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WATER'S EDGE
VILLAGE SCHOOL



Student/Parent Handbook

2019-2020

Educating for a Lifetime

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2019-2020 Administrative & Operational Info

Current Board of Directors:

- **Meghan Agresto**, President
- **Al Marzetti**, Vice President
- **Bryan Daggett**, Treasurer
- **Dee Werner**, Secretary
- **Frieda Harris**
- **Susan Taylor**
- **Gerri Adams**

All communication to the board should be sent to the Board's email:

CorollaEducation@gmail.com

Teachers and Staff

- **Sylvia Wolff**, MSA, NCEMT-P, Teacher, Administrator
 - Wolff@WatersEdgeVillageSchool.com
- **Marcy Moore**, M. Ed, Teacher
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- **Liz Fennimore**, Teacher & Exceptional Children coordinator
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- **Sean Sonnenberg**, M. Ed, Teacher
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- **Julie Allen**, M. Ed, Exceptional Children's Aide
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Welcome to the Water's Edge Village School: Educating for a lifetime



Water's Edge Village School (WEVS) is a public, k-8 charter school in Corolla, NC. The approved 2012 charter, held by the non-profit Corolla Education Foundation, contains a thorough outline of our curriculum program and is available on our website, www.WatersEdgeVillageSchool.com.

Our Vision:

WEVS provides an academically rigorous, child-centered education with an emphasis on social responsibility and environmental awareness in a unique setting. WEVS offers a hands-on approach to an integrated curriculum that allows students to develop a strong sense of self and a positive and harmonious relationship with both the environment and the community through interaction and exploration. Such connections embolden students to be socially- and environmentally-conscious leaders who are aware of their role as active participants of society.

Our Mission:

Water's Edge Village School provides local education to its isolated coastal community, a place rich in natural resources and environmentally-focused organizations. Galvanized by a diverse community of people deeply invested in the success of a local school and grounded in partnerships with children and families, WEVS provides a rigorous, child-centered learning environment. Leadership principles and an academically challenging, integrated, hands-on curriculum empower students by instilling a sense of social and environmental responsibility while nurturing both body and mind.



Our Culture:

Partnerships

Water's Edge Village School is grounded in the philosophy that all community members will work together to ensure the success of each child at WEVS. Making the choice to send your children to WEVS requires commitment to an active, positive partnership with the School.

WEVS Charter School recognizes that education takes place both at home and at school, and that parents/guardians must be active partners in the education of their children. With this partnership, parents/guardians and school staff commit to be mutually supportive, working together to foster student development and success, and to ensure the fortitude of WEVS as a

leader in academic excellence. Based upon this understanding, students, parents/ guardians and staff must accept certain responsibilities as partners in this educational endeavor.

Responsibilities of the School:

To model attitudes and behaviors that support the WEVS mission by:

- Designing policies and procedures which stimulate learning.
- Treating each student with respect and kindness.
- Modeling an interest in learning, community service, and good citizenship.
- Communicating honestly and frequently regarding student progress and fulfillment of responsibilities.
- Celebrating appropriate behavior and academic achievement.
- Acting as a mediator to resolve conflicts.
- Working with the school community and greater community to ensure excellence for all students

To enhance learning by providing:

- A climate that supports learning.
- A cohesive curriculum that adheres to our charter agreement.
- Effective communication.

Responsibilities of the Family:

To model attitudes and behaviors that support the WEVS mission by:

- Showing respect to other school community members (e.g. other students and other family members) through appropriate communication and interpersonal behaviors. This includes abstaining from gossiping, name-calling, threats, and wrongful allegations in speech or in writing.
- Demonstrating respect to WEVS teachers, staff, and community by word and deed, both at school and away from school
- Modeling effective conflict resolution by handling concerns appropriately, directly, and honestly, only with those who need to be involved.
- Having a willingness to volunteer be it for classroom assistance, event planning, media/marketing, test proctoring, labor, contributing skills as able/possible

To show respect for the importance of school by having students:

- Arrive on time and remain the full length of the school day.
- Comply with the school calendar for vacations. For planned educational absences, a leave request must be submitted per policy as stated in the Extended Leave Opportunity section of this manual.

- Attend to everyday health and nutritional needs.
- Balance activities outside of school and school responsibilities.

To enhance learning by:

- Staying informed about what your child is learning and demonstrating to your child that you are interested in his/her progress.
- Facilitating the completion of homework, and projects. Monitoring the completion of class work and assisting with remedial assignments
- Making a plan to obtain make-up assignments and monitoring their completion when necessary.
- Working with WEVS staff to plan for absences other than those due to illness.
- Establishing a time, place, and routine for study at home.
- Giving positive reinforcement for appropriate attitudes and behaviors.
- Encouraging your child and praising him/her for doing his/her best.
- Attending conferences to obtain detailed information about your child's strengths, weaknesses and progress and fulfilling agreements made at those conferences.
- Ensuring that your child has proper rest, nutrition and recreation to promote well-being and readiness to learn.
- Providing home consequences for inappropriate behaviors that interfere with learning or the well-being of all students.
- Spending time with your child so that his/her emotional needs are met and he/she can focus on learning.
- Cooperating with specific requests of the school to ensure appropriate student behavior and/or an appropriate academic program for your child.

Remember: Our children and our school need your energy, expertise, and concern. We are a non-profit organization and as such depend upon our volunteers. Every one of you has something unique and valuable to offer; active participation in your child's learning community benefits us all. Thank you for your participation!

Educational Program:

Following the NC Standard Course of Study, WEVS utilizes project-based learning, permitting students to derive materials from all subjects to create a final product unique to their individual path of investigation. By making use of exceptional natural resources and community support, WEVS instruction takes place in and out of the classroom. This allows students to pursue paths of learning relevant to their own individual learning styles and become confident in their abilities to reason, deduce, and conclude. Integrated learning imparts greater reasoning and

critical thinking skills as students recognize that concepts are not necessarily specific to a single academic subject.

WEVS encourages children to be active and healthy by emphasizing physical activity and outdoor exploration. WEVS emphasizes how local resources affect local lifestyle and how to utilize, conserve, and preserve those resources responsibly.

Community involvement will allow students to interact with people of diverse backgrounds and interests. Parents will be encouraged to participate in their child's education through programs within the school, assisting teachers, sharing their specialties, and through conferences with teachers to ensure that each child's interest and strengths are being recognized and reinforced at home. WEVS strives to foster the development of the whole child by nurturing students' curiosity, then guiding them to cultivate it in every facet of their environment.

Parents will want to understand and support WEVS's unique school, campus, and policies before enrolling their children or signing off on this manual.



Communication

The foundation for effective, positive partnerships is effective, positive communication. WEVS uses various forms of communication, and encourages parents to maintain open lines of communication with the teachers and school on a regular basis.

WEVS utilizes a program called REMIND to communicate with parents. Parents can select the platform on which they would like to receive communications. Teachers also send out a monthly newsletter, and the school hosts a back-to-school night and an open house at the beginning of the school year. Parent/ teacher conferences occur after each report card issuance.



WEVS posts all events on the public Google calendar which can be found on our website. Teachers will send daily or weekly (depending on grade level) folders home that will include all progress reports, papers, newsletters, school memos and community flyers. Third graders and higher are required to keep track of their own assignments either in an assignment book or in their digital account calendar; either of which students can share with their parents nightly. Parents are asked to review all information thoroughly and sign and return the folder the following school day.

Additionally, parents and teachers are encouraged to communicate when any concerns arise. WEVS has official policies covering topics from parent conferences to bullying, but we know that, in a small school, quick and direct communication is often the best way to solve budding concerns, be they about learning, grades, field trips, or interpersonal interaction. Teachers will define their preferred method of communication in their start-of-school publications.

Guidelines for Effective Communication

WEVS believes it is important to model effective and efficient communication methods.

When communicating with teachers:

The teacher workday is 8:30am-4:30pm. Teachers are expected to respond to parents within one business day, but are not expected to respond outside of those hours. Parents requesting a call back via text should reference the specific topic of concern. Texting can be an efficient method of communication for attendance and/ or simple homework questions. Policy or classroom management questions should be addressed in an email. After 8pm, parents should utilize email rather than text teachers. *Teachers and school administration may only discuss student concerns with the parents or legal guardians of the student.*

If the tone and/ or content of a parent's communication with teachers is deemed by a CEF officer and the Teacher Administrator to be inconsistent with constructive conflict-resolution, the board will assume the responsibility of ALL communication with that parent in regards to the specific issue, and the board may mandate assumption of all communication for the rest of the year, and possibly for the entire tenure at WEVS depending on the level and rate of resolution achieved. In such circumstances, the board assumes communication with a parent, all communication will be made in writing to the email of the board of directors, and any communication made outside of the parameters set by the board of directors will be considered harassment of WEVS staff.

Registration, Admission, and Withdrawal

Concurrent with NC state law, WEVS uses a lottery system for admission. The lottery itself is conducted every March. Currently enrolled students are exempt from the lottery process and maintain their spot by so indicating on a "Commitment to Attend" survey that is sent out to parents/ guardians in January. *Lottery policy for prospective students may be found on our website.*

Withdrawal of a student during the school year must be submitted in writing using the WEVS withdrawal form regardless of age or grade. Otherwise, students will be considered absent until a formal records request is received from the receiving school. If a student is withdrawn, OR if a student has indicated 'no' on the Commitment to Attend form, re-entry would require admission through the lottery process. Previous students who have withdrawn or given up a seat maintain no privilege in the lottery procedure.

Age Requirements

- North Carolina law stipulates that a child must be five years old on or before August 31st of the school year in which he/she is enrolling.
- Children in NC do not have to be enrolled in school until they are seven. However, once they are enrolled in any NC school, even if they are still five or six, they are subject to the accrual of absences for purposes of the State Compulsory Attendance Laws.

