



# **LSA COMMUNITY HANDBOOK**

# TABLE OF CONTENTS

<b>OVERVIEW</b>	<b>3</b>
<input type="checkbox"/> Mission Statement	
<input type="checkbox"/> LSA Way	
<input type="checkbox"/> School Contact Information	
<input type="checkbox"/> Faculty & Staff Directory	
<input type="checkbox"/> Communication with Teachers & Administration	
<input type="checkbox"/> Confidentiality Statement	
<input type="checkbox"/> Daily Schedule	
<input type="checkbox"/> Student Services	
<b>ACADEMIC PROGRAM</b>	<b>6</b>
<input type="checkbox"/> Academic Rigor	
<input type="checkbox"/> Advanced Placement Courses	
<input type="checkbox"/> Community Service Hours Requirement	
<input type="checkbox"/> Endorsement Requirements	
<input type="checkbox"/> External Credit and Dual Enrollment	
<input type="checkbox"/> Extra Course Approval Criteria	
<input type="checkbox"/> Final Exams & Assessments	
<input type="checkbox"/> Graduation Honors	
<input type="checkbox"/> Graduation Requirements	
<input type="checkbox"/> Promotion Requirements	
<input type="checkbox"/> Report Cards/Grading	
<b>PROCEDURES</b>	<b>11</b>
<input type="checkbox"/> Before School/After School	
<input type="checkbox"/> Carpool Procedure	
<input type="checkbox"/> Fire Drill Procedure	
<input type="checkbox"/> Health & Safety	
<input type="checkbox"/> Lost & Found	
<input type="checkbox"/> Lunches & Snacks	
<input type="checkbox"/> Safety & Emergency Plan Procedures	
<input type="checkbox"/> Schedule Change Procedure	
<input type="checkbox"/> Student Records	
<input type="checkbox"/> Student Transfer Procedure	
<input type="checkbox"/> Student Sign In/Out Procedure	
<input type="checkbox"/> Technology Device Rental Procedure	
<input type="checkbox"/> Technology in the Classroom	
<input type="checkbox"/> Visitation & Deliveries	
<input type="checkbox"/> Weather-Related Closings	
<b>POLICIES</b>	<b>17</b>
<input type="checkbox"/> Acceptable Use Policy	
<input type="checkbox"/> Alcohol, Drug & Tobacco Policy	
<input type="checkbox"/> Attendance Policy	
<input type="checkbox"/> Bullying & Cyberbullying Policy	
<input type="checkbox"/> Distributing/Posting Printed Material	
<input type="checkbox"/> Dress Code Policy	
<input type="checkbox"/> Fines & Fees	
<input type="checkbox"/> Harassment Policy	
<input type="checkbox"/> Honor Code/Academic Integrity Policy	
<input type="checkbox"/> Participation in Extracurricular Activities	
<input type="checkbox"/> Pledge of Allegiance	
<input type="checkbox"/> Public Displays of Affection (PDA)	
<input type="checkbox"/> Student Detention, Search & Seizure Policy	
<input type="checkbox"/> Student ID Badges	
<input type="checkbox"/> Student Off-Campus Lunch Policy	
<input type="checkbox"/> Student Parking Policy	
<input type="checkbox"/> Student Preferred Name Policy	
<b>DISCIPLINE &amp; CONSEQUENCES</b>	<b>29</b>
<input type="checkbox"/> Progressive Disciplinary Plan	
<input type="checkbox"/> Guide to Disciplinary Consequences	
<input type="checkbox"/> Service Detention	
<input type="checkbox"/> Suspension	
<input type="checkbox"/> Referral to the Authorities	
<input type="checkbox"/> Grievance & Due Process	

# LONGLEAF SCHOOL OF THE ARTS

Welcome to Longleaf School of the Arts! This community handbook will be your go-to guide for the next year. It is your responsibility to read this document in its entirety, complete and sign the Community Handbook contract, and follow all policies and procedures. This handbook is subject to change. All staff, students, and parents will be notified if changes occur after August 2020.

## OVERVIEW

Longleaf School of the Arts provides a college preparatory curriculum with a focus on the fine arts for students in grades 9-12 and is located in Wake County. While developing a strong character, students engage in challenging courses that will require them to work diligently in and out of the classroom. A high-caliber teaching staff prepares a rigorous curriculum. Longleaf is a public, state-supported charter school; there is no cost to attend or fee to apply.

Our charter school offers a large variety of classes for a small school. The traditional core high school courses are offered in conjunction with specialized courses in Theatre, Visual Arts, Music, and Dance. Instructors have extensive experience in their discipline as performers as well as advanced degrees in their area of expertise.

## MISSION STATEMENT

Longleaf School of the Arts will prepare students for college and career pathways via a curriculum that fully integrates academics and the fine arts into all aspects of the school culture. Students will benefit from highly qualified, experienced teachers and a challenging curriculum. Upon graduation from Longleaf, students will be academically prepared for college, and will possess valuable life skills, confidence, and personal responsibility to prepare them for the 21st century.

## LSA WAY

The Longleaf community will...

RIGOR	<ul style="list-style-type: none"><li>• pursue knowledge with a thorough and rigorous approach that creates quality work of the highest merit.</li></ul>
AUTHENTIC	<ul style="list-style-type: none"><li>• carry themselves in an authentic and unique manner that promotes the ideas of Longleaf in and outside of our community.</li></ul>
CREATIVE	<ul style="list-style-type: none"><li>• use their creativity to produce inspirational and empowering outcomes that are fueled by curiosity and a desire to grow.</li></ul>
COMMUNITY	<ul style="list-style-type: none"><li>• encourage and practice a safe and respectful environment inclusive to all.</li></ul>

## SCHOOL CONTACT INFORMATION

School Hours: 8:30 am – 3:30 pm

Website: [www.longleafschool.com](http://www.longleafschool.com)

Mailing Address: 322 Chapanoke Rd  
Raleigh, NC, 27603

Main Office: (919) 896-8164

Fax: (919) 516-0923

Staff Email: [lastname@longleafschool.com](mailto:lastname@longleafschool.com)  
*Example: John Doe [doe@longleafschool.com](mailto:doe@longleafschool.com)*

Student Email: [firstname.lastname@longleafschool.com](mailto:firstname.lastname@longleafschool.com)  
*Example: Juan Cerva [juan.cerva@longleafschool.com](mailto:juan.cerva@longleafschool.com)*

## FACULTY AND STAFF DIRECTORY

Note: Staff is listed in alphabetical order by last name.

NAME	TITLE	EMAIL
Alberti, Alex	AP Psychology Teacher	alberti@longleafschool.com
Babb, Consuelo	Director of Student Information	babb@longleafschool.com
Barkley, Caroline	History Instructor	barkley@longleafschool.com
Barrier, Clayton	Healthful Living & Physical Education Instructor	barrier@longleafschool.com
Benjamin, Bonnie	Front Office Receptionist	benjamin@longleafschool.com
Best, Autumn	EC Teacher	best@longleafschool.com
Blount, Logan	English Teacher	blount@longleafschool.com
Boddie, Keith	History Teacher	boddie@longleafschool.com
Brinson, Jack	Director of Operations	brinson@longleafschool.com
Burns, Amanda	Science Instructor	burns@longleafschool.com
Carson, Tyler	Science Instructor	carson@longleafschool.com
Chidwick, Margaret	English Teacher & Humanities Department Chair	chidwick@longleafschool.com
Cuffney, Laurie	Math Instructor & Math and Science Department Chair	cuffney@longleafschool.com
Dean, Chloe	EC Teacher	dean@longleafschool.com
Franklin, Grace	Visual Arts Teacher & Arts Department Chair	franklin@longleafschool.com
Fincannon, Rod	Visual Arts Instructor	fincannon@longleafschool.com
Gholston, Clyde	Math Teacher	gholston@longleafschool.com
Gregory, Eric	English Instructor	gregory@longleafschool.com
Guerrier, Florencia	Dance Teacher	guerrier@longleafschool.com
Hamilton, Therese	Director of Exceptional Children	hamilton@longleafschool.com
Henn, Candias	Technology Director	henn@longleafschool.com
Herbst, Diane	School Nurse	herbst@longleafschool.com
Hoffman, Andrew	French Teacher	hoffman@longleafschool.com
Hooper, Terrell	Director of Choral Music	hooper@longleafschool.com
Houck, Rob	Math Instructor	houck@longleafschool.com
Mercado, Brandon	History Teacher	mercado@longleafschool.com
Moore, Stephen	Math Instructor	moore@longleafschool.com
Morice, Celina	Spanish Teacher	morice@longleafschool.com
Neeb, Cecilia	Spanish Instructor (Part-time)	neeb@longleafschool.com
Peay, Carl	Cognitive Development Instructor	peay@longleafschool.com
Peeler, John	History Teacher	peeler@longleafschool.com
Priest, Gwen	English Teacher	priest@longleafschool.com
Ricci, Tom	Science Teacher	ricci@longleafschool.com
Rose, Bailey	Instrumental Music Director	rose@longleafschool.com
Scanlon, Justine	Administrative Assistant	scanlon@longleafschool.com
Scherer, Sydney	Visual Arts Teacher	scherer@longleafschool.com
Smith, Virginia	Director of Theater	smith@longleafschool.com
Stephenson, Kristen	9th, 10th, & 11th Grade Counselor (A-J), AP Coordinator	stephenson@longleafschool.com
Taylor, Sarah	English Teacher	taylor@longleafschool.com
Tripp, Brenna	9th, 10th, & 11th Grade Counselor (K-Z)	tripp@longleafschool.com
Williams, Johneka	Head of School	williams@longleafschool.com
Yacos, Nate	EC Teacher	yacos@longleafschool.com

### COMMUNICATION WITH TEACHERS & ADMINISTRATION

The faculty and staff of Longleaf School of the Arts welcomes and encourages direct communication with our families. The best way to communicate with the faculty and staff is through email. Please allow 48 hours for staff to respond. When a response is needed sooner, please call the main office and leave a message (919-896-8164).

LSA provides official grade reports through interim and quarterly report cards. Students and parents should monitor weekly Powerschool, Google Classroom and email for current grades. If any grade falls below 59%, students are required to schedule tutoring with the teacher and attend until the grade improves to at least 60%. If a student's grade is below 60% at interim or report card, parents should schedule a conference with the teacher. Teachers will schedule a parent conference for students who are not passing at the end of 1st and 3rd quarters which fall on October 25th and March 28th at the latest.

