support athletics can be made through the online payment system. A contribution to the athletic program does not guarantee playing time or control over any conditions of the team.

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. Outlined below are the steps to be taken to address any athletic grievance.

1. Contact Coach of Sport to attempt to resolve
2. Contact Athletics Director
3. Contact 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 https://www.nchsaa.org/wp-content/uploads/2015/03/heat-guidelines_0.pdf. 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 eligibility, which includes remaining in good standing academically, behaviorally, and with school/class attendance (see athletic handbook for details.)

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. A drug test may be required.
4. 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 school consequences according to the Student Code of Conduct.

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.