Nondiscrimination

Water's Edge Village School will not discriminate against any student on any basis including measures of achievement or aptitude, athletic ability, race, creed, ethnicity, national origin, gender, gender expression, sexual orientation, religion, or disability.

Pledge of Allegiance

The flag and Pledge of Allegiance to the flag are important symbols of the democratic heritage of the United States. The pledge is said at the beginning of the day in school. Students who elect to not participate in the salute and Pledge of Allegiance to the flag will demonstrate respect of the school community by remaining still and silent.

Library Cards

WEVS conducts media and library classes at the Corolla Library. All new students need a library card; [library card applications can be found here](#) or on the [WEVS website for download](#). Students only need one card for the duration of their WEVS career; only new students without an East Albemarle Library systems card need to complete an application at the beginning of the year. Students are expected to follow all library rules regarding book check-out, and are expected to return books in a timely manner. Students may check out no more than **three books** at a time. Students will not be permitted to check out digital resources during school hours. Book checkout privileges will end two weeks before the final date of school so that students have adequate time to return all books.

Emergency Medical Contacts & Student Pick-Up Authorization

A current [Student Information & Emergency Contact/Medical Form](#) is required for each student each academic year and must be on file by the end of the first school day. These forms may be submitted either by Google form link or paper version. If a custody agreement prevents a parent from picking up their child, that agreement must be on file with the school. Any person who arrives to pick up a child but is not on the pick-up list must be verified, preferably in writing, by the custodial parent.

Health and Wellness

Immunization & Physical Examination Requirements

All incoming students should receive a health assessment prior to starting school at WEVS. [Please have your medical professional use this form](#), the link can also be found on our website. More information can be found at the NC Department of Public Health: <https://publichealth.nc.gov/wch/families/schoolhealth.htm>

The following is in accordance with North Carolina Statutes (G.S. 130-A-152 (a)). Unless an exemption recognized by the State of North Carolina applies, kindergarteners must have completed their immunizations and must have a physical examination signed or stamped by a licensed physician by the first day of the school year. A student health assessment is available at the child's primary care physician's office. All other students for which a statutory exemption does not apply must present proof of required immunizations and examinations by the thirtieth day of school. Failure to do so will result in suspension from school until they have been completed unless the child is exempted by North Carolina law.

State law requires the following minimum immunization doses*:

DTP, DtaP	5 doses of either vaccine are required (if 4 th dose is on or after fourth birthday, a 5 th dose is not required; DT requires medical exemption)
Tdap	1 dose is required for all rising 6 th graders
Polio	4 doses (if 3 rd dose is after 4 th birthday, 4 th dose is not required)
Hib	1-4 doses (Series complete if at least 1 dose given on or after 15 months and before 5 years of age; not required after age 5)
Measles	2 doses (at least 30 days apart; 1 st dose on or after 12 months of age)
Mumps	1 dose (on or after 12 months of age) Individuals entering school for the first time on or after July 1, 2008 are required to have a second mumps vaccine.
Rubella	1 dose (on or after 12 months of age)
Hep B	3 doses are required for all children born on or after July 1, 1994
Varicella	1 dose (on or after 12 months of age) is required for students born on or after April 2, 2001

Students are required to follow the Immunizations School Grade Level Cohorts. This information can be obtained through the website www.ncdhhs.gov. For more information on immunization laws visit www.immunizenc.com or contact the school.

Communicable Diseases

Eligible students found to have a communicable disease (e.g. hepatitis B; HIV/AIDS) shall have their illnesses reviewed on a case-by-case basis to determine the most appropriate educational services and setting. The review shall be conducted by a panel jointly appointed by the Board. The panel will include: a teacher appropriate for the child; a physician or public health representative; and a school administrator. The panel may seek legal expertise, but that source may not serve on the panel. The panel may review medical records and reports pertinent to the cases of individual students. The parents, attending physician, and appropriate public health officials may be interviewed by the panel on a consenting basis. All information gathered by the panel (written or verbal form) which might identify a student who has a communicable disease will be confidential. In those instances where the panel recommends placement of a student in

the regular setting, the President of the Board will determine which staff members are to be notified of the student's condition. The panel will make its recommendation to the President of the Board. The President will, in turn, inform the full Board.

Students with Allergies

If your child has a severe allergy to food or other products, it is important that you complete an allergy plan each school year and provide a copy of the school. Medications or treatments for such allergies may be kept in the school as well along with the student's allergy plan.

Lice & Nit Policy

WEVS reserves the right to check any student for the presence of lice or live nits, and to request removal from school if a child is suspected to have lice. After being treated with a pediculicide containing pyrethrin, 1% permethrine, or following a prescription or treatment in writing by a physician, the child may return to school. Students must follow re-treatment plans as needed per treatments.

Support for Students with Diabetes, Asthma, or other Disabilities

Section 504 of the Rehabilitation Act of 1973 requires the development and implementation of individualized care plans for students with **diabetes** attending Water's Edge Village School. 504 forms can be obtained from the teachers.

General Statute 115C-375.2 permits students with **asthma** or students subject to anaphylactic reactions or both to possess and self-administer asthma medication, although possession of such medication must be documented per the medication policy.

It is the policy of WEVS not to discriminate against anyone on the basis of disabilities, within the meaning of Section 504 of the Rehabilitation Act of 1973. WEVS has adopted a Section 504 Compliance Procedure, which is managed by a Section 504 Coordinator. This [procedure](#) is attached as an addendum to this Manual. If you believe that your child has been discriminated against due to a disability, please consult this procedure for information as to how you may pursue a remedy.

Medication

Water's Edge Village School Board of Directors discourages administration of medication to students during the school day when the medicine could be taken outside of school hours.

If school personnel must administer medication, the parent must provide a doctor's signed authorization with the prescribed medicine in its original container. In addition, the student's parent or guardian must provide written directions with the student's name, the name of the medicine, the time and method of administration, the dosage, a summary of possible side

effects, and the termination date for administering the medicine. For safety reasons, the school will not accept telephoned permission.

The parent or guardian is responsible for supplying and retrieving the medication. The school retains the right to reject the request for administration of medicine.

Illness

Regular school attendance is expected. However, if the student is ill, he or she should not be permitted to attend school. Please do not send your child to school in the morning if:

- A fever of 100 degrees or higher is present. Students must be fever free for 24 hours *without a fever suppresser* before returning to school.
- Student is vomiting or has diarrhea
- There is evidence of a severe head cold, persistent cough or sore throat
- There is evidence of a suspicious skin rash or other contagious condition (i.e. pink-eye)

Students must be symptom free for 24 hours prior to returning to school.

The school should be notified if your child has a contagious condition including, but not limited to chickenpox, pink-eye, impetigo, or pediculosis (head lice).

Students who have a fever, are ill, or are suspected of being ill will be sent home.

WEVS Concussion Monitoring: Return to Learn & Play Policy

Statutory Reference: GS 115C-12(12)

Definition

A **concussion** is defined as an alteration in mental state, with or without loss of consciousness that occurs immediately after a head injury. Symptoms of concussion may include: loss of consciousness, headache, nausea, vomiting, slurred speech, visual changes, pupil irregularity, decreased coordination, weakness, disorientation, unusual behavior, weakness, or slowed cognition. Long-term consequences of concussion can include cognitive impairment, mood changes, declining academic performance, and more severe brain injury.

- 1) If any significant symptoms listed above occur after a head injury, WEVS staff must exclude a child from all sports and physical activity.
- 2) Students who show significant symptoms of concussion, which affect their ability to function in the classroom, should also be excluded from school.
- 3) Students may return to learn/play upon receiving clearance by a health care professional AND the WEVS Return to Learn/Play Team (may include student's parents, board president, and WEVS teacher(s), WEVS coach).
- 4) All students, parents of students, and staff members must provide written certification that they have reviewed and understood a designated concussion information sheet annually.

Action Plan

1. WEVS employees shall be trained in concussion recognition and management certify their understanding through annual written verification.
2. All parents shall review information on concussion recognition and management and shall certify their understanding through annual written verification.
3. Concussion recognition and immediate care of the child shall be the responsibility of the most immediately available WEVS staff member if a concussion occurs at WEVS or during any WEVS sponsored field trip.
4. Concussion recognition and immediate care of the child shall be the responsibility of the coach during any WEVS athletic event.
5. The WEVS staff member or WEVS coach immediately responsible for the child shall designate a responsible adult to activate EMS (911) if signs of severe head injury are present. These may include loss of consciousness, significant neck pain, significant changes in mental state, severe headache, uncontrolled bleeding, or vomiting. The responsible WEVS staff member or coach should not leave the injured child. The injured child should not be moved by non-medical personnel. Neck stabilization in a neutral position should be provided if significant neck pain is present.
6. For milder concussions, which do not require activation of EMS (911), the child should be removed from play, the child's parent or guardian should be notified, the child's mental state should be monitored for signs of deterioration, and the child should not be permitted to return to athletics the same day. The child should be excluded from sports until appropriate medical certification has been received.
7. A functioning cell phone must be carried by the responsible WEVS staff member or coach when away from WEVS school grounds on an WEVS-sponsored or WEVS activity.
8. Critical medical information (chronic medical conditions, allergies, medications) and emergency contact information should be accessible to the responsible WEVS staff member or coach at all times.
9. WEVS staff member shall ask common questions used to assess a child's cognitive function after a head injury:

Symptoms:

- Does your head hurt (scale of 1-10, severity)?
- Does your neck hurt?
- Do you feel dizzy?
- Do you feel like throwing up?
- Can you see normally?
- Do you remember what happened?