### CONFIDENTIALITY STATEMENT

Information concerning students, families, and staff is confidential and cannot be shared at any time. **Faculty, staff, and administration may only share information concerning student behavior, performance, or disciplinary action with a student's parents or legal guardians.** According to State and Federal Statutes, administration is restricted in what may be discussed regarding personnel issues. The Board of Directors and administration retain the authority to designate individuals to work with confidential information on behalf of the school. Volunteers in our school must follow rules of confidentiality.

## DAILY SCHEDULE

Longleaf School of the Arts practices a unique schedule for high schools. Time is allotted to integrate student enrichment. Tutoring sessions and appointments with instructors and counselors are worked into the schedule. The A/B/C Schedule will generally follow the days of the week listed, but are subject to change as needed due to weather closings, etc.

### 2021-2022 A/B/REMEDIATION-FLEX DAY BELL SCHEDULES

A DAY SCHEDULE		
1st period	8:30 - 9:53	
2nd period	9:56 - 11:19	
Lunch A	11:22 - 11:58	Advisory 1
Advisory 2	12:02 - 12:38	Lunch B
3rd period	12:41 - 2:04	
4th period	2:07 - 3:30	

B DAY SCHEDULE		
5th period	8:30 - 9:53	
6th period	9:56 - 11:19	
Lunch A	11:22 - 11:58	Advisory 1
Advisory 2	12:02 - 12:38	Lunch B
7th period	12:41 - 2:04	
8th period	2:07 - 3:30	

REMEDIATION/FLEX DAY C DAY SCHEDULE		
1st period	8:30 - 9:11	
2nd period	9:14 - 9:55	
3rd period	9:58 - 10:39	
4th period	10:42 - 11:23	
Lunch A	11:26 - 11:58	Advisory 1
Advisory	12:02 - 12:34	Lunch B
5th period	12:37 - 1:18	
6th period	1:21 - 2:02	
7th period	2:05 - 2:46	
8th period	2:49 - 3:30	

## STUDENT SERVICES

The Student Services team is here to support students, parents and staff. Counselors help all students in the areas of academic achievement, career and social/emotional development. Counselors are also available to parents who have questions or concerns about their student's needs in these areas. While each counselor has specific grade levels that they primarily handle, all counselors will see students of any grade level when needed.

Mrs. Winters, Dean of Students

12th Grade Counselor

winters@longleafschool.com

Ms. Stephenson

9th - 11th Grade Counselor, Last Names A - J

stephenson@longleafschool.com

Mrs. Tripp

9th - 11th Grade Counselor, Last Names K - Z

tripp@longleafschool.com

### **Counselor Visitation Process:**

There are many reasons that a counselor may request to see a student, and many reasons why students request to see a counselor. A few reasons students meet with counselors are for academic questions and concerns, college and career planning and questions, peer relationships, emotional and mental health support, credits and transcript checks, community service and leadership discussions, and countless others. Counselors will see students at their earliest availability based on priority needs.

There are two ways to request to see a counselor if it is not an emergency:

- 1.) Email your grade level counselor.
- 2.) Fill out a neon yellow-green request slip and give it to Mrs. Scanlon in Student Services. Your counselor will follow up to schedule an appointment.

### **Urgent/Emergency Needs:**

In an urgent situation, when you or someone you know is at risk of being harmed or harming themselves, **DO NOT E-MAIL** or request an appointment. In this case, you should tell an adult **IMMEDIATELY** so that an adult can let a counselor know. We recognize that sometimes this may be difficult to verbalize. You may choose to write a note and hand it to an adult in person during the school day.

**NEVER communicate urgent needs via email. Staff cannot guarantee that e-mail will be seen in a timely manner to respond to such urgent needs.**

### **IF YOU OR SOMEONE YOU KNOW NEEDS IMMEDIATE EMOTIONAL SUPPORT AFTER SCHOOL HOURS:**

- Call the Teen & Youth Hotline at 800-TLC-TEEN or **TEXT TEEN** to 839863 OR call the National Suicide Prevention Hotline at 1-800-273-8255.
- If you feel that it is an emergency, please call 911.

## ACADEMIC PROGRAM

The Longleaf School of the Arts academic program is based on graduation requirements for North Carolina. Students are expected to perform at a high academic level and are given the resources to do so. The basic graduation plans are listed below. The traditional seven (7) credit school year at Longleaf leaves very little room for failure. Students who fail core academic classes will be scheduled to repeat them in an upcoming school year. Students do have the option to complete coursework in the areas of World Language and Health/PE only outside of LSA, at the family's expense. Students interested in learning more about this opportunity may contact their school counselor.

### ACADEMIC RIGOR

At Longleaf, academic rigor is defined as a multi-faceted concept that encompasses curricular, contextual, institutional, student and faculty behaviors which reflect a core belief system. That belief system is centered on the fact that growth cannot occur without hard work and that growth is essential to achieving the overall mission of the school: to prepare students to be successful at major regional universities. Put another way, academic rigor is teaching, learning, and assessment which promotes student growth in knowledge of the discipline and the ability to analyze, synthesize, and critically evaluate the content under study. Academic rigor results in assessment outcomes which clearly reflect the full range of academic achievements among students.

Students entering Longleaf should expect a workload that requires a daily minimum of 10-15 minutes of study, reflection, and written homework for each regular level class; 20 minutes for Honors level classes; and a heavier workload for each AP class. Students are expected to complete various outside of class assignments such as research papers, test preparation, group and individual presentations, reading assignments, and more. Academic rigor in the fine arts includes but is not limited to reading, journaling, small group rehearsal, individual practice, and other tasks required to become proficient in the arts discipline(s) of the student's choice.

### ADVANCED PLACEMENT COURSES

Advanced Placement (AP) is a program of college level courses and examinations that gives advanced, motivated students an opportunity to earn college credit, college placement, or both while they are still in high school. Longleaf is committed to supporting students in their desire to take advantage of the college credit and placement opportunities afforded by the AP program.

A number of Longleaf courses are designed to prepare students for the AP examination in that subject. Such courses include "AP" in the course title. Some other courses include concepts from the AP examination (see course descriptions for specifics). While students who master the material in these courses are generally prepared for the AP examination in that subject, extra review materials are offered in many of these subjects for students who wish to further prepare.

Students enrolling in AP Courses are not required to take the end of the year AP Examination. AP exam registration takes place in the spring semester annually and AP exams take place in May annually.

### COMMUNITY SERVICE HOURS REQUIREMENT

All students must complete a total of ten (10) community service hours for each year they are enrolled at Longleaf School of the Arts. LSA defines community service as service that gives back to outside communities (i.e.: serving meals at the Raleigh Rescue Mission, serving a teacher in a local school, etc.).

Students who complete their service through any non-profit organization do not need prior approval. Students who plan to complete community service hours outside of a non-profit organization should seek prior approval from the Dean of Students or their Grade Level Counselor to ensure that their proposed service hours will be accepted toward graduation requirements. If the Dean of Students or Counselor does not have a clear idea of whether those hours will be accepted, the question will go to a three member committee consisting of the student's Counselor, Class Advisor, and Head of School.

Service hours must be documented on the Community Service form found on the school website.

- ★ In order to attend the prom in their **freshman** year, students need to have 5 hours of service completed and approved by April 1st of that year.
- ★ In order to attend the prom in their **sophomore** year, students need to have 15 hours of service completed and approved by April 1st of that year.
- ★ In order to attend the prom in their **junior** year, students need to have 25 hours of service completed and approved by April 1st of that year.
- ★ In order to attend the prom in their **senior** year, students need to have 35 hours of service completed and approved by April 1st of that year.
- ★ In order to **participate in the graduation ceremony**, a student who enrolled in LSA as a freshman needs to complete all 40 approved service hours (or 30 if the student enrolled in LSA as a sophomore) by May 31st of their senior year. If students miss the graduation ceremony deadline, they still must submit the documented service hours to the Student Services Office to receive their diploma by mail.

## ENDORSEMENT REQUIREMENTS

Students who wish to obtain a LSA high school diploma with a school arts endorsement must pass 7 specific courses in their endorsement area. Students must be recommended for Special Topics and AP courses based on grades of B or above and teacher recommendation in studio coursework.

### CHORAL MUSIC ENDORSEMENT

- Three (3) Choral Music ensemble credits
  - Must meet the “Advanced” achievement level in the student’s senior year.
  - Must be enrolled in a choral ensemble during senior year.
- One (1) Music Elective
- AP Music Theory
- Music History
- One (1) Special Topics in Music (Honors) credit- Choral or Instrumental

### DANCE ENDORSEMENT

- Three (3) Dance Studio credits and meet the “Proficient” level or higher in the last required studio senior year
- Dance History
- Special Topics in Dance (Honors): Dance Composition
- Somatics for the Performer
- One (1) of the following credits: Fundamentals of Music, Musical Theatre, theatre, dance, a 4th dance studio credit meeting the “Proficient” level or higher, any other Special Topics in Dance (Honors) courses

### INSTRUMENTAL MUSIC ENDORSEMENT

- At least three (3) Instrumental Music ensemble credits
  - Must meet the “Advanced” achievement level in student’s senior year
  - Must be enrolled in instrumental ensemble during senior year
- AP Music Theory
- Music History
- One (1) Topics in Music (Honors)
- One (1) additional instrumental ensemble credit OR one (1) other music elective

### LITERARY ARTS ENDORSEMENT

- Literary Arts Workshop Beginning (if placed higher, one additional credit from below)
- Literary Arts Workshop Intermediate
- Literary Arts Portfolio Development
- 4 of the following credits: AP Language & Composition, AP Literature & Composition, any Special Topics in Literary Arts (at least two are offered each year)

### MUSICAL THEATRE ENDORSEMENT

- Theatre Studio Beginning (or higher based on placement)
- Choral Ensemble Beginning (or higher based on placement)
- Dance Studio Beginning (or higher based on placement)
- Two (2) Musical Theatre Studio credits that meet the Proficient Level by Senior year, and enrolled in a Musical Theatre Studio Senior year
- Somatics for the Performer
- Theatre History

### THEATRE ENDORSEMENT

#### ***Focus on PERFORMANCE:***

- Theatre Studio Beginning (or equivalent via placement audition)
- 2 additional Theatre Studio credits
  - Must meet the “Advanced” achievement level by the student’s Senior year.
  - Must be enrolled in a theatre course during Senior year.
- Theatre History
- Somatics for the Performer
- Any 2 of the following credits:
  - A 4th Theatre Studio course (meeting the “Proficient” level or higher)
  - Any Special Topics in Theatre (Honors) courses
  - Beginning Chorus (or higher, based on placement)
  - Beginning Dance (or higher, based on placement)

#### ***Focus on TECHNICAL THEATRE:***

- Theatre Studio Beginning (or equivalent via placement audition)
- 2 additional Technical Theatre credits
  - Must meet the “Proficient” achievement level by the student’s senior year.
  - Must be enrolled in a theatre course during senior year.
- 1 standard Visual Arts Class (placement via portfolio review)
- 1 Special Topics Visual Arts Class (placement via portfolio review)
- Any 1 of the following credits:
  - (P): A 2nd Theatre Studio course (meeting the “Proficient” level or higher)
  - (A): Any Special Topics in Theatre (Honors) or Visual Arts (Honors) courses

## VISUAL ARTS ENDORSEMENT

- 3 Art Studio credits and meet the “Proficient” level or higher in the last required studio
- Art History
- 1 of the following credits: AP Art History OR an AP Art Studio, OR a 4th Art Studio meeting Proficient level or higher
- Special Topics in Visual Art (Honors): Portfolio Development
- 1 additional credit Special Topics in Visual Art (Honors)

## EXTERNAL CREDIT AND DUAL ENROLLMENT

Longleaf School of the Arts offers a wide range of rigorous coursework in Academics and Arts. Should a student wish to pursue coursework beyond what LSA is able to offer in the Course Catalog, they may request to take a course for credit with an approved provider that will be added to their LSA transcript. This request must be made using the External Credit Request Form during the Registration window provided by the grade level counselor in February.