Cognitive Function:

- Can you tell me where you are?
- Can you tell me who I am?
- Can you tell me the date?
- What team are we playing?
- What's the score?
- Can you count backwards from 24?
- Name 3 unrelated objects (i.e., chair, flag, tree).
- Ask the student to repeat them, then ask them what the three objects were in several minutes.

Notification of Asbestos Inspections

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), the school building has been inspected for the purpose of identifying asbestos-containing building materials. No asbestos was found. The inspection findings are on file with the Office of Charter Schools.

Unforeseen Circumstances

Inclement Weather Plan

In the event of inclement weather to such a degree that conditions may jeopardize student safety, parents will be contacted via the Remind App for all delays and closings.

Crisis Plan

In the event that the school must be evacuated, students will be escorted to the Wildlife Education Center. All parents will be advised of any such issue, and if the evacuation continues past 3:40 p.m., parents will be required to sign their child out from that location. Specific crisis plans (i.e. fire evacuations and bomb threats) are on file at the school but are not available to the public for safety reasons.

Severe Weather Plan

A tornado drill will be held annually. Teachers will try to coordinate the drill with the National Weather Service's test.

Tornado Drill Procedures



When weather conditions are such that it is possible for a tornado to occur, the National Weather Bureau and local news media will issue one of the following alerts:

Tornado Watch – weather conditions are favorable for a tornado to occur.

Tornado Warning – an actual tornado has been sighted.

Most tornadoes come from the southwest, so normally schoolrooms facing south and west would be the hardest hit and most dangerous to occupy. Students caught in such locations should know to sit, crouch, or lie flat and cover their heads. Large rooms with free span roofs such as gymnasiums, cafeterias, and auditoriums should be avoided. The best locations, in order of importance, are in a basement, a place on the lowest floor of a building, under a short span ceiling, or in the interior of a building. If there is no place at all to move to except the classroom, a desk can serve as cover.

Due to the small size of the Corolla Schoolhouse teachers should move students towards the interior bathroom. Students should be instructed to crouch and cover their necks with their hands. Teachers should help students into position and as far away from windows as possible. Teachers should have their grade books during all drills and be able to account for all students.

Should severe weather occur during a sporting event or field trip teachers should move students into a near-by building and seek to find a hallway, a bathroom or location or another interior room as a place of safety during a time of emergency. If conditions are favorable for a tornado WEVS teachers are asked to monitor weather using NOAA or a similar website, radio or any means that can provide them up to date weather information.

Fire Drills & External Threats

Fire drills will be conducted on a quarterly basis. When possible, the drills will be held with the assistance of Corolla Fire & Rescue.

The school has adopted a “lockdown” procedure to deal with external physical threats. Drills under this procedure will be conducted during the year at appropriate intervals. In the event of an actual lockdown, parent must refrain from calling the school’s main number, as that phone line must remain open for communication with local law enforcement. Parents must also refrain from driving directly to the school; the school has emergency reunification plans depending on the nature of the issue that will be implemented with the assistance of law enforcement. Communication will occur via the Remind App.

Carpooling

Due to Water’s Edge Village School’s geographic isolation, carpooling is highly encouraged, however the school cannot mandate or take any liability for carpool. Please consider carpooling

with families near you. The teachers and Board of Directors do not participate in the organization of the carpool nor in establishing the policies and procedures for it.

School Attendance

WEVS is a public school and our students are subject to Compulsory Attendance laws (NC General Statute 115C-378). As a multi-grade, mixed age, scaffolded-curriculum program, our teachers put exceptional time and effort into your child's learning. And WEVS believes there is a positive correlation between student attendance and progress/ growth. Therefore, WEVS students must attend school regularly while school is in session; WEVS is required to report unlawful absences. Students are expected to make up all missed work unless excused in writing for extenuating circumstances. WEVS delivers a rigorous, progressive curriculum that includes NC Standard Course of Study. As such, students may not 'opt out' of any class or part of class without a doctor's note or accommodation/ modification identified within an IEP.

***Please note** – The first 10 Days of school attendance affects state funding. Students are expected to be present the first ten days of school. If for some reason a WEVS student is not able to attend during that time, a parent must communicate with WEVS staff immediately. If a student is absent for any time within this period, and a parent/legal guardian has not contacted WEVS staff within 48 hours of the commencement of the student's absence to confirm their intent that the child will be attending WEVS for the school year, WEVS will release that child from its roster and follow lottery policies for inviting a student from the waiting list.

School Calendar

WEVS follows the State mandated 1,025 hours of instruction. Our 2019-2020 school calendar has an extra 11 hours built in as a buffer as every year we seem to lose some time for inclement weather. All time lost after 11 hours to delayed openings or snow days will be made up hour-for-hour using days already designated in the calendar as 'just in case' days. Please see the calendar for details.

Arrival & Dismissal Procedures

Our school day begins at 8:45 am and ends at 3:40 pm. Students may arrive as early as, but no earlier than, 8:30 a.m. Students arriving before 8:30 cannot be the



responsibility of WEVS teachers, staff or volunteers, unless there has been a prior arrangement made due to extenuating circumstance.

Cars may not enter the driveway for drop-off or pick-up. Parents may temporarily park on Schoolhouse Lane or Corolla Village Road, or in the parking lot immediately to the south of the school.

Each school day begins with the Pledge of Allegiance promptly at 8:45 am; students are tardy if they enter the school after 8:45. A child must be in attendance one-half of the school day to constitute “being present” for school. The half-day mark is 12:15 pm.

Tardiness

All children must arrive by 8:45 am. If your child arrives after that time, a parent or guardian must escort the student into the building and sign the tardy slip located on the clipboard by the door. Five or more tardy arrivals, for the purpose of our attendance reporting, count as one unexcused absence.

Dismissal

All children are to be picked up on time. Late pick-ups (student/s not picked up by 3:50 pm) will result in a note to the parents and in the child’s file. Accumulation of three notes will result in a mandatory meeting with the parents to develop a plan to prevent further tardiness. The school does understand that emergencies arise and will deal with them on an individual basis. If a parent knows he/she will be late, they should call or text the student’s homeroom teacher (established in Parent and Teach contact list). If a parent knows they will be late to pick up their child regularly they are expected to secure some type of after school care for their child.

Students will be permitted to leave campus independently at the conclusion of the day IF parents have submitted a written note identifying the destination of the child AND the child is at least eight years old.

Absences

Written Excuse Required: Parents are required to submit a note, text, or email to the student’s homeroom teacher explaining any absence in a timely fashion. The explanation must come from the parent or guardian and shall include the name of the student, the date of and the reason for the absence.

- Upon receipt of the absence note the school will certify the absences as excused or unexcused.
- Absences not supported by a note will be considered unexcused and unlawful.

- If a student is absent for an extended period of time (3 consecutive days or more than 5 days per marking period) because of illness a written explanation shall be required by the physician on the day the student's return to class.
- Students missing 20% or more of class days within any grading period are subject to a failing class grade.
- **Students who are absent 20 days may be retained in their current grade.** Parents may make appeals for exemptions to this policy to the Board of Directors based only on academic requirements or special circumstances.
- A student must be in attendance for at least half of the school day in order to be counted present for the day, or at a place other than the school with the approval of school officials to attend an authorized school activity. Such activities include, but may not be limited to, field trips, athletic contests or other competitions, student conventions, music festivals, concerts, or similar activities approved by the school.

Excused absences would include the following:

1. **Illness or Injury:** when the absence results from illness or injury, which prevents the student from being physically able to attend school. A physician's certificate shall be required for excessive absences due to illness.
2. **Quarantine:** when isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** when the absence results from the death of a member of the immediate family of the student.
4. **Medical or Dental Appointment:** when the absence results from a medical or dental appointment for a student.
5. **Court Summons or Administrative Proceedings:** when the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.
6. **Religious Observance:** if the tenets of a religion to which a student or his/her parent adheres require or suggest observance of a religious event. The approval of such absences is within the discretion of Board of Directors of the school, but approval should be granted unless the religious observance, or the cumulative effect of religious observance is of such duration as to interfere with the education of the student.
7. **Educational Opportunity:** when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity such as travel. Approval for such an absence must be granted prior to the absence. ([See next section](#) for further information on Extended Leave for Educational Opportunity.)
8. **Violent weather:** Violent weather shall be interpreted to mean only such conditions as would endanger the health or safety of the child in transit to and from school.
9. **Absence related to Deployment Activities:** for students attending ceremonies related to military deployment of family members
10. **Suspension (see [Immunization](#) and [Discipline](#))**
11. **Other** emergency or set of circumstances which, in the judgment of the Board of Directors, constitutes a good and sufficient cause for absence from school.

Extended Leave for Educational Opportunity

According to North Carolina law, prior approval must be obtained (the law says prior approval, not from the principal) to take advantage of a valid educational opportunity, such as travel, in order for such absences to be considered lawful.

- ✚ Parents are required to submit written request to the student's teachers for educational travel at least five (5) days in advance of planned absences of five days of missed school or fewer.
- ✚ Out-of-town travel that is not pre-approved as educational travel will be unexcused.
- ✚ Approval will depend upon individual student attendance, behavior, and academic progress, as well as the educational value of the travel.
- ✚ Requests for **more than 5 days** educational leave must be submitted to the Corolla Education Board of Directors rather than to the teachers at least 2 weeks prior to the date of departure.
- ✚ No educational travel will be approved two (2) weeks prior to or during state testing unless the student is exempt and none will be approved for the first 10 days of school.
- ✚ Students are required to turn their completed work in upon their return as well as an additional travel project (provided by teachers).
- ✚ Students with more than 10 unlawful absences are subject to repercussions per state law. (See [below](#))
- ✚ The Educational Leave [Form can be found on the website](#). This form must be completed for an Educational Absence to be considered.

Unlawful Absences

- Unlawful Absences (Unexcused Absences):
- Unlawful (unexcused) absences are defined as the student's willful absences from school without the knowledge of the parents/guardians OR the student's absences from school without justifiable causes with the knowledge of parents/guardians.
-
- Unlawful Absence Disciplinary Actions:
- Unlawful absences will result in conferences with parents/guardians. Unlawful absence and/or truancy may lead to disciplinary action to include court proceedings involving parents and/or students if the student is under sixteen years of age. North Carolina General Statute (G.S. 115C-378) requires compulsory attendance until age sixteen (16).
- Elementary School Attendance Requirements:
- Intervention methods will be utilized after excessive absences. These may include but are not limited to:
 - Calls to parents after 5 absences
 - Teacher-parent conferences
 - Home visits
 - Letters to the parents after 3 and 6 days of unlawful absences
 - Excessive absences will be a factor in consideration of retention
- Teachers will record the number of absences on Interim Reports and quarterly reports.

- When students accumulate unlawful absences, parents will receive a notification under the North Carolina Compulsory Attendance Law, which states that they are in violation of the law as well as impending repercussions.

Attendance Notification Requirements

- WEVS will notify parent, guardian or custodian of his/her child's excessive absences per documentation in the School Attendance and Student Accounting Manual (SASA) <http://www.ncpublicschools.org/fbs/accounting/manuals/>. Details can be found in Chapter 2, V. Rules of Procedure in Law Enforcement under the Duties of the Principal section.
- WEVS will adhere to the following procedure:
 - The President of the Board or the President's designee must notify the parent, guardian, or custodian of his/her child's excessive absences after the child has accumulated 3 unlawful absences in a school year. After not more than 6 unlawful absences, the President or the President's designee must notify the parent, guardian, or custodian that he or she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education.
 - After 10 accumulated unexcused absences in a school year, the President or the President's designee shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the President or the President's designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the President shall notify the District Attorney and the Director of Social Services of the county where the child resides. WEVS must ensure that students are withdrawn on the day following their last day in attendance.

Make-Up Work

- Students are expected to assume the responsibility for maintaining the continuity of learning regardless of the reason for absence.
- Students in higher grades should check Canvas for missed work, and must check in with teachers upon returning to school.
- Teachers will assist students in making up missed work for excused absences whenever possible.

Dress Code

WEVS students will participate in many hands-on physical activities and should come dressed for those experiences. Dress for a mess at Water's Edge! We spend a



lot of time outdoors and in the dirt, literally, for such activities as gardening, turtle necropsies, sound water-sample collection, and gaga ball. We do provide (but do not require) an art smock option for art class. Please send your child in play-clothes every day. (We will not excuse your child from class if they say they are worried their parents will be upset about messy clothes.) **Please assist your child in dressing appropriately for the weather, including coats and cold-weather gear for days below 60 degrees, and sunscreen for sunny days!**

Apparel that distracts from the learning environment in any way is not acceptable. Torso and underwear should be adequately covered at all times. Skirts and shorts should come to student's fingertips. Halter-tops shall not be worn. Clothes should be free of vulgar messages as well as depictions or messages of violence, tobacco, drugs, or alcohol use. Any violation of this policy will result in communication with parents, and possible removal from the school until the issue is corrected.



Extended Campus

The Water's Edge Village School curriculum includes exposure to local resources due to its unique location. Students often travel as pedestrians around facilities in the Corolla Village, including, but not limited to, the Wildlife Education Center, the Corolla Library, the Corolla Chapel, the Twiddy playground, the Whalehead Club and grounds, the Corolla Post Office, and the Currituck Lighthouse. Students are expected to follow all applicable pedestrian laws, and will always be in the company of a teacher, aide, or approved WEVS volunteer. Parents must recognize and accept that by participating in our school and its extended campus, as with any activity involving exposure to motor vehicles, athletics, or outdoor education, students may risk personal injury or permanent loss.

1. Students will be expected to follow all directions of the teacher, aide, or volunteer while on and off the schoolhouse campus;
2. All students are expected to respect themselves, classmates, and attending adults;
3. Students may need to walk on or across public roads to reach the appropriate destination. The teachers will make every effort to use routes with the lowest traffic volume.
4. The Currituck Beach Lighthouse has a liability waiver and the parent signature on this form shall be incorporated by reference for that waiver as well: *The Currituck Beach Lighthouse is about 140 years old; it does not comply with current building codes, structural codes or safety codes. We the undersigned do hereby indemnify and hold harmless the United States Coast Guard, Outer Banks Conservationists, Inc., their officers, agents and employees from all responsibility and liability for death or injury resulting from our visit to the Currituck Beach Lighthouse and Compound.*

Parents will be asked to sign the following either via [Google Form](#) or by [written waiver here](#) as stated:
I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

As a condition for any transportation received I - for myself, my child, my executors and assigns - further agree to release and forever discharge Water's Edge Village School, the Corolla Education Foundation, their agents, officers, employees, volunteers, and sponsors from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this travel. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms.

Field Trips & Chaperones

WEVS staff and board believe that real-world applications and experiences can supplement the curriculum and benefit student understanding. Parents will be advised of field trips and **provided with a permission slip** for their child's attendance on each field trip. The permission slip must be signed by a parent (or, if applicable, a guardian or custodian) before the field trip, or the child will not be permitted to participate in the field trip. The notification will be provided on a timely basis and will include the purpose, mode of transportation, potential cost, date and time of the field trip.

WEVS supplements curriculum with field trips and believes that field trip attendance is a privilege. Any violation of the published rules can result in suspension from field trips.

Students are expected to conduct themselves respectfully and as a representative of WEVS. This includes adhering to the behavioral guidelines set forth in this handbook and on field trip permission forms.

Parent participation in the form of chaperoning may be necessary. **In order to transport children other than their own, parents must:**

- Provide the school a copy of their driver's license and proof of insurance.
- Abide by all traffic laws and vehicle regulations while transporting students.
- Refrain from smoking, talking or texting on the cell phone, or listening to inappropriate music or talk radio.
- Pick up and drop off students at only prearranged locations at pre-determined times.

Chaperones

If field trip chaperones are needed, teachers will ask for volunteers. WEVS will cover the costs associated with pre-approved parent chaperones ONLY. WEVS reserves the right to turn down

offers of chaperoning based on limitations on numbers, background check status, letting others have a turn, giving back to classroom volunteers, etc. Parents chaperoning during the field trip will be expected to follow any guidelines communicated to the parents while chaperoning, and are required to transport children only to sites acknowledged in the field trip plan. **Chaperones will be expected to:**

- Supervise a group of students who will be within line of sight the entire time, excepting, of course, bathroom breaks.
- Use cell phones and devices ONLY for cameras. Chaperones MAY NOT text, talk, or participate in social media platforms while chaperoning.
- Encourage students to carry and be responsible for their own belongings.
- Not allow students to make purchases at gift shops or food vendors unless teachers have specifically approved such activity.
- Remain positive and fair when interacting with students.
- Immediately advise teachers of any discipline issues.



Walking to sites within Corolla (including but not limited to the nearby Historic Corolla Park, Corolla Village, the local public library, and the facilities at Corolla Light) is not considered taking a Field Trip. One permission slip for all these “walking” destinations is found at the end of this manual and should be turned in on the first day of school.

Student Expectations:

Students are expected to conduct themselves respectfully and as a representative of WEVS. This includes adhering to the behavioral guidelines set forth in the WEVS Parent Student Handbook, and the following:

General field trip expectations

- Students will be assigned to a teacher or parent chaperone. Students must follow directions of chaperones.
- They must be in the line of sight of their assigned chaperone at all times, excepting bathroom breaks, but even then, students must ensure that chaperones know they will be in the restroom, and students must employ the buddy system.
- Students will be expected to follow all rules and guidelines communicated regarding the field trip facility, including respectful and active listening to tour guides, chaperones, and teachers, and using appropriate volume and language.
- Students must always employ a buddy system when heading to the restroom without a chaperone. Students must employ a buddy system if a situation arises that requires a student to be out of sight of a chaperone.

- All field trips are device-free unless extenuating circumstances require an exception, in which case the reason must be in writing, and signed by the teacher and the board of directors. Students may use teacher cell phones to contact parents after dinner.
- Students will not enter any vehicle except the one they are assigned to for transportation to and from the field trip.
- Students are expected to participate fully on the field trip and to not deviate from the schedule as it has been laid out unless directed by the teacher.
- Students will not engage with any person unfamiliar to the teacher or chaperones without explicit consent from the teacher or chaperones.
- Students must report any illness, injury, or accident to the chaperone or teacher immediately.
- Any medications will be maintained by a WEVS teacher and administered only with signed permission and instruction from parents.
- Students are required to wear seatbelts at all times in a moving vehicle, and are required to maintain appropriate and respectful volume in vehicles.
- Students are required to keep track and care of their own belongings, including sleeping bags, clothing, gear, and funds to purchase meals.
- Student bags are subject to checking at any time.
- Teachers and chaperones will post pictures and updates throughout the field trip to parents within a predetermined platform (Remind, group text, etc.) Any urgent or emergent communications will come from teachers via Remind or phone call.

Overnight field trips:

CAMPING:

- Students will be expected to adhere to curfew and lights-out times.
- Around a campfire, students are expected to follow explicit directions of chaperones, and will not throw anything in the campfire, put out the campfire, start a campfire, adjust logs in the campfire, blow on the campfire or on embers, or in any way interact with a campfire unless specifically directed by a chaperone. Students will also maintain a safe distance from the campfire.
- Students are expected to stay in the tents to which they are assigned unless chaperones direct otherwise.
- Students are expected to respect the camping area, including properly depositing trash, leaving natural items in place, and staying within the marked areas of the campsite.
- Swimming in any body of water is prohibited unless identified as a specific activity on the field trip in the parent- permission form, and supervised by certified personnel.