## EXTRA COURSE APPROVAL CRITERIA (8th Course in lieu of Study Hall)

Longleaf School of the Arts is committed to a yearlong schedule in order to provide consistency in both Arts and Academic instruction. Students are also supported in endeavors to engage in their passions outside of school. In recognition that dedication to the Arts often takes many hours after school most days, LSA created a bell schedule that includes a Study Hall. Therefore, students have time to complete homework in a less stressful time frame.

Having eight periods provides an opportunity for some students to take an additional course. There are numerous factors that should be considered in this decision, and a meeting with the grade level counselor to discuss these factors is required. The situations where this will be considered are:

- ★ A rising senior who could endorse by taking an eighth course and has a GPA over 2.5.
- ★ A rising senior who needs an eighth course to graduate on time.
- ★ A rising junior or senior who has a GPA over 3.0 and could take an additional advanced level course that otherwise would not fit in their schedule.

The grade level counselor will submit the request to the Dean of Students for final approval.

## FINAL EXAMS AND ASSESSMENTS

### ***State Required Final Exams- End of Course Exams (EOCs)***

Per the North Carolina Department of Public Instruction’s policy CHTR-001, all eligible students must take all state required assessments.

The Accountability page from the NC Department of Public Instruction is accessible via the following link: [North Carolina High School Accountability](#). The Accountability page discusses the statewide testing programs and includes a variety of resources including study information and links to sample test questions for a variety of required state assessments.

### ***Teacher-Made Final Assessments***

Students must take all teacher-made midterm and final exams in all courses where there is not a state-issued End of Course exam. Only seniors who meet senior final exam exemption criteria are excused from teacher-made final exams. This exemption applies to final exams only. (see Senior Exemption Policy)

Students who are absent from a midterm or final exam must provide the appropriate documentation to excuse the absence and be permitted to take the midterm or final exam during the scheduled make-up day.

Acceptable documentation must include the following:

- Official letterhead, with signature, from an authorized health care provider or government agency
- Date of visit or illness resulting in the absences in question
- Documentation of student hospitalization during the scheduled exam
- Court documentation that required the student’s presence in a court of law during the scheduled exam
- Any formal documentation containing information relating to the death or hospitalization of an immediate family member

**\*\* A parent note indicating the student is at home sick will not be accepted. \*\***

Students who do not participate in a required midterm or final assessment will be issued a zero (0) for the midterm or final exam grade in that course.

## GRADUATION HONORS

Longleaf School of the Arts graduates have the opportunity to be recognized for their artistic and academic achievements while in high school; however, a valedictorian and salutatorian will not be recognized. Longleaf does not release a class rank (unless required by scholarship applications). Honors are calculated at the end of Q3 Senior year and based on weighted GPA. The latin honors system is used for academic honors:

- 3.75 - 3.99 - Cum Laude
- 4.0 - 4.24 - Magna Cum Laude
- 4.25 and above - Summa Cum Laude



## GRADUATION REQUIREMENTS

The North Carolina Department of Public Instruction and the Longleaf School of the Arts Board of Directors sets the graduation requirements for each class. **See *Community Service* section for additional information regarding the number of hours required for graduation.**

### CREDIT REQUIREMENTS FOR THE CLASS OF 2022, 2023 and 2024

SUBJECT	COURSE REQUIREMENTS
<b>English (4 credits)</b>	English I, II, III, IV (or AP equivalents)
<b>Science (3 credits)</b>	Earth/Environmental Science (or AP equivalent), Biology, and Physics or Chemistry
<b>Social Studies (4 credits)</b>	World History, Civics and Economics, American History I and American History II OR World History, Civics and Economics, AP US History and one additional social studies course.
<b>Mathematics (4 credits)</b>	North Carolina (NC) Math 1, 2, & 3 and one course that has NC Math II as a prerequisite. OR NC Math II, III and two courses that have NC Math II as a prerequisite OR NC Math III plus three advanced math courses (Advanced Placement or non-AP math electives OR Four (4) advanced math courses (Advanced Placement, non-AP math electives <i>*Please note that all LSA students are required to complete a math each year grades 9-12.</i>
<b>World Language (2 credits)</b>	Two (2) courses in the same world language <i>*Please note that all LSA students are required to complete at least two levels of World Language while enrolled in high school.</i>
<b>Cognitive Development (1 credit)</b>	Cognitive Development
<b>Health &amp; PE (1 credit)</b>	One course of health and physical education
<b>Fine Arts (4 credits)</b>	Four (4) courses in the fine arts
<b>Other Elective (1 credit)</b>	One additional course of any type
<b>24 Total Credits</b>	

### CREDIT REQUIREMENTS FOR THE CLASS OF 2025

SUBJECT	COURSE REQUIREMENTS
<b>English (4 credits)</b>	English I, II, III, IV (or AP equivalents)
<b>Science (3 credits)</b>	Earth/Environmental Science (or AP equivalent), Biology, and Physics or Chemistry
<b>Social Studies (4 credits)</b>	World History, Civics and Economics, American History I and American History II OR World History, Civics and Economics, AP US History and one additional social studies course.
<b>Mathematics (4 credits)</b>	North Carolina (NC) Math 1, 2, & 3 and one course that has NC Math II as a prerequisite. OR NC Math II, III and two courses that have NC Math II as a prerequisite OR NC Math III plus three advanced math courses (Advanced Placement or non-AP math electives OR Four (4) advanced math courses (Advanced Placement, non-AP math electives <i>*Please note that all LSA students are required to complete a math each year grades 9-12.</i>
<b>World Language (2 credits)</b>	Two (2) courses in the same world language <i>*Please note that all LSA students are required to complete at least two levels of World Language while enrolled in high school.</i>
<b>Cognitive Development (1 credit)</b>	Cognitive Development I
<b>Health &amp; PE (1 credit)</b>	One course of health and physical education
<b>Fine Arts (4 credits)</b>	Six (6) courses in the fine arts
<b>Other Elective (3 Credits)</b>	Three (3) additional courses of any type
<b>26 Total Credits</b>	

## PROMOTION REQUIREMENTS

- ❖ For students to be promoted from **9th to 10th** grade, students MUST:
  - A) Pass English I
  - B) Pass 2 additional core courses (Math, Science, Social Studies, and/or World Language)
  - C) Pass one arts Credit. AND have a minimum of 4 total credits.
  
- ❖ For students to be promoted from **10th to 11th** grade, students MUST:
  - A) Pass English I & English II
  - B) 2 Math credits
  - C) Pass a combination of at least 3 Science and/or Social Studies Courses
  - D) Pass 4 additional courses, and E) Have a minimum of 11 total credits
  
- ❖ For students to be promoted from **11th to 12th** grade, students MUST:
  - A) Pass English I, English II, and English III
  - AND
  - B) Be enrolled in a program which, if successfully completed, will result in the completion of LSA Graduation requirements.

## REPORT CARDS/GRADING

LSA provides official grade reports through interim and quarterly report cards. Students and parents should monitor weekly Powerschool, Google Classroom and email for current grades.

If any grade falls below 59%, students are required to schedule tutoring with the teacher and attend until the grade improves to at least 60%. If a student's grade is below 60% at interim or report card, parents should schedule a conference with the teacher.

Teachers will schedule a parent conference for students who are not passing at the end of 1st and 3rd quarters which fall on October 25th and March 28th at the latest.

### Grading Scale and Quality Points

Longleaf School of the Arts utilizes a ten point grading scale. Quality Points are added for honors (.5) and Advanced Placement (1.0) classes, when credit is earned.

<u>Grade Scale</u>	<u>Grade Point</u>	<u>Honors</u>	<u>AP</u>
90-100	4.0	4.5	5.0
80-89	3.0	3.5	4.0
70-79	2.0	2.5	3.0
60-69	1.0	1.5	2.0
0-59	0	0	0

### Class Rank/GPA

Longleaf School of the Arts does not rank students based on GPA. In lieu of releasing ranking, our Student Services office provides an in-depth profile of the school to colleges and scholarship committees so recipients can better understand school offerings and the caliber of the school as it relates to the student's performance.

### Performance Grade Expectations/Requirements

Arts integration is an integral instructional methodology at Longleaf. The arts are viewed as a critical part of the curriculum and a participating student's attendance is mandatory at his or her performances. As a result, performances or presentations are part of the criteria used to determine your student's grade in art subjects. Each teacher will determine how an unexcused absence will impact the student's grade. Please review each teacher's syllabus for further details regarding performance expectations.

# PROCEDURES

## BEFORE SCHOOL/AFTER SCHOOL

Longleaf School of the Arts asks that parents and carpools pick up and drop off students using the indicated drop off line at the front of the school entrance. The school building will open for students beginning at 7:45 am.

Students not staying for after school activities must be picked up between the time the last class is dismissed and 3:45 pm. The carpool line will stack up in the drive and students are expected to find their ride quickly to alleviate traffic congestion. Most traffic problems result from students not leaving the building to find their ride. Students will not be permitted to be in the classrooms without a teacher after school.