HOTELS:

- Students must respect hotel property. The student is responsible for any damage or misappropriation of hotel property.
- Students must respect lights-out and curfew rules; teachers and chaperones may tape student doors to ensure compliance.
- Students must stay in the rooms that they were assigned unless specifically directed otherwise by a teacher or chaperone.

- Students must be considerate and respectful of the rights of other hotel guests. Unnecessary and loud noises, such as slamming doors, running in the hallways, and loud music, are strictly forbidden.
- Hotel pools are off-limits unless specifically identified as being part of the field trip on the parent information sheet, and unless actively supervised by certified personnel.

WEVS enjoys the supplementation to curriculum by field trips and understands that field trip attendance is a privilege. Any violation of the aforementioned rules can result in suspension from future field trips, and disciplinary actions as WEVS policy dictates.

Volunteers

Volunteers are an integral part of the Water's Edge Village School. WEVS encourages the commitment and involvement of parents and community members. Parents establish the foundation for educational achievement when they show an interest in their child's education and establish high standards and expectations. Parents and community members interested in volunteering at the school are required to complete a Volunteer Application and Background Consent form prior to volunteering. Volunteers are encouraged to pay the \$30 cost of the background check. In an effort to support organized and coordinated resources, volunteers are asked to attend only at their scheduled times.

Lunch and snacks

Students should bring a healthy snack, a leak-proof reusable water bottle (see next paragraph), and a packed lunch each day. WEVS does not offer a lunch program. Healthy selections are encouraged. Lunch will be eaten either in the classroom or outside at picnic tables depending on the weather. If a child forgets lunch, they will be served a basic lunch (e.g., peanut butter & Jelly sandwich and pretzels.) Students are NOT permitted to swap or share food unless they have brought something for the whole class.

Parents are welcome to attend lunch hour to eat and/ or participate in recess with their children.

In an effort to limit plastic waste, WEVS provides a reusable WEVS water bottle to all children on a one-time basis and encourages children to leave it at school throughout the week and to take it home on weekends for washing. It is dishwasher safe (top rack) and leak proof. In the event that you provide a different bottle for your child, we ask that it have a closed-top lid to protect our books and digital devices from spills.



With approval from parents, 8th grade students may purchase lunch from an off-campus vendor on one pre-determined day per week. The 7th and 6th grade students may earn such a privilege through classroom incentive systems. [Parents must fill out this form to grant permission for this.](#) The link to this form is also available [on the website.](#)

Academic & Educational Information

Report Cards

Grading periods will end after the completion of every project period. For the 2018-2019 academic year, report cards will be issued late-October, January, March, and mid-June.

Grades are based on:

- Classwork
- Project participation and performance
- Tests & quizzes
- Homework
- See [absences](#) for info on excessive absences and how they related to grades
- In accordance with NC Test Policy 003, the EOC (for classes counting for high school credit) must weigh at least 20% of the final grade for the class. For year- long classes, the final grade will be the average of the two semesters (80% of final grade), with the EOC score serving as 20%. For semester classes, the final semester grade will serve as 80% of the final grade, and the EOC will serve as 20%. The scores will transfer as follows: teachers will use either the actual percentage scored on the test, or the corresponding score listed below, whichever is HIGHER. Students who have taken the EOC in the same course previously may elect to use a score previously obtained for the 20%.



EOC Score	Conversion to % for grade
5+	99
5	95
5-	91
4+	89
4	85

4-	81
3+	79
3	75
3-	71
2+	69
2	65
2-	61
1+	59
1	55
1-	51

In cases where the school does not receive student scores before the final day of school, WEVS may elect not to include scores in the final grades, in which case the average of the two semesters will serve as the final grade.

Exceptional Children

WEVS Program for Exceptional Children serves children in accordance with IDEA. WEVS has adopted and complies with North Carolina's *Procedures Governing Programs and Services for Children with Disabilities*.

At WEVS, children with disabilities will be educated in the regular educational environment with children who are non-disabled to the maximum extent appropriate, according to the IEP specifications. Children with disabilities will receive services from certified special education teachers and support staff/therapists in the regular education setting to the fullest extent possible by providing modifications, inclusion services, and pull-out support/remedial services as deemed necessary and appropriate by the IEP team to meet individual needs.

For questions or concerns, [please contact the EC Coordinator](#).

Family Education Rights & Privacy Act

The Family Education Rights and Privacy Acts (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or eligible students (one who is at least 18 years old or is married) will have both the right to inspect records kept by Water's Edge Village School about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the students is limited and generally

requires prior consent by the parents of the student. A parent or eligible student wishing to review records must submit written notification to one of the student's teachers. An appointment will be scheduled with the assigned teacher to review these records. A five-day notification is expected for all requests to review records.

Related to FERPA, North Carolina has enacted S.B. 815, An Act to Ensure the Privacy and Security of Student Educational Records. Under this law, School Boards are required to provide parents with information pertaining to their rights under state and federal laws with regard to student records. Parents have the right, as provided in the Federal Family Educational Rights and Privacy Act (FERPA) to "opt-out" of the disclosure, in a school directory, of their child's information and to opt out of disclosure of surveys covered by the Protection of Pupil Rights Amendment (PPRA). This portion of the Student/Parent Handbook is intended to provide the annual notice required by S.B. 815. As such, as a parent, you are entitled to:

1. Inspect and review your child's educational records at a time and place convenient to WEVS and the parents;
2. Seek to have inaccurate educational records corrected;
3. Not have information from educational records which can be personally identifiable to your child disclosed without their (i.e., parents) prior written consent;
4. File a complaint with the U.S. Department of Education with respect to failures on the part of WEVS to comply with FERPA; and
5. Receive notice and the opportunity to opt-out prior to the participation of your child in a protected information survey under PPRA.

WEVS may disclose appropriately-designated "directory information" without written consent, unless you have provided advance written notice to WEVS that you do not want your relevant information disclosed. The primary purpose of directory information is to allow WEVS to include this type of information from your child's education records in certain school publications. This release is indefinite.

WEVS has designated the following information as "directory information":

- Student's name
- Photograph
- Dates of WEVS attendance
- Grade level
- Degrees, honors, and awards received

Examples of use may include but is not limited to:

- A playbill, showing your student's role in a drama production
- Yearbook
- Honor roll or other recognition lists
- Graduation programs

WEVS also uses pictures of students for school promotion on social media sites and in the school yearbook. *Students are not identified by name in social media postings*

Promotion Policy:

Water's Edge Village School's approach to student promotion is to work diligently with students to facilitate their promotion to the next grade. WEVS's policy is to promote students who attain a proficiency of at least 70% of grade level standards established by the State of North Carolina in each major subject and complies with WEVS attendance policy.

Excessive absences, as defined in [Section 115C-378 of North Carolina Compulsory Attendance Law](#), shall be taken account in the determination as to whether to retain a student in his/her current grade where the proficiency standard is not met.

WEVS will comply with all requirements for promotion mandated by North Carolina; as such, nothing in our policy will contravene the testing and accountability standards established by North Carolina for promotion from Grade 3 to Grade 4.

WEVS will proactively foster student promotion by providing quality instruction designed to optimize student learning, ongoing evaluation to identify weaknesses that may prevent students from attaining the required proficiency, and interventions to close any gaps in learning. To achieve this goal, WEVS will implement the following protocol:

- All students will be assessed within the first month of school to identify any areas of deficiency with respect to a student's reading competencies for their current grade level, and within the first two months for math competencies. Thereafter, student progress against benchmarks will be evaluated on a quarterly basis.
- All students promoted to the next grade level must show significant measurable progress and be at or near grade level in all subjects as directed by the NC Standard Course of Study and/ or required state testing.
 - WEVS uses the same policies and standards for promoting students with special needs unless the student's IEP team has determined alternative criteria need to be used. In these instances, WEVS follows the alternative grading criteria in the student's IEP to make decisions about the student's promotion to the next grade level with a focus on the student's IEP goals rather than the result of grade level assignments and/or standardized tests.
- Teachers may recommend intervention for certain skills and/ or in certain subjects for individual students. Interventions will be coordinated by the teacher team and may include:
 - One-on-one tutoring during scheduled study hall time.
 - Pull-out sessions with WEVS's Exceptional Children Specialist
 - Evaluation by School Psychologist retained by WEVS and implementation of the Psychologist's recommendations
 - Ongoing individual work with school volunteers
 - Other forms of special assistance that may be necessary
 - Adjusting instruction in a particular subject to a lower grade level until the fundamentals in that earlier grade level have been mastered.
- If an intervention plan has been developed, a Parent-Teacher Conference will be scheduled to make the parents aware of: (a) the areas of deficiency; (b) the

consequences if those areas of deficiency are not rectified: and (c) the details of the intervention plan developed for the student along with the rationale as to why that plan is considered to be an effective solution. Parents will be strongly encouraged to work with their child at home to help bring the student up to the necessary level. It is mandatory that parents attend this conference. One or more members of the Board may also attend this meeting.

- Summer school options may be presented to the parents if the intervention team identifies a need for extended school, and/ or if the child qualifies for extended school services.
- In the March and May meetings of the Board of Directors, the Teacher Administrator will present any concerns with intervention plans, 70% proficiency per above, any and all excessive absences (lawful/unlawful and whether there are any trends across years for same) and will make recommendations to a Retention Committee of the Board (3) who will make final retention determination.