Students who are not involved in a supervised activity, including tutoring, will be instructed to leave the school building at 3:45 p.m. and are not allowed to re-enter the building. Longleaf assumes no responsibility for students once they exit the building. Only students who are supervised by a teacher/staff member may remain in the building until 5pm. Students with extenuating circumstances for clubs and performances may stay later with prior administrative approval.

## CARPOOL PROCEDURE

### Morning Drop-off and Afternoon Pick-up Procedures

Pull in the ENTRANCE to the parking lot (closest to Dunkin Donuts) and proceed straight through staff parking; turn right and wrap around the side of the building; turn right and stop at the drop off/pick up sign. Once student(s) is in the car and the area is clear, proceed straight and exit. As cars are exiting onto Chapanoke, drivers may form turn right or turn left lanes

We are requesting drivers not enter the lot through the EXIT side of the lot (front of the building) after 3:00 pm.

### Carpool Notes

1. ONE WAY: To make morning and afternoon carpool consistent, we have designated an ENTER and EXIT; the parking lot entrance closest to the Dunkin Donuts is the ENTER side, and the parking lot entrance on the Main Entrance side of the building is the EXIT.
2. Proceed to the ENTER side of the lot regardless the direction you come from on Chapanoke
3. Do not take shortcuts, especially when cars are stacked up. We have students crossing to the sidewalk, walking to their cars and student drivers leaving the parking lot.
4. Consider arriving about 3:40 to pick up students. This will alleviate cars stacking up.

### **NO U-TURNS WITHIN THE PARKING LOT.**

### **BE COURTEOUS AND OBSERVANT OF STUDENTS AND STUDENT DRIVERS IN THE PARKING LOT.**

## FIRE DRILL PROCEDURE

Fire drills are held on a monthly basis at Longleaf School of the Arts. Students should respond immediately to all fire drills. Instructors will explain the proper procedure for responding to a fire drill during the first two weeks of school and will review it periodically. Any student failing to adhere to the evacuation policy may face disciplinary action.

## HEALTH AND SAFETY PROCEDURES

### **Guidelines Regarding Sick Students**

Please use these guidelines when determining when to keep your student home.

- Vomiting and/or diarrhea in previous 24 hours
- Temperature of 100 degrees or higher (keep at home until fever-free for 24 hours without medication).
- Any suspicious rash must be seen by a physician. The student may return to school only with a medical doctor's note deeming the rash to be non-contagious.
- Illness that prevents a student from participating comfortably in classroom or rehearsal activities.
- Pink Eye with discharge - may return after treatment
- Strep Throat - until 24 hours after medication has been started.
- Head Lice - until morning after first treatment.
- Scabies - until after treatment is completed.
- Any communicable disease deemed by the Administration to require doctor approval to return to school.

### **Medication**

If a student must take medication at school, the medicine and the appropriate medication administration form must be turned in to the nursing office. Failure to do so could result in the student being in violation of the Alcohol, Drug, and Tobacco Policy of this handbook. Medication will only be distributed as ordered. Medication must be delivered to the school by a parent or guardian, in the original prescription bottle with clear directions visible on the label. It is the responsibility of the family to make sure that prescriptions are kept filled. It is also the responsibility of the parent/guardian to notify the nurse of any changes in the student's medication. Medication cannot be distributed without the proper consent form on file and documentation from the doctor. No over-the-counter medication can be administered without a medical order. Medications orders must be on a Longleaf School of the Arts Request for Medication. Longleaf cannot accept medication orders from other school districts. All medication orders are only valid for the current school year. Any unused medication not picked up by the parent/guardian at the end of the school year, will be properly discarded.

### **Self-Administration/Self-carry Medication**

Students are only allowed to self-carry emergency life-saving medication, such as insulin, inhalers, or epi-pens. A current order must be on file and the student and parent must have signed the Self-Administration form. The student must also be checked off by the school nurse to determine that student is capable and competent to self-administer. No over the counter medication can be carried by the student and self-administered.

### **Health Conditions**

The school is committed to identifying and safely meeting the needs of all students with acute and/or chronic health conditions. It is the responsibility of the parent/guardian to inform the school of these situations so that, if needed, an Individualized Health Plan (IHP) and/or Emergency Action Plan (EAP) may be completed and implemented. At the beginning of each school year, the Health History Form is provided to each student, for the parent/guardian to complete and return to the school. The school nurse will review the Health History Form

### **Individualized Health Plans and Emergency Action Plans**

These forms are valid for one school year. An Emergency Action Plan will be completed for students who require emergency medication at school. The EAP will be developed by the school nurse, according to the healthcare provider's orders on the Medication Administration Authorization Form, and parent/legal guardian.

### **Immunizations**

Every child present in the State of North Carolina entering a public school shall be immunized at the age required by the Commission. Every parent, guardian, person in loco parentis and person or agency, whether governmental or private, with legal custody of a child shall have the responsibility to ensure that the child has received the required immunizations. If a child has not received the required immunizations by the specified age, the responsible person shall obtain the required immunizations for the child as soon as possible after the lack of the required immunization is determined. The vaccination requirements must be met and proof (immunization record) presented to the school within 30 calendar days of the first day of school attendance. Students out of compliance with this regulation will not be allowed to attend school until the age-appropriate immunization requirements are met.

### **Immunization Requirements**

For immunization schedules, intervals between doses (spacing of doses), required doses of each vaccine, and more information about each vaccine, go to: <http://www.immunize.nc.gov/schools/k-12.htm>.

### **Safe Surrender Law For Newborns**

(source: NC Department of Health and Human Services, [www.safesurrender.net](http://www.safesurrender.net)) "North Carolina's Safe Surrender law allows a parent to surrender his or her baby to a responsible adult and walk away. The baby will be adopted. A baby up to 7 days old may be placed with any responsible adult. The baby must be unharmed. Safe surrender is legal and anonymous. Anyone who receives a baby in this way must keep the baby safe and warm, call 911 or the county social services department immediately."

### **Garrett's Law**

Garrett's Law (N.C. Senate Bill 444) enacted in 2004 and expanded in 2007 mandates that schools provide parents/legal guardians with information about meningococcal meningitis, influenza, and the human papillomavirus (HPV) and vaccines that protect against these diseases.

### **Meningococcal Meningitis and Influenza Vaccines**

The Center for Disease Control makes available and recommends a meningococcal meningitis vaccine for all those between the ages of 11 through 18. Certain higher risk populations, such as those with certain medical conditions are especially urged to get the vaccines. For more information, visit: [www.cdc.gov/meningococcal/about/index.html](http://www.cdc.gov/meningococcal/about/index.html)

Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. According to the CDC, the best way to prevent the flu is by getting vaccinated each year. The vaccine will protect against the three influenza viruses that research indicates will be most common during the season. For more information, visit: [www.cdc.gov/flu/index.htm](http://www.cdc.gov/flu/index.htm).

### **HPV Vaccine**

According to the Center for Disease Control, Human papillomavirus (HPV) is thought to be responsible for nearly all cervical dysplasia and cervical cancers. Cervical dysplasia refers to abnormal changes in the cells on the surface of the cervix. Although these changes are not cancer, they can lead to cancer of the cervix if not treated. The HPV vaccine works by preventing the most common types of HPV that cause cervical cancer. For more information, visit: [www.cdc.gov/cancer/gynecologic/basic\\_info/index.htm](http://www.cdc.gov/cancer/gynecologic/basic_info/index.htm)

### **Student Health Advocacy and Resources**

The school nurse is an advocate for your child's health, safety, and well-being in the academic setting. Please contact your child's school nurse for questions, assistance, and resources.

## LOST & FOUND

Items found that are unclaimed are turned in to the main office. If a student is looking for something that has been lost, he or she should check with the office receptionist in the main office. Additionally, Longleaf students are expected to be helpful citizens. As such, students should pick up items that are left lying around and turn them into the main office for safekeeping. Items that are not claimed will be donated to a local shelter by the last instructional day of each month.

## LUNCHES & SNACKS

Healthy nutrition has been proven in research to help students succeed. It is with this in mind that the following regulations concerning food and drink will be enforced.

- All students are permitted to bring a water bottle to school daily.
- There is no school-wide ban on chewing gum. Each teacher will share his or her own expectations with students.
- Soda, coffee and caffeinated drinks are not permitted in the classrooms.

## SAFETY AND EMERGENCY PLAN PROCEDURES

The safety and well-being of our students and community members at LSA is a top priority. As a school, we work to ensure that everyone is safe on our campus. Outlined below are LSA's important practices that keep our community safe.

- An emergency plan and crisis manual are routinely evaluated, updated, and implemented.
- Our staff receives yearly training in First Aid, Bloodborne Pathogens (BBP), CPR, Diabetes, and Epi-Pens.
- Three staff members are certified by American Red Cross in First Aid, BBP, CPR and AED use.
- The emergency plan and crisis manual are reviewed with all staff members throughout the school year.
- LSA works directly with the Raleigh Police Department. The RPD visits our campus, is familiar with our layout, and has reviewed our emergency plan and crisis manual.
- The School Improvement Team discusses school safety.
- Our administrative and counseling staff have been trained in the event of an Active Shooter Threat.

### ***Emergency Drills***

Emergency drills are practiced throughout the school year to ensure our students and staff are well prepared in the event of an emergency. LSA parents will be notified when we run full lockdown drills. The types of drills we practice are listed below:

- Evacuation (once a month): also referred to as "fire drills."
- Tornado (at least once a year): also known as inclement weather procedures.
- Full Lockdown (at least once per year): a maximum level of school wide security is practiced, requiring staff and students to seek as much safety as possible by using barriers to block sight as well as other safety measures.

### ***Real Crisis Emergencies***

In the event there is a real or perceived emergency, Longleaf will always err on the side of safety. LSA parents and guardians will be notified when we enter a Perimeter or Full Lockdown. Communication will be sent as soon as we are able after the emergency and will include any relevant information about the event. Please understand we must comply with confidentiality laws and will not always be able to completely divulge all the details surrounding the event.

### ***Surveillance***

Longleaf School of the Arts is closely monitored by a closed circuit security system that records video.

### ***How can you help?***

LSA parents are a crucial component of our school's safety. Please follow the items outlined below to ensure you are a part of our efforts to keep everyone safe.

- Always follow our drop-off and pick-up procedures.
- Talk to your student about safety at school. Process drills and real emergencies with them at home.
- *Do not attempt to pick-up our child during a drill or a real emergency.* We cannot pull students out of classrooms during lockdowns. This compromises the safety of everyone at Longleaf. If students need to be picked up early from school due to an emergency, you will be notified.
- Report suspicious looking individuals or behaviors to a staff member immediately.
- Always sign in and out at the main office, and wear a visitor's badge when in the building.
- If you are in the building during a drill or Lockdown, you must follow all procedures as well as any instructions given by a staff member.

## **SCHEDULE CHANGE PROCEDURE**

Schedule change requests must be emailed to the appropriate School Counselor by the deadline communicated in the weekly message. Only those requests which are accompanied by valid academic reasoning will be considered. Staff make every effort to fulfill the primary or alternate requests made during the Spring request and verification process. Students and parents should keep in mind that the master schedule is planned based on these requests and staffing, therefore we cannot guarantee schedule changes.

## **STUDENT RECORDS**

LSA follows the rules and regulations of Permanent Student Records retention as outlined in the North Carolina Division of Archives and History Records Retention and Disposition.

From time to time, a parent, legal guardian, or student over the age of 18 may wish to review their educational records. To do so, the individual must submit the Records Request or Transcript Form to the Director of Student Information.

## **STUDENT TRANSFER PROCEDURE**

Students choosing to withdraw from Longleaf School of the Arts must have their parent or legal guardian submit a withdrawal request form to the Director of Student Information. Students wishing to transfer must return all electronic devices, books, supplies, and other Longleaf belongings to the appropriate person before student records will be sent. Families should understand that requesting a transfer means relinquishing the student's spot at Longleaf. They may reapply if seats are available in their grade level the following year.

## **STUDENT SIGN IN/OUT PROCEDURE**

Students should sign in on the computer in the main office and obtain a pass to class. Failure to provide a note could result in an undocumented absence (see Attendance Section for more information about undocumented absences).

Students may not sign out of school without a parent or proper documentation from a parent or guardian. When parents come to pick up a student, the student will be expected to remain in class until the parent has signed him / her out and the student has been called from class. Under no circumstances will students be permitted to sign themselves out of school without a parent signature or valid parent contact. Those students that drive themselves must either provide written documentation or the office secretary must speak to a parent on the phone before the student will be permitted to leave campus.

Students are not able to be checked out from school after 3pm..

## **TECHNOLOGY DEVICE RENTAL PROCEDURE**

Longleaf has chosen to use Google Chromebooks/iPads as a content delivery device for textbooks and other educational resources. Students are free to bring their own Chromebook/iPad to school; the instructor in each class will provide a textbook license and make sure the book is installed on the student's device. Students who do not own Chromebook/iPad may rent one from the school upon payment of a damage deposit (amount to be determined by the Head of School on a year-to-year basis.) and an annual usage fee (paid through Charter Pay). Students must surrender the school-owned devices at the end of the academic year along with all issued peripheral devices, including chargers. If the device is returned in the same condition as it was in when originally provided to the student, the damage deposit will be refunded. Damages will be assessed by the vendor used to purchase the device, and may be prorated. Please note that replacement parts (e.g. chargers) must be the same brand and style as the ones issued.

## **TECHNOLOGY GUIDELINES/PROCEDURES IN THE CLASSROOM**

At the start of each class period, students are responsible for checking which colored sign the instructor has posted: red, yellow, or green. Please see below for what each sign indicates.

- **Red:** No technological device may be used (cell phone, iPad, or Chromebook).
- **Yellow:** Only school approved devices (i.e.: iPad and Chromebook) are permissible. Students must abide by Longleaf's Acceptable Use Policy at all times.
- **Green:** All devices may be used (cell phones, Chromebooks, iPads, etc). Students must abide by Longleaf's Acceptable Use Policy.

Parents with an emergency should contact the school rather than trying to contact the student individually. If a true emergency exists, the student will be brought to the office to use the phone. Cell phones seen during class time may be confiscated, turned into the main office, and released to the parent at the end of the school day. Students may not retrieve their phone from the main office once it has been confiscated.

## **VISITATION & DELIVERIES**

We are pleased to have parents, guardians, and extended family visit the school. LSA requires each and every visitor to sign in and out at the main office, and to wear a visitor tag during their visit.

In order to avoid distractions to your student's instruction, we ask that you keep deliveries to a minimum. Please check with your student each morning to ensure he or she has their technology, school work, and lunch.

## WEATHER-RELATED CLOSINGS

The Longleaf community has voted and decided to follow the WCPSS weather related closing and delays. In the event of a weather-related closing of Longleaf School of the Arts, an update to the website and social media messages will be made. However, in the event of a power failure, these updates may not be possible. Information on closings or delays can be found at the following:

School Messaging: Text, Voice, and/or Email Notifications  
 Social Media: Facebook, Instagram, Twitter  
 School website: [www.longleafschool.com](http://www.longleafschool.com)  
 News: Local ABC, NBC, and CBS stations

### REMEDATION/FLEX DAY SCHEDULES - DELAYED OPENING

#### 1 HOUR DELAY

1st Period	9:30	10:09
2nd Period	10:12	10:51
3rd Period	10:54	11:33
4th Period	11:36	12:15
Lunch/Advisory	12:18	12:42
5th Period	12:45	1:24
6th Period	1:27	2:06
7th Period	2:09	2:48
8th Period	2:51	3:30

*Lunch and Advisory combined in Advisory classroom 24 minutes, classes 39 minutes*

#### 2 HOUR DELAY

1st Period	10:30	11:03
2nd Period	11:06	11:39
3rd Period	11:42	12:15
4th Period	12:18	12:51
Snack	12:51	1:06
5th Period	1:09	1:42
6th Period	1:45	2:18
7th Period	2:21	2:54
8th Period	2:57	3:30

*Snack in 4th period classroom 15 minutes, classes 33 minutes*

#### 3 HOUR DELAY

1st Period	11:30	11:55
2nd Period	11:58	12:23
3rd Period	12:26	12:51
4th Period	12:54	1:19
Snack	1:19	1:38
5th Period	1:41	2:06
6th Period	2:09	2:34
7th Period	2:37	3:02
8th Period	3:05	3:30

*Snack in 4th period classrooms 19 minutes, classes 25 minutes*

### REMEDATION/FLEX DAY SCHEDULES - EARLY DISMISSAL

#### 1 HOUR EARLY DISMISSAL

(if planned in advance)

1st Period	8:30	9:09
2nd Period	9:12	9:51
3rd Period	9:54	10:33
4th Period	10:36	11:15
Lunch/Advisory	11:18	11:42
5th Period	11:45	12:24
6th Period	12:27	1:06
7th Period	1:09	1:48
8th Period	1:51	2:30

*Lunch and Advisory combined in Advisory classroom 24 minutes, classes 39 minutes*

**2 HOUR EARLY DISMISSAL**  
(if planned in advance)

1st Period	8:30	9:03
2nd Period	9:05	9:38
3rd Period	9:41	10:16
4th Period	10:19	10:52
Snack	10:52	11:07
5th Period	11:10	11:43
6th Period	11:46	12:19
7th Period	12:22	12:55
8th Period	12:58	1:30

*Snack in 4th period classroom 15 minutes, classes 33 minutes*

**3 HOUR EARLY DISMISSAL**  
(if planned in advance)

1st Period	8:30	8:55
2nd Period	8:58	9:23
3rd Period	9:26	9:51
4th Period	9:54	10:19
Snack	10:19	10:38
5th Period	10:41	11:06
6th Period	11:09	11:34
7th Period	11:37	12:02
8th Period	12:05	12:30

*Snack in 4th period classrooms 19 minutes, classes 25 minutes*

**A/B DAY SCHEDULES - DELAYED OPENING**

**(A/B) 1 HOUR DELAY**

1st/5th Period	9:30-10:50	80 minutes
2nd/6th Period	10:53-12:13	80 minutes
Lunch/Advisory	12:16-12:44	28 minutes
3rd/7th Period	12:47-2:07	80 minutes
4th/8th Period	2:10-3:30	80 minutes

*Lunch and Advisory combined in Advisory classroom*

**(A/B) 2 HOUR DELAY**

1st/5th Period	10:30-11:35	65 minutes
2nd/6th Period	11:38-12:43	65 minutes
Lunch/Advisory	12:46-1:14	28 minutes
3rd/7th Period	1:17-2:22	65 minutes
4th/8th Period	2:25-3:30	65 minutes

*Lunch and Advisory combined in Advisory classroom*

**(A/B) 3 HOUR DELAY**

1st/5th Period	11:30-12:24	54 minutes
2nd/6th Period	12:27-1:21	54 minutes
Snack	1:21-1:36	15 minutes
3rd/7th Period	1:39-2:33	54 minutes
4th/8th Period	2:36-3:30	54 minutes

*Snack in 2nd/6th period classroom*



## POLICIES

### ACCEPTABLE USE POLICY

The use of electronic devices/computers (cell phones, iPads/Chromebooks, computers) and access to the Internet is a privilege, not a right. Longleaf School of the Arts encourages the use of the Internet and E-mail by its employees and students in the performance of their duties and educational development, and will strive to make these available to them. Inappropriate usage, including any violation of the conditions and rules set forth by the school, may result in cancellation of this privilege. Longleaf School of the Arts will determine the appropriate use and may restrict access and/or deny, revoke or suspend an employee's or student's use of the Internet and/or E-mail at any time based upon a determination that acceptable usage has been violated. Employees and students are expected to use these resources responsibly and will make no intentional use of these resources in an illegal, malicious or obscene manner, in any way which serves to promote a libelous image of the school, or is inconsistent with Longleaf School of the Arts' objectives. Privacy is not guaranteed with the use of a password and may be overridden by the school with or without prior notification and with or without cause.

**Students should note that the following are prohibited on all Longleaf School of the Arts electronic devices/computers:**

- Moving or disconnecting computer hardware.
- Loading or downloading any software, including games.
- Unauthorized reproduction of copy-protected material.
- Destruction of or damage to equipment, software, or data belonging to the school or other users.

**The following are prohibited on Longleaf School of the Arts electronic devices/computers as well as those belonging to individual students:**

- Connecting an unprotected electronic device/computer (one that has not been updated with all available operating system patches and/or does not have current anti-virus software) to the network.
- Using electronic devices/computers or the network in any manner that violates federal, state, or local laws or statutes. This includes illegal downloading of music or other files.
- Publicly or privately accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images.
- Harassment or unwanted communications to any individuals or organizations.
- Providing, assisting in, or gaining unauthorized or inappropriate access to servers, electronic devices/computers, or network equipment.
- Activities that interfere in any way with the ability of others to use resources effectively.
- Peer-to-peer sharing of illegally copied copyrighted material.
- Setting up servers of any kind on the LSA campus network.
- Using any device/computer to violate the Academic Integrity Policy.