Behavior & Discipline

Electronic devices

The use of personal electronic devices is prohibited during the school day unless the student has explicit permission from the teacher to support an academic pursuit. Devices must stay stored in the student's backpack during the day. Unauthorized devices found on a student's person during the day will be confiscated and must be retrieved personally by a parent or guardian.

Internet Safety and Acceptable Use Policy

WEVS owns the domain watersedgevillageschool.com, and uses Google Suite for Education tools. Each student gets a Google ID associated with the domain. Typically, this ID is the first two letters of the students first name, and the first two letters of the student's last name, followed by the year they are projected to graduate from WEVS as a rising 9th grader, followed by our @watersedgevillageschool.com domain. So John Smith would have an ID of josm20@watersedgevillageschool.com. Student passwords will typically be the student's state ID number, which is a number that will follow the student throughout their career as a NC student. Google Suite allows the school to track student activity and communications to and from each account, Students are expected to use this account for school and educational purposes only, and not for personal communication. Students should not change their passwords. Any questions should be directed to the Teacher Administrator via email.

Water's Edge Village School (WEVS) recognizes the importance of the use of technology in today's education and provides internet access to students through iPads, Chromebooks, and desktop computers. Information technology (IT) resources present a unique opportunity to enhance instructional methods, appeal to different learning styles, and meet the educational goals of each student. As this technology is made available in the school, the use of these resources shall be integrated into the educational program. It is WEVS policy to: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other

forms of direct electronic communications over its computer network; (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 (CIPA) [Pub. L. No. 106-554 and 47 USA 254(h).]

ACCEPTABLE USE:

Access to the information technology resources will be used to improve learning and teaching consistent with the educational goals of WEVS. Access to these resources is a privilege, not a right. All users of these resources, including staff and students, must comply with this policy. Any attempt to violate the provisions of this policy may result in revocation of the user's access to the information technology resources, regardless of the success or failure of the attempt. Inappropriate network usage includes: (a) unauthorized access, including “hacking,” “spamming” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

SUPERVISION AND MONITORING:

It shall be the responsibility of all members of the WEVS staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, CIPA, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. Student use of the IT resources is supervised by teachers in a manner that is appropriate for the age of the students and circumstances of use. Use of WEVS IT resources shall not be considered confidential, whether use is by students or staff, and all use is subject to monitoring by designated person at any time to ensure appropriate use.

To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet (or other forms of electronic communications) access to inappropriate information. Specifically, as required by CIPA, blocking shall be applied to visual depictions of material deemed obscene (as defined in Section 1460 of Title 18, United States Code) or pornographic (as defined in Section 2256 of Title 18). Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

To the extent practical, steps shall be taken to promote the safety and security of users of the WEVS online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

It shall be the responsibility of all members of WEVS’s staff to educate about, supervise, monitor, and track history of usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act (CIPA).

INETERNET AND TECHNOLOGY (IT) EDUCATION:

Members of the WEVS staff will provide age-appropriate training for students who use the WEVS Internet and technology facilities. The training provided will be designed to promote our school’s commitment to:

- The standards and acceptable use of Internet services as set forth in the WEVS IT Policy;
- Student Safety with regard to:
 - i. Safety on the Internet;
 - ii. Appropriate behavior while on online, on social networking websites, and chat rooms; and
 - iii. Cyber-bullying awareness and response.
- Compliance with the E-rate requirements of CIPA.

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and agrees to follow the provisions of the acceptable use policies.

Discipline

We believe that our responsibility in regard to student behavior is to create a school that is welcoming and that enables students to maximize their potential. At WEVS, all children will learn the social skills that are fundamental to their individual growth as informed, ethical, and responsible citizens. WEVS strives to provide a safe and positive environment where children learn to appropriately communicate, play, and work within a diverse community of individuals. Our student-centered philosophy on discipline will focus on helping children grow to be self-disciplined, self-moderating, and internally motivated by respect for themselves and others. To this end, WEVS stands committed to positive discipline and conflict resolution.

Water's Edge Village School knows that children will at times err in behavior and aims to reinforce positive behaviors. Negative behaviors will be addressed in a timely and efficient manner in an effort to inspire an immediate change.

General Rules of Conduct/Responsibilities

WEVS students will participate in the creation of classroom expectations. They shall understand and follow them. Those guidelines notwithstanding, students are expected to be respectful and considerate of other students, teachers and volunteers. Students are expected to demonstrate behaviors that benefit the community by embracing the following pillars of conduct:

- Respect for oneself and others, body, space, and property;
- Citizenship, which involves encouraging, supporting, and participating in the community;
- Leadership, which includes setting good examples, being comfortable in the minority; exhibiting confidence in one's own moral compass, and embracing the fact that every individual has the ability to make a positive difference;
- Listening to oneself, to others, and to instructions;
- Responsibility, including accepting consequences for one's actions, and making sound, moral decisions.

WEVS has high expectations of student behavior and is committed to helping children learn, respond to, and ultimately meet those expectations. Teachers will provide initial levels of correction to disciplinary matters. Correction might include any or all of the following:

- Positive instruction;
- Interruption and/or redirection;
- Reminding students of expectations and consequences; and
- Restrictions or removal of privileges and opportunities.

Students shall respect the property of the school, the school itself, and the property of others.

Behavioral Offenses

Level One Offenses

Level One Offenses are relatively minor incidents that may include willful disobedience, impudence, teasing, name calling, violation of others' personal space, defiance, intentional or repeated disruption of class, use of inappropriate or obscene language, and lying. The classroom teacher will handle discipline for Level One Offenses and resolution will be determined by the teacher. Disciplinary actions will be handled discreetly, maintaining the dignity of the offender. Actions that merit teacher responses may include but are not limited to:

- Possession of a pretend weapon (with exceptions to costumes as approved at the discretion of the teacher)
- Depiction or allusion of weapons or violence in student work (with exceptions made for historic accuracy)
- Academic dishonesty, including cheating, plagiarism, or lying.
- Leaving school or class without permission
- Using obscene or abusive language
- Gambling or soliciting business for individual gain at school
- Using personal telecommunication/electronic communication devices

Level Two Offenses

Level Two Offenses are more significant incidents of inappropriate behavior. Level Two Offenses shall be reported by the teachers in writing to the Board of Directors within 24 hours of the incident. Teacher(s) may utilize rest of day suspension as consequence for a Level Two Offense. The Board of directors, in consultation with the classroom teacher(s) witnessing the offense, will determine any additional discipline. Discipline may range from a required parent conference, the creation of a behavior plan with input from the Board of Directors, to a longer suspension. Suspensions may be for two additional days beyond the suspension made on the day of the incident(s).

Examples of Level Two Offenses (including but not limited to)

- Repeated Level 1 Offenses that rise to the level of constant disruption or bullying or that result in the interference with the normal school program.
- Theft

- Discrimination
- Verbal harassment
- Fighting with or physical attack(s) on a student
- Communicating threats to harm an individual or an individual's property
- Intentional property damage
- Possession of tobacco, alcohol or other controlled substances
- False Fire alarm or fire report.

Level Three Offenses

Level Three Offenses are severe incidents or repeated incidents of inappropriate behavior. These offenses shall be reported by the teachers to the Board in writing as soon as possible but in no event later than 5 p.m. of the day the offense occurred. Physical assault resulting in injury to the victim or a pattern of physical aggression that stems from emotional non-regulation shall result in the student being immediately removed from the school for the remainder of the day. The Board of directors, in consultation with the classroom teacher(s), will determine any additional discipline. Discipline may range from suspension to long-term suspension to expulsion.

Level Three offenses that must be reported to the NC Board of Education can be found at <http://www.ncpublicschools.org/research/discipline/offenses/>

Examples of Level Three Offenses

Please note that Level Three Offenses are not limited to these examples but provide a guide for disciplinary action:

- Physical assault/aggression
- Bullying on the basis of race, ethnicity or gender
- Extortion
- Violent assault resulting in serious injury, with or without a weapon
- Possession and/or use of a firearm on school property
- Threatening to use a weapon, regardless of whether it is in offender's possession or not, whether look-alike or real
- Assault on school personnel or volunteer
- Bomb threat
- Serious damage or defacing of school property
- Arson.

When making decisions regarding consequences of behavioral offenses, consideration will be given to the following:

- Student's behavioral history

- Whether the action was one of self-defense.

Prohibited Substances

The possession, use, sale, exchange, or distribution of any Prohibited Substance on school property (including any property utilized by WEVS for educational purposes) will not be tolerated. “Prohibited Substances” include, but are not limited to, the following: tobacco products, alcoholic beverages, illegal drugs, or substances student claims are illegal drugs (whether or not they are), and controlled substances or over-the-counter pharmaceuticals.

Search & Seizure

To protect the safety and welfare of students and school personnel, school authorities may search a student, or student’s belongings under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

1. Personal Search – A student’s person and/or personal effects may be searched whenever a staff member has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

2. Seizure of Illegal Materials – If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the appropriate legal authorities for ultimate disposition.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. **A student’s failure to permit searches and seizures as provided in this policy is grounds for disciplinary action.**

Prohibition of Harassment, Intimidation & Bullying

WEVS is committed to setting standards for student behavior cooperatively, through interaction among the students, parents/legal guardians, staff and volunteers to produce an atmosphere that fosters students’ self-discipline, successful social interactions, and personal responsibility. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and promote a climate without bullying and/or harassment.

Proactive Bullying plan: An annual anti-Bullying training at the beginning of the year will be held for all students that shall include the WEVS bullying definition, teaching student witnesses to stand against bullying, and an interactive discussion about creating a positive and supportive atmosphere that celebrates individual’s differences.

Reminder: Almost all student interactions take place in front of teachers, given the make-up and architecture of our school. If your child is unhappy or there's a dynamic that you think could be improved, the first thing a concerned student or parent should do is alert the teacher about those concerns. ([See Communications, Page 3](#)).

Also, please note, consideration is always given, and exceptions may be made, in imposing consequences on students in Grade 6 or below, as well as students with identified special needs, developmental delay, and behavioral IEPs.

Bullying Definition: WEVS defines bullying as harassing behavior that has a pattern of repeated, aggressive actions or gestures 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.

TYPES of BULLYING:

Verbal bullying is saying or writing mean things - teasing, taunting, insulting, negatively qualifying, inappropriate sexual comments, taunting and threatening to cause harm. This can also be considered harassment.

Social bullying involves hurting someone's reputation or relationships - leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public.

Physical bullying involves hurting a person's body or possessions - hitting/kicking/punching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures.

Bullying or harassing behavior may include, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. Allegations of bullying that meet these criteria must be reported to the Department of Public Instruction annually.

Bullying may include 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 school sponsored transportation.

Response:

When a report of bullying or harassment has been received, The Board President or board president's designee which may include teacher or teachers, will promptly initiate a preliminary investigation to determine whether there is probable cause to believe an act of bullying or harassment has occurred and falls within the scope of the WEVS's bullying definition. (Bullying Reporting and Bullying Incident Final Determination Forms)

Any written or oral allegations of bullying or harassment shall be treated as an official report of bullying. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

WEVS will address all allegations immediately and confidentially. Teachers will provide to the Board of Directors in writing every complaint received to ensure that problems are addressed in a timely manner. The complaint will receive a timely preliminary investigation by a teacher or teachers or by a designee of the board of directors who will submit a written report of their findings and advise the full Board if a formal investigation is merited. The Board will notify the complainant of the results of the findings and the planned course of action. The complainant may appeal through a grievance process if the complainant believes that the determination is inaccurate or that the course of action is inadequate to remedy the situation.

If a formal investigation is determined by the board of directors to be needed, documented interviews of the victim, alleged perpetrator(s), and witnesses shall be conducted privately, separately, and will be confidential. At no time will the alleged perpetrator and victim be interviewed together and the alleged victim shall be interviewed first. The investigator shall collect and evaluate the using WEVS Investigation Forms and WEVS Final Determination Form.

It should be noted that any board of staff member whose child is involved allegedly either as the victim or the offender will recuse themselves of any WEVS role in the process.

The response shall be designed to stop the harassment, eliminate the hostile environment, and remedy the effects of the harassment with an aim toward the restoration of a positive climate. These steps shall intend to prevent the harassment from recurring, including disciplining the harasser where appropriate. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment. However, support for those impacted by the violate may also include the person responsible for the bullying.

False reporting: False reports or retaliation against any person for reporting harassment, intimidation or bullying also constitute violations of this policy.

Disability-Based Harassment - If disability-based bullying is corroborated, WEVS shall also determine whether the student's receipt of appropriate services was affected by the bullying. Accordingly, the school should convene the IEP team to determine whether the student's needs have changed such that the IEP is no longer designed to provide a meaningful educational benefit. Under such circumstances, the IEP team must: (1) determine the extent to which additional or different FAPE services are needed; (2) ensure that any needed changes are made promptly; and (3) safeguard against putting the onus on the student with the disability to avoid or handle the bullying. In addition, when considering a change of placement, schools must continue to ensure that FAPE services are provided in an educational setting with persons who do not have disabilities to the maximum extent appropriate to the needs of the student with a disability.

Authority to Suspend

1. A teacher may suspend a student only from his/her classroom for the day of the suspension plus the following school day.
2. The Board of Directors or their designee may suspend a student from class, classes or the school campus for a period not to exceed ten school days and may make a recommendation for expulsion.

*A student with an IEP being considered for expulsion may be suspended for ten (10) consecutive days provided the IEP team meets before the 10th day of suspension. Consideration is always given, and exceptions may be made, in imposing consequences on students in Grade 6 or below, as well as students with identified special needs, developmental delay, and behavioral IEPs.

The WEVS Student Discipline Policy sets parameters for addressing inappropriate student behavior. Nothing in the Policy is intended to nor does it in any way impose any additional liabilities, requirements or obligations on the Board or the school beyond those imposed by applicable law.

Grievance Policy and Procedures:

Water's Edge Villages School recognizes that a positive relationship between families and school fosters the nurturing environment essential for maximum student growth and development. Open lines of communication are imperative for such relationships.

Parent(s)/Guardian(s) who are concerned that the school is not complying with the school/family partnership expectations as published in this manual will take the following actions in sequence, as needed:

- For all matters **regarding policy and/ or BOD conduct**, parents are invited to attend monthly Board meetings and air their concern during the public comment portion of the meeting. Excluding mandatory state policies in this manual, school policies can be appealed

either in writing or at a public board meeting, ideally at or before our annual meeting in September. If unable to make the meeting, parents may email the BOD email and/ or fill out the grievance form for discussion at the meeting. It is important to remember that, as team players, parents should voice their concerns in a constructive, solution-seeking manner.

- To report **suspected bullying behaviors**, please refer to the bullying and harassment section of this manual.
- For issues regarding the following, please follow the numbered steps below.
 - student issues, including grades or school behavior
 - Request for a conference
 - Questions about specific activities, procedures, and/ or expectations related to the classroom
 - Curriculum-specific questions or concerns to the classroom.
 1. Initiate communication with the classroom teacher. Such communication may be in the form of email or to-the-point text. (See communication section of this manual for guidelines.)
 2. If you continue to have concerns, schedule a conference with the teacher. Notify the teacher that you continue to be concerned. At the conference, work with the teacher to develop a new plan for improvement and time frame for evaluation of its success.
 3. If one or more teacher conferences fail to resolve the issue, initiate a conference with the Teacher Administrator, who will provide a complaint form to be submitted before the conference. Upon receipt, the Teacher Administrator will, within 2 business days, schedule a conference within a week of receipt of the form and set and communicate an agenda for that conference.
 4. If concerns exist after that conference, the Teacher Administrator or parent/ guardian may initiate Board of Director involvement. The grievance committee of the BOD will, within two business days, establish a meeting within the subsequent ten business days with an agenda based on the complaint form previously submitted. The Grievance Committee will work with the parent. The purpose of the meeting shall be:
 - To allow the Committee to listen and try to understand the concern and grievance
 - To develop and agree to an action plan, which may include an investigation on the part of the committee,
 - To attempt to find a path toward productive improvement
 5. If, after this meeting, a parent/ guardian is still discontent with the outcome, he or she may request the audience of the entire board. The determination there, however, will be considered final.

The Board's priority is upholding the WEVS mission and policies to protect and support its students and teachers.

Addendum 1- WEVS Section 504 Grievance Procedure

It is the policy of Water's Edge Village School (WEVS) not to discriminate on the basis of disability. WEVS has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) of the U.S. Department of Health and Human Services regulations implementing the Act. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined, subject to scheduling in advance, at a conference room in the Corolla Public Library by contacting Al Marzetti, member of the Board of Directors, telephone number 919-475-4064, e-mail: apmarzetti@gmail.com, who has been designated to coordinate the efforts of WEVS to comply with Section 504.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for WEVS to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Procedure:

- Grievances must be submitted to the Section 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
- A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
- The Section 504 Coordinator (or her/his designee) shall conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to present witnesses and submit other evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of WEVS relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than 30 days after its filing.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Board of Directors of Corolla Education Foundation (dba Water's Edge Village School) within 15 days of receiving the Section 504 Coordinator's decision. The Board of Directors shall issue a written decision in response to the appeal no later than 30 days after its filing.
- In the event of a determination favorable to the grieving party, the Board of Directors will ensure that the discrimination will be corrected.
- The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Health and Human Services, Office for Civil Rights.

WEVS will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing audio material for the blind, or assuring a barrier-free location for the proceedings. The Section 504 Coordinator will be responsible for such arrangements.

Addendum 2- Parent Complaint Form

Grievance/Complaint Form

Date: _____

Name of Person filling this form out: _____

Contact phone: _____

Does this complaint involve physical violence or the threat of physical violence or injury?

No **Yes**

Has there been a threat of suicide in connection with this incident / complaint? **No** **Yes**

Provide a complete description/explanation of the complaint, including the date of the incident on which the complaint is based, names of students or others responsible or involved in the incident, names of witnesses, harm that has been caused as a product of this incident, and all other relevant facts.

Describe any earlier efforts to resolve this matter or the reasons no such efforts were pursued.

If efforts were made to resolve this matter, please indicate the name of whom you communicated with regarding this matter.

Please describe the action/remedy you seek for this complaint.

Was this in violation of a school policy? (Please reference)

Were informal complaints made? Please explain:

Signature of person filing report: _____

Complainant, please note:

- A complaint form that is incomplete in any material way may be dismissed, but may be refiled with all the required information.
- Attach to this form any documents you believe will support the complaint.
- Please keep a copy of the completed form and any supporting documentation for your records.

Addendum 3- Bullying Reporting Form

WEVS defines bullying as harassing behavior that has a pattern of repeated, aggressive actions or gestures that:

- 3) 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
- 4) 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.

What happened? (Include words used and actions taken)

When and where did this happen? (Date, time, location)

Who was there when this happened?

What did you do when this happened?

Who did you tell about this and when?

How can we stop this from happening?

Student name _____ Date Submitted _____

Teacher/Board Designee's Name and role: _____

Check all manners of bullying alleged:

- Written
- Electronic
- Verbal
- Physical



WEVS Parent Student Manual 2019-2020 Acknowledgment Form

Please consider filling this out on-line. If that is not an option, we will accept a paper version.