Violations may result in removal of access to the Internet or email and other shared electronic device/computing systems or resources. In addition, violations may result in disciplinary action up to and including suspension. Violations which constitute a criminal offense will lead to suspension and a referral for legal action. In the instance of a student's privileges being revoked, paper copies of readings and assignments will be provided by the instructors.

Teachers will post signs in their classroom each day for each period indicating whether or not students may use their technological device (cell phone, iPad/Google Chromebook) at the teacher's direction. If a red sign is posted, at no point is a student to use any form of technology (iPad, Chromebook, cell phone, etc). A yellow sign indicates that a student may only use their iPad or Chromebook for educational purposes. Green indicates that students may use their choice of technological device but must adhere to the Acceptable Use Policy.

### TECHNOLOGY DEVICES ON CAMPUS

It is extremely important for students who attend Longleaf School of the Arts to be focused on academic and artistic performance. As such, the administration has deemed certain electronic devices as a detriment to the educational process. Cell phones must be kept in the designated location in each instructor's room for the entire class period. At no point is a student allowed to use their phones during instructional time. Refer to the section about acceptable cell phone use for more information.

Personal digital devices may be brought to school, but are the sole responsibility of the student. Personal device users must follow the same guidelines as those using school computers and are always subject to policies set by the classroom instructor. Music devices such as MP3 players, iPods, or CD players should not be visible during the school day unless express permission has been granted by the instructor for use during a specific activity. Any student found in violation of this policy should expect the device to be confiscated and appropriate disciplinary action as deemed necessary by the Head of School.

## **ALCOHOL, DRUG, AND TOBACCO POLICY**

Longleaf School of the Arts students will be free from illegal drugs, alcohol, or the abuse of prescribed or “over-the-counter” medication while attending or participating in any school-sponsored event.

Longleaf School of the Arts students will not use, consume, deliver, purchase, sell, have in their possession or be under the influence of illegal drugs, alcohol, or tobacco while on school property, or while attending or participating in any school-sponsored activity on or off campus. This policy is intended to include any and all paraphernalia associated with such contraband including but not limited to cigarette lighters. This policy is in effect at all times regardless of the school calendar.

Any Longleaf School of the Arts student at a school-sponsored activity, on campus or off, who chooses to remain in the company of another person who is clearly using, consuming, delivering, selling, or possessing illegal drugs or alcohol, or abusing prescribed medication, may also be considered in violation of this policy, unless he / she is clearly intervening to prevent a problem, to assist the person in difficulty, or to get adult assistance.

If a Longleaf School of the Arts student is concerned about his / her own involvement in drugs or alcohol or that of another student or friend, he / she is encouraged at any time to speak with their Administrator, the Guidance Counselor, or any faculty member with whom the student feels comfortable. Confidentiality will be kept in as much as the law permits.

Those found to have violated this policy will be subject to a range of possible disciplinary measures up to and including dismissal from school depending on the circumstances.

## **ATTENDANCE POLICY**

Longleaf School of the Arts students are expected to be at school on time and to keep all of their commitments at school every day as long as health and family circumstances permit. Attendance is mandatory. The State of North Carolina has a compulsory attendance law requiring school age students to be in attendance when school is in session barring any unforeseen circumstances. Students failing to comply may be referred for truancy.

Students are expected to be in class by the time posted for that class. Students not in class at the designated time must have a signed pass from a Longleaf staff member in order to be admitted to class. Students who are tardy for class may face disciplinary action from the instructor according to each instructor’s established classroom policies. Students who are continually tardy (multiples of three) may be referred to the administration for disciplinary action. Students must be present for more than 30 minutes to be counted present (45 minutes for an extended day class). **In order to receive credit for a class at Longleaf School of the Arts, the student must not be marked absent for more than sixteen (16) days per year in that class.**

### ***Absence Documentation***

When a student is absent, the school requires documentation regarding the reason for the absence within three school days of the student’s return. Documentation due to a medical visit will only be accepted via notes from medical, dental, or mental health professionals. Furthermore, such documentation must be on official letterhead with the healthcare provider’s signature.

Longleaf School of the Arts reserves the right to require documentation of absences in all cases; regardless of whether a parent note has been submitted. Documentation should be submitted to the Front Office in person or via email to [office@longleafschool.com](mailto:office@longleafschool.com).

### ***Unexcused Absences***

An absence cannot be excused without proper documentation. All absences are coded as unexcused until proper documentation has been received. Unexcused absences include:

- absences for which documentation has been provided but the justification of the absence does not meet the state standards. Weather related absences will not be excused outside of school initiated closing or delays.
- Undocumented absences occur when a student does not present adequate written documentation to the main office explaining the absence or fails to provide parent acknowledgement of the absence within the allotted three (3) school days following the absence. Students with an undocumented absence may submit make-up work at the discretion of the classroom teacher.

### ***Excused Absences***

Documentation should come from a parent, medical professional or other party who can justify the absence. Excused absences are only issued for the following reasons with verification:

- Student illness
- Medical appointments
- Death in the immediate family
- Court proceedings
- Religious observances
- Educational opportunity (at the discretion of the Head of School; prior approval required)
- Suspension
- Extenuating circumstances will be considered by the Head of School.

School sponsored trips, in which a student misses class, are not considered absences; however, the student is responsible for making up any missed work.

### ***Educational Opportunities***

When it is demonstrated that the purpose of the absence is to take advantage of ***valid educational opportunities***, such as college visits, approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page, arts or academically related performance. This would *not* include, and is not limited to, family vacations or trips, auditions (unless for college placement), or work. In order to have an educational absence excused, the excused absence form must be completed, and approved by administration **at least 2 weeks prior to the absence**.

Students are allowed only three total excused educational days per year and must have a C (70%) or higher, at the time of the request, in their core classes. Exceptions may be granted at the discretion of the Head of School or designee.

### ***Senior Exemption Policy for Teacher Made Exams***

The following policy applies to students of the senior class only, and to graduating seniors who are not enrolled in a class that must participate in a state exam or portfolio and providing that they meet **one** of the following requirements:

#### **Qualifying:**

- 4 or fewer absences with an A
- 3 or fewer absences with a B
- 2 or fewer absences with a C

#### **Disqualifying:**

- Any suspension is disqualifying for senior exemptions.

#### **Note:**

- Seniors will receive one absence for every four tardies (excused or unexcused) in that class.
- Seniors with no tardies in a class will earn back one absence toward an exam exemption in that class.
- There is not a distinction between excused and unexcused absences.
- This exemption is from teacher-made exams and does not exempt a student from final projects or state exams.

#### **Absences that do not count towards Senior Exemptions:**

- School sponsored field trips
- Approved religious absences
- Approved educational opportunities (including but not limited to AP exam absences, college visits, etc.)
- Approved bereavement regarding immediate family (parents/guardians, grandparents, siblings)
- Any absence approved by Administration

***\*\*All approval is at the discretion of the Head of School.***

#### **Attendance Procedures for Senior Exemptions:**

The Director of Student Information will determine eligibility based on attendance, as of the Friday prior to the start of final exams. and compile a list of students. The student list will be shared with all faculty and staff, who will notify students in their classes.

Seniors using exemptions should be marked absent on the day of the exam, and the Director of Student Information will update attendance records to indicate the category of absence.

Seniors who choose not to use exemptions should be marked present on the day of the exam, and the Director of Student Information will be informed by the teacher so that the Director of Student Information will update attendance records to indicate the presence of the student.

**Note:** This exemption policy does not apply to NC End of Course, NC final exams, and projects.

### ***Absences Prior to Performances/Field Trips/Other School Sponsored Activities***

In order for students to participate in performances, field trips, extracurricular activities, including dances, they must be in school the day of the event. For field trips, they must also be in school the day prior. For weekend events, students must be in school on the Friday preceding. Exceptions may be granted at the discretion of the Head of School ten (10) days in advance of the school event.

### ***Undocumented Absences***

Undocumented absences occur when a student does not present any written documentation to the main office explaining the absence, or fails to provide parent acknowledgement of the absence within the allotted three (3) school days following the absence. An absence cannot be excused without proper documentation.

### ***Make-Up Work***

Instructors have the discretion through established classroom policies to not accept work for students who have absences deemed unexcused, or for an undocumented absence. Instructors may place a deadline on missed work for all excused absences not to be less than the number of days absent. Parents and students should familiarize themselves with each instructor's policy regarding makeup work and absences.

### ***Attendance Waiver (Forced Failure)***

In the event of an extended illness or other unforeseen circumstances in a class in which the student passes but does not meet the attendance requirement, a student may appeal to the Board of Directors for a waiver. Appeals must be made in writing to the Head of School by the deadline given. The student and parents will be notified of the decision.

### ***Tardies***

Students are expected to be in class by the posted start time for each class. Students arriving late to school at the start of the day must report to the main office to sign in and be issued a tardy pass. Students arriving late to class during the school day without a signed pass from a Longleaf staff member will be issued a tardy. Consequences will ensue for students who accumulate multiples of four tardies. Please refer to the chart below to better understand LSA's consequences for accumulated tardies.

<b>Accrued Tardies Per Class</b>	<b>Resulting Discipline</b>
3 tardies	30 minutes of service detention
6 tardies	60 minutes of service detention
9 tardies	90 minutes of service detention
12+ tardies	Lunch detention/ISS/OSS

**Procedure For Teachers:** If the student arrives late at the start of the school day, the student must report to the main office to sign in, and the student will be issued a tardy pass. This pass is required for admission to class.

During the school day, students who are late to class are required to have a Longleaf-issued pass from a staff or faculty member, in order to be admitted to class. Without a pass, teachers must record the student's tardy in PowerSchool as an unexcused tardy.

### ***Withdrawal from School Due to Excessive Absences***

Students who are absent without a valid excuse for more than 10 consecutive days can be withdrawn from PowerSchool. Additionally, the students will be recommended by the Administration to the Board of Directors to be withdrawn from the school. Written notice of the recommendation to withdraw the student will be provided to the parent. The notice shall provide the following information:

- The basis for the recommendation that the student be withdrawn from enrollment.
- That the parent may request a hearing before the board within 10 business days of receiving the written notice.
- That the sole issue to be determined by the board at the hearing is whether the student has accumulated 10 consecutive days of unexcused absences.

If the student or parent does not request a hearing within 10 business days of receipt of written notice, the student will be withdrawn from PowerSchool and return to their base public school for the remainder of the school year, unless the Board determines, in its discretion, that the student may remain enrolled under whatever terms and conditions the Board deems appropriate.

## **BULLYING & CYBERBULLYING POLICY**

Longleaf defines bullying in accordance with the Federal Government's Department of Health and Human Services. Please visit [StopBullying.gov](http://StopBullying.gov) for more information.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and must include:

- An Imbalance of Power: an individual who bullies uses their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

There are three types of bullying:

- Verbal bullying (saying or writing mean ideas)
- Social or Relational bullying (hurting someone's reputation or relationships)
- Physical bullying (hurting a person's body or possessions)

Longleaf defines cyberbullying in accordance with NC General Statute § 14-458.1 and 14-458.2. This law reads, in part:

Except as otherwise made unlawful by this Article, it shall be unlawful for any person to use a computer or computer network to do any of the following:

- (1) With the intent to intimidate or torment a LSA staff member or minor:
  - a. Build a fake profile or Website;
  - b. Pose as a LSA staff member or minor in:
    1. An Internet chat room;
    2. An electronic mail message; or
    3. An instant message;
  - c. Follow a LSA staff member or minor online or into an Internet chat room; or
  - d. Post or encourage others to post on the Internet private, personal, or sexual information pertaining to a LSA staff member or minor.
- (2) With the intent to intimidate or torment a LSA staff member, minor or the minor's parent or guardian:
  - a. Post a real or doctored image of a LSA staff member or minor on the Internet;
  - b. Access, alter, or erase any computer network, computer data, computer program, or computer software, including breaking into a password protected account or stealing or otherwise accessing passwords; or
  - c. Use a computer system for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions, to a LSA staff member or minor.
- (3) Make any statement, whether true or false, intending to immediately provoke, and that is likely to provoke, any third party to stalk or harass a LSA staff member or minor.
- (4) Copy and disseminate, or cause to be made, an unauthorized copy of any data pertaining to a LSA staff member or minor for the purpose of intimidating or tormenting that LSA staff member or minor (in any form, including, but not limited to, any printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network).
- (5) Sign up a LSA staff member or minor for a pornographic Internet site with the intent to intimidate or torment the LSA staff member or minor.
- (6) Without authorization of a LSA staff member or the minor or the minor's parent or guardian, sign up a minor for electronic mailing lists or to receive junk electronic messages and instant messages, with the intent to intimidate or torment the LSA staff member or minor.

Cases of cyberbullying involving Longleaf students or staff members will be referred to law enforcement for investigation and prosecution.

### **CONSEQUENCES FOR BULLYING, INCLUDING CYBERBULLYING**

Longleaf School of the Arts believes that students have a right to a safe and comfortable learning environment. Our mission is to prepare students to be confident, responsible and successful contributors in college, their career and community. Longleaf has adopted a zero-tolerance policy regarding bullying of any kind. This includes bullying that happens off campus, after school, on weekends, and via social media. The consequences are severe when students are caught in any act of bullying.

Students have the responsibility to report any instance of bullying that they are witnesses to and administration will investigate all accusations reported to them.

Parents will be notified and involved if/when a student is accused of bullying. Consequences will depend on the severity of the infraction, up to and including suspension or long-term suspension.

## **DISTRIBUTING / POSTING PRINTED MATERIAL**

Any printed material that is hung on the walls of Longleaf School of the Arts, or that is distributed to staff or students during the school day, must have approval of the Head of School or his/her designee. This applies to any clubs, classes, societies, teams, or other organizations. Items found posted on the walls without the appropriate signature will be discarded immediately. No items with grammatical errors will be approved; please revise and edit materials before submitting.

## **DRESS CODE POLICY**

Longleaf School of the Arts believes that the school environment can be greatly affected by student dress. Students are encouraged to dress in accordance with common sense and in a manner that does not distract from the educational environment. The dress code considers division differences in student's ages, developmental stages, daily schedule components, and artistic demands. The Head of School or his/her designee will have ultimate authority over this policy and will keep the academic well-being of all students as a foremost concern.

### ***Goals of the Longleaf Dress Code***

- To promote respect for self and others
- To instill a sense of personal responsibility
- To teach students to dress appropriately for different situations
- To enable all students to focus on learning, not clothing
- To keep and maintain a safe and orderly educational environment
- To maintain a healthy balance between self-expression and respecting the academic environment, including others within that environment

The Head of School or his/her designee will have ultimate authority over this policy. All dress code decisions are final and may not be appealed.

### ***General Guidelines***

- Clothing should be of a length and cut that allows students a regular range of movement without revealing cleavage, the abdomen, underwear, upper thighs, or the groin area.
- All shirts must include straps that are a minimum of 2 fingers in width and cover all bra material.
- "Regular range of movement" includes but is not limited to walking, sitting at a desk, sitting on the floor, reaching on tiptoe, and touching the toes.
- Leggings or tights must be completely opaque and be a minimum of 60 denier. Denier is a measurement of how thick the cloth is; it can be found on the packaging of tights and leggings or online. Leggings are permissible provided that they are not see through and that the corresponding shirt, tunic or dress are long enough to reach the student's knuckle line when arms are extended.
- Spandex must be worn with all shorts, skirts, dresses, and skorts that fall above the knee. All spandex must reach the student's knuckle line when arms are extended regardless of how long the shorts, skirt, dresses, or skort may be.
- Clothing that is see through is not allowed without a full length camisole or undershirt
- Shoes must be worn at all times in all locations.
- Skirts, shorts, dresses, and kilts that end above the top of the kneecap must be worn with one of the following underneath:
  - Leggings - Tights
  - Bicycle shorts
  - Dance shorts with full back and legs (no dance briefs or hot shorts)

### ***Other Items that are allowed at LSA:***

- ★ Body piercings (including gauges)
- ★ Hats
- ★ Hair of any color
- ★ Kilts
- ★ Sleeveless tops (as long as bra or bandeau does not show)
- ★ Loose-fitting yoga pants
- ★ Leggings are permissible provided that they are not see through and that the corresponding shirt, tunic, or dress reaches knuckle length

### ***Prohibited Dress Code Items (please note this list is not exhaustive):***

- Clothing that is inappropriate for class activities (e.g., high heels and miniskirt in a dance class)
- Clothing displaying or suggesting sex, alcohol, drugs, violent acts, or offensive logos, labels, or phrases (see harassment policy)
- Clothing with excessively sized holes or holes in inappropriate places.
- Clothes that reveal all or part of the midriff; no skin of the midriff area may be exposed (stomach area)
- Clothing that reveals underwear (including bras), cleavage, the upper thighs, or the genital area in the course of daily movement
- Clothing that causes a disruption to the educational environment
- Clothing that is see through is not allowed
- Clothing that does not cover the shoulders (no off the shoulder tops)

## **Enforcement**

- If a student is in violation of the dress code, the student will be required to call home for a change of clothes and will be marked absent until they've changed into school-appropriate clothing.
- Parents are expected to come immediately to bring clothing to a student who violates the dress code.
- Repeated offenses will result in disciplinary action.
- Students who are asked to change and do not do so, or who change back into the inappropriate clothing, will be considered to be disobeying the instructions of school personnel. Disciplinary action will be taken.

Please note that student performances may require concert attire. Instructors will give details to students on appropriate performance attire the first week of school.

## **FINES & FEES**

### ***Clearing Fines and Fees***

Students with outstanding fees or fines may not be permitted to purchase off campus lunch passes, parking permits, event tickets, or receive graduation tickets until all balances are paid up to date.

### ***Electronic and Paper Textbooks***

Students are financially responsible for any books (physical or electronic) that they have been assigned. An accurate record is kept, and should damage occur that is in excess of what is considered normal wear and tear, restitution is required before grades will be posted. Students should keep this in mind as they care for the books and electronic devices with which they have been entrusted. Electronic textbooks licenses will only be given to students enrolled in the class for which the licenses have been purchased.

## **HARASSMENT POLICY**

Longleaf School of the Arts strives to be a community in which each individual is treated with sensitivity and respect. To this end, the school will not tolerate intimidation, humiliation, or degradation of another by any member of its community based on religion or immutable characteristics such as gender, sexual orientation, race, or national origin. Such harassment will constitute gross misconduct and will result in disciplinary action that may include suspension or long-term suspension. The following paragraphs are intended as a guide, not an exhaustive list, of harassing behaviors not tolerated by the school.

### ***Sexual Harassment***

Sexual harassment is unwanted sexual advances and other verbal, visual, electronic, or physical conduct of a sexual nature that is intimidating, hostile, degrading, or offensive. The school recognizes that healthy social and personal relationships among students may include some acceptable dating or flirting behavior, the purpose of which is to complement and convey respect. However, sexual comments, gestures or other forms of expression that are intimidating or degrading will not be excused as "harmless adolescent exploration."

### ***Sexual Orientation/Gender Identification Harassment***

Sexual Orientation harassment is intimidation, humiliation or degradation of an individual or group on the basis of their sexual orientation or chosen gender identification. This harassment includes both easily identifiable acts of oral, written, or physical harassment, and more subtle forms of harassment such as graffiti, epithets, and offensive remarks, jokes, or other forms of "humor." Such harassment will not be tolerated and will result in appropriate disciplinary action.

### ***Racial Harassment***

Racial harassment is intimidation, humiliation or degradation of an individual or group on the basis of race. Racial harassment includes both easily identifiable acts of oral, written, or physical harassment, and more subtle forms of harassment such as graffiti, epithets, and racially offensive remarks, jokes, or other forms of "humor." Such harassment will not be tolerated and will result in appropriate disciplinary action.

### ***Religious or Ethnic Harassment***

Religious or ethnic harassment includes intimidating, humiliating, or degrading remarks, jokes, or gestures, or other forms of behavior or expression that demean or trivialize the religion or national origin of an individual or a group. Such harassment will not be tolerated and will result in appropriate disciplinary action.

### ***Reporting Harassing Behavior***

Any student who has been the subject of a prohibited harassment by any member of the Longleaf community should immediately report the facts of such harassment to the Head of School or any member of the administration or faculty member with whom the student feels comfortable divulging such information. All charges of harassment will be fully investigated. Any charge determined to be true will result in disciplinary action.