2019-2020 Parent/Student Manual Signature Page

WEVS families- Please indicate that you have received and reviewed the Student/ Parent Handbook together by filling out this form. All Sections (general manual, extended campus, and technology) are required. You may also turn in a hard copy version available on the website and/ or at the back of the manual.

* Required

WEVS Parent/ Student Manual

WEVS provides an excellent educational program in part because we - the students, the parents, the staff, the board of directors, and the community - work as a team. and rely on our positive partnership for the sake of the students' and school's successes.

This form must be signed and dated by students and parent/guardian after you review the WEVS Parent Student Manual together. Please fill this out within the first 5 school days.

1. Please check all boxes: *

Check all that apply.

- I have received a digital and/ or hardcopy of the 2019-2020 WEVS Student/ Parent Handbook
- I know I can access the Handbook and its referenced forms on the WEVS website at www.WatersEdgeVillageSchool.com

2. I have read and agree to support the mission and vision of the school *

Mark only one oval.

Yes

3. I have read the partnership expectations and agree to positively support my child's school. *

Mark only one oval.

Yes

4. I understand that the Board of Director's meetings are held the 2nd Wednesday of every month at 2pm and I am encouraged to attend. *

Mark only one oval.

Yes

Educational Program

Please refer to manual for complete explanation of educational program.

5. I have read and understand WEVS's educational program, and I understand that parents play a major and essential role in the students' education. *

Mark only one oval.

Yes

6. **By initialing below, I attest that I have read and understand my FERPA rights, and I know I can seek more information at the link <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.** *
-

Health and Wellness

Please refer to manual for all policies regarding health and wellness.

7. **Immunizations: I understand that NC requires my child be immunized to certain diseases. I understand I that I MUST submit my child's immunization records OR a medical or religious exemption form by the 30th day of school or my child may not attend school.** *

Mark only one oval.

Yes

8. **Concussion Policy- I have read and understand the concussion policy and I understand that it is in my student's best interest to fully disclose information regarding concussions my child may have suffered, both now, and throughout the year. (You will enter specific information on Student Information Form)** *

Mark only one oval.

Yes

Student Information

WEVS often posts pictures of student activities on our webpage and Facebook page, and sends press releases to local media outlets in order to increase public awareness about WEVS. While we do not often use the students' names in such posts unless the information bit regards the accomplishments of a single or group of specific students, WEVS can release directory information. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, may also be disclosed to outside organizations unless WEVS has your received written notice prohibiting disclosure. WEVS has designated the following information as "directory information":

- Student's name (name will not be used in social media posts)
- Photograph
- Dates of WEVS attendance
- Grade level
- Degrees, honors, and awards received

To see examples of our typical posts or pictures used, please visit our website or Facebook page.

9. **Please indicate your preference below.** *

Mark only one oval.

WEVS has my permission to release my student's directory information in WEVS-associated material.

WEVS may use photographs containing my student but may not release his or her name associated with that photograph.

WEVS may not publicly release any directory information about my student. No pictures of my child will be used on the website, in FB posts, or in the newspaper.

Attendance/ Tardy/ Educational Opportunity

Please review the full policy in the handbook.

10. Please check that you have reviewed the following: *

Check all that apply.

- I have reviewed that, for the purposes of this policy, five unexcused tardies count as one unlawful absence.
- I have reviewed that school begins at 8:45 am and if my child is tardy, a parent must accompany him or her into the building and sign a tardy form.
- I have reviewed that the Educational Opportunity Absence form is posted on WEVS's website and must be submitted to either the teacher or the Board of Directors, depending on the number of days my child will be away.
- I understand that school ends at 3:40, and that if my child is allowed to walk off campus, AND is over the age of 8, that a plan MUST be provided in writing (text messages will NOT be acceptable in this case) to the student's homeroom teacher and must include a destination.

11. I understand that there is no educational opportunity excused absence granted during the first 10 days of school, nor during EOG testing days. *

Mark only one oval.

Yes

Extended Campus

The Water's Edge Village School curriculum is enhanced by our local resources. Students often travel as pedestrians around facilities in the Corolla Village, including, but not limited to: the Outer Banks Center for Wildlife Education, the Corolla Library, the Corolla Chapel, the Twiddy playground, the Whalehead Club and Historic Corolla Park, the Post Office, and the Currituck Beach Lighthouse. Students are expected to follow all applicable pedestrian laws, and will always be in the company of a teacher or approved WEVS volunteer.

12. Extended Campus- please check each box to indicate that you have read and agree. **Check all that apply.*

- Students will be expected to follow all directions of the teacher or volunteer while on and off the schoolhouse campus;
- All students are expected to respect themselves classmates, and the attending adult;
- Students may need to walk on or across public roads to reach the appropriate destination, and the teachers will make every effort to use routes with the lowest traffic volume.
- Throughout the school year we visit the Currituck Beach Lighthouse at no charge. No child who is unwilling to climb is made to climb. However, if you do not want your child climbing, do not check this box. Know that the Currituck Beach Lighthouse has a liability waiver and the parent signature on this form shall be incorporated by reference for that wavier as well: The Currituck Beach Lighthouse is about 140 years old; it does not comply with current building codes, structural codes or safety codes. We the undersigned do hereby indemnify and hold harmless the United States Coast Guard, Outer Banks Conservationists, Inc., their officers, agents and employees from all responsibility and liability for death or injury resulting from our visit to the Currituck Beach Lighthouse and Compound
- WEVS Parents must recognize that by participating in our school and therefore our extended campus, as with any activity involving exposure to motor vehicle transportation, students may risk personal injury or permanent loss. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses.
- As a condition for any medical transportation received I, for myself, my child, my executors and assigns, further agree to release and forever discharge Water's Edge Village School, the Corolla Education Foundation, their agents, officers, employees, volunteers, and sponsors from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this travel.
- Other: _____

13. LIGHTHOUSE WAIVER- The Currituck Beach Lighthouse is about 140 years old; it does not comply with current building codes, structural codes or safety codes. We the undersigned do hereby indemnify and hold harmless the United States Coast Guard, Outer Banks Conservationists, Inc., their officers, agents and employees from all responsibility and liability for death or injury resulting from our visit to the Currituck Beach Lighthouse and Compound. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an accident, illness, or other incapacity, regardless of whether I have authorized such expenses. As a condition for any transportation received I - for myself, my child, my executors and assigns - further agree to release and forever discharge Water's Edge Village School, the Corolla Education Foundation, their agents, officers, employees, volunteers, and sponsors from any claim that I might have myself or that I could bring on my child's behalf with regard to any damages, demands or actions whatsoever, including those based on negligence, in any manner arising out of this travel. I have read this entire waiver and permission form, fully understand it, and agree to be legally bound by its terms. *

Mark only one oval.

- Yes
- No

14. By placing my name below, I indicate that I have read the entire Extended Campus waiver and permission form, fully understand it, and agree to be legally bound by its terms. *

Field Trips

Please refer to manual for entire list of student AND chaperone expectations.

15. **I have read, and understand that WEVS believes field trips are a privilege, and that any violation of the published rules can result in suspension from field trips. ***

Mark only one oval.

yes

Internet Usage

By providing parent and student names at the bottom of this section, you acknowledge that you have read and understand the Internet and Acceptable Use Policy in the Student Handbook and you agree to abide by the rules set forth, specifically including:

16. **All boxes must be checked. ***

Check all that apply.

- Using the internet only for ASSIGNED EDUCATIONAL PURPOSES only, and AT TEACHER-SPECIFIED times.
- Advising the teacher immediately if material on the screen is inappropriate, or if a non-student or non-teacher attempts to communicate in any way with any student.
- Visiting sites only approved by WEVS teacher.
- Understanding that WEVS uses software monitoring that tracks in real time students' browsing activities, and may keep a copy of communications conducted through WEVS devices.
- All communication through the computer on group projects (such as Google Docs or Lucid) will be pertaining to the project, and will be respectful, supportive, and tactful.
- Any violation of this policy or misuse of technology privileges will result in immediate revocation of privileges and possible further disciplinary procedures.

17. **Parent initials ***

18. **Student initials ***

The WEVS manual

19. **By typing my name below, I am attesting that I**

have read the entire 2019-2020 WEVS student/parent manual, and I understand and agree to adhere to all policies and rules. *

Powered by



Water's Edge Village School 2019-2020 School Calendar

Aug-19

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18		TWD	TWD	TWD	TWD	24
25	TWD	27	28	29	30	31

Nov-19

S	M	T	W	T	F	S
					TWD	2
3	4	5	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	H	H	H	30

Feb-20

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	H	15
16	H	TWD	19	20	21	22
23	24	25	26	27	28	29

May-20

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	TWD	16
17	18	19	20	21	22	23
24	H	26	27	28	29	30
31						

Sep-19

S	M	T	W	T	F	S
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	TWD	28
29	30					

Dec-19

S	M	T	W	T	F	S
1	OTWD	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	TWD	21
22	H	H	H	H	H	28
29	H	H				

Mar-20

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	TWD	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jun-20

S	M	T	W	T	F	S
	1	2	3	TWD	TWD	6
7	OTWD	OTWD	10	11	12	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct-19

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	TWD	19
20	H	22	23	24	25	26
27	28	29	30	31		

Jan-20

S	M	T	W	T	F	S
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

Apr-20

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	H	11
12	H	H	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Jul-20

S	M	T	W	T	F	S

- = First or Last day of school
- TWD = Teacher Workday
- OTWD = Optional Teacher Workday
- H = Holiday

- = end of quarter
- = Designated weather make up day if needed
- = BOG/WIDA/EOG testing/make up testing
- 3-Jun = Early dismissal @ 1:45