Specifically, Longleaf prohibits in all its programs discrimination against or harassment of any individual or group based upon personal animosity or on such factors as age, gender, race, color, national origin, religion, sexual orientation, or disability. Such behavior should be brought to the attention of the Head of School or any faculty member with whom the student feels comfortable divulging such information. All charges of harassment will be fully investigated. Any charge determined to be true will result in disciplinary action.

## HONOR CODE/ACADEMIC INTEGRITY POLICY

An honor code is a principle, a standard of behavior that every person should have for oneself. When we function in groups, such as a school community, a group standard must be established by placing not the acceptable, but the ideal in high regard. We, the Longleaf Community, have established these standards and expect members of the community to uphold these ideals.

The principle of academic integrity is the cornerstone of a school community and at the heart of learning. In all our actions, we encourage students toward a life governed by values of academic honesty and respect for the work of others. Cheating, plagiarizing, or giving or receiving unacknowledged assistance in academic work and lying and stealing are unacceptable behavior in this community. As an affirmation of this principle, students are required to write out the following honor pledge on all tests and major papers, as well as other assignments as required by the instructor:

***“On my honor, I have not sought, given, or received purposeful or inadvertent aid not permitted by the spirit of this assignment.”***

Community members found to have violated the Academic Integrity Policy will be subject to disciplinary action which may result in dismissal from the school. Specific violations are described in this section. This list is not comprehensive; each case will be examined individually. It is the responsibility of the student to clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.

### VIOLATIONS

- **Plagiarism**  
To plagiarize is to use the work, ideas, or words of someone else without giving that person credit. Plagiarism may involve using any of the following without proper attribution: someone else’s wording without using quotation marks, a distinctive name, a phrase, a sentence, or an entire passage or essay. The issue of plagiarism applies to any type of work, including but not limited to exams, papers, or other writing, computer programs, photography, video, or artistic work or performance. Examples of plagiarism include copying and pasting information from a webpage into a paper or PowerPoint presentation without proper citation, using images from electronic or print sources without proper citation, and the unauthorized use of translation services or devices.
- **Inappropriate Collaboration**  
Close collaboration on academic work requires acknowledgment. Inappropriate collaboration involves working with someone else in developing, organizing, or revising a project (such as a paper, an oral presentation, a research project, or a take-home examination) without acknowledging that person’s help. Specific policies regarding collaborative work, peer review, use of tutors, and editing may vary by instructor.
- **Dishonesty in Examinations (In-Class, Online, or Take-Home)**  
An examination is to be solely a student’s own work, unless otherwise directed by the instructor. No communication is allowed between or among students, nor are students allowed to consult books, papers, study aids, or notes without explicit permission. Cheating includes, but is not limited to, copying from another’s paper, giving unauthorized assistance, obtaining unauthorized advance knowledge of questions to an examination, or use of mechanical or marking devices or procedures for the purpose of achieving false scores on machine-graded examinations. Specific policies regarding examinations may vary by instructor.
- **Dishonesty in Papers**  
Students are prohibited from submitting any material prepared by or purchased from another person or company. All papers and materials submitted for a course must be the student’s original work, unless the sources are otherwise cited.
- **Work Done for One Course and Submitted to Another**  
Students may not present the same work in more than one course. Under exceptional circumstances, instructors may permit a significant piece of research, writing, or performance to satisfy requirements in two classes. However, both instructors must agree in advance to this arrangement. Students are reminded that when incorporating their own past research into current projects, they need to reference such previous work.
- **Interference with Other Students’ Work**  
Students may not intentionally interfere with the work of others, such as by sabotaging laboratory experiments or research, giving misleading information, or disrupting class work.
- **Purposeful Absence to Avoid Academic Deadlines**  
Students may not purposefully be absent on the day an assignment is due. Likewise, students may not purposefully be absent for one class in order to complete an assignment for another class.
- **Misrepresentation through Forgery**  
Students may not sign another’s name as a representative of the other person.



## EXPECTATIONS

### Students are expected to ...

Support and maintain the academic integrity of the school community by completing all assigned work, activities, and tests according to the stated policies without engaging in any activity that would violate the spirit of the assignment.

### Instructors are expected to ...

Clearly present how the Academic Integrity Policy affects each assignment, maintain the integrity of the assessment process, and highlight issues of academic integrity through ongoing classroom discussions.

### Parents are expected to ...

Support the academic integrity of the school community, advise the student of potential violations of the policy, and support the imposition of penalties if the Academic Integrity Policy is violated.

## CONSEQUENCES FOR ACADEMIC HONOR CODE VIOLATIONS

Offense	Academic Sanction	Disciplinary Sanction
1st Offense	Rework/resubmit assignment for a reduced grade OR An alternate assignment	Parent, teacher and student meeting on the definition of plagiarism and future consequences.
2nd Offense	An alternate assignment for a reduced grade AND/OR A grade of zero (0) on the assignment	Research project on the consequences of plagiarism (specific parameters and deadlines will be given by the Head of School on a case-by-case basis) AND A letter explaining the student's conduct will be placed in the student's school records. This letter follows the student as part of their records to any other high school the student attends.
3rd Offense	A grade of zero (0) on the assignment	Any combination of the following: 1. Removal from after school activities 2. Service detention 3. Saturday school 4. Suspension 5. A letter detailing the second violation of the Honor Code
4th Offense	A grade of zero (0) on the assignment	Suspension (1-10 days at the discretion of the Head of School) AND/OR Other Consequences determined by the Head of School

All incidents of violation of the Academic Integrity Policy will be reported to the Head of School. Parents will be notified via letter regarding the infraction and the consequences within three business days of notification to school administration. Repeat offenders should expect a disciplinary sanction in addition to the academic sanction. Disciplinary sanctions may include recommendation for dismissal from the school to the Board of Directors.

## PERSONAL INTEGRITY

Respect and integrity are the basic values of the Longleaf community. One of life's lessons is learning how to live with and get along with people who may be different from oneself. Lying, stealing and behavior that intimidates, harasses, insults, humiliates or demeans another human being are unacceptable within this school community as it is in society. Infliction of physical or verbal abuse, damaging or destroying the property of others, threats, intimidation, or sexual misconduct (coercion, exploitation or abuse) will be subject to appropriate action, including possible dismissal from school.

## PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

LSA supports students in a variety of aspects, including extracurricular activities. However, participation in such events means an additional commitment outside of a student's regularly scheduled school day.

In order to participate in school-sponsored extracurricular activities, students must be in attendance for a minimum of 240 minutes on the day of an event, or the day prior to an event should it fall on a weekend day.

Under special circumstances, exceptions may be made 10 school days in advance of the school event or performance by the Head of School.

## PLEDGE OF ALLEGIANCE

Each morning during announcements the school will be led in the Pledge of Allegiance. Should the student not wish to participate in reciting the pledge, it is still expected that the classroom remain free from completing any business and activities (i.e.: any instruction, use of technology, or conversations) during this time. You, the student, should remain quiet in your seat.

## PUBLIC DISPLAYS OF AFFECTION (PDA)

LSA recognizes that young adults often find learning appropriate displays of affection to be a challenge. As a result, our teachers monitor the hallways between classes in order to keep all students safe and comfortable. Students are not to show signs of PDA on school grounds at any time.

## STUDENT DETENTION, SEARCH AND SEIZURE POLICY

In an effort to maintain order and ensure the safety of all Longleaf School of the Arts students and employees, the Board of Directors has adopted the following policy:

The administrative staff of Longleaf School of the Arts may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed or is committing a violation of law or of school policy. No student shall be temporarily detained longer than is reasonably necessary. If at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed a weapon, stolen or illegal property, a controlled substance or associated paraphernalia on his/her person or within his/her book bag, automobile, or other storage space, a member of the administrative staff may search the student, his/her book bag, automobile, or other storage space for the purpose of disclosing the presence of suspected property. If such a search reveals contraband that constitutes a violation of local, state, or federal law, it will be seized and turned over to law enforcement authorities.

## STUDENT ID BADGES

The purpose of this policy is to increase the sight security of all students on Longleaf School of the Arts' campus. Ensuring safety and security for all staff and students is our top priority each and every day. Wearing of ID Badges provides a professional setting and promotes College and Career Readiness for all students.

Student Identification Cards will be provided to every student. A student's ID card authorizes a student to be on campus. EVERY student must wear their ID cards at all times while on school grounds. It is crucial that we are able to identify everyone on campus. Identification of staff and students is a safety issue and will not be compromised.

The benefits and reasons all students must wear their current year ID cards:

- a) To be in class
- b) To move between classes and to the restroom
- c) To obtain early dismissal
- d) To participate in campus life activities, assemblies, prom, sporting events, etc.
- e) To be on campus before or after school

### **Badge Procedures**

Administrators and teachers will use the criteria below to ensure compliance with the LSA Student ID Badge Policy

Students must adhere to the following guidelines for wearing their ID Badges:

- a) ID Badges must be worn on a breakaway lanyard hanging from their neck
- b) School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
- c) If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
- d) The ID Card must be presented to any school staff member or person of authority when seeking identification.
- e) The front and back of the ID Card must remain clear and free of stickers, markings, other photos, etc.
- f) Lost, stolen, altered, damaged and defaced ID cards must be replaced IMMEDIATELY. Badges can be replaced in Student Services during lunch or before/after school (7:45am - 3:45pm). *Please note: replacement cost of a lost or damaged ID Badge is \$5.00 (will be a reprint of previous badge). Requesting a new badge with a new/updated picture is \$10.00. Payment may be made in the front office and the proof of payment receipt brought to Student Services.*
- g) Students are excused from wearing IDs during classes where they present a hazard to student safety. They should be properly secured during this time.

Teachers will do an ID check during first block each day. For any student who does not have his/her ID Badge, they will adhere to the following procedures:

- a) The teacher will send the student to the office to receive a temporary ID wristband that must be worn during the entire school day. The temporary ID will have the date issued on it.
- b) Administration will assign consequences.

### **Consequences For Not Displaying /Possessing School ID**

1st Violation - Warning and letter to student / compliance letter

2nd Violation - Warning and phone call to parent (BrightArrow or School Personnel)

3rd/4th Violation - Call home by Administrator (Administration will ensure students have badges and will personally escort them to have a badge made if needed)

5th Violation - Parent Conference with Administrator

6th Violation - Community Service/Service Detention

7th Violation - Subject to Suspension - Subsequent Violations will be subject to suspension and/or result in multiple Community Service/Service Detention assignments.

The consequences are cumulative for the entire school year.

**Note:** Refusing to provide access to your ID to an adult on campus is considered Insubordination, a Tier 3 infraction in the LSA Student Handbook.

## **STUDENT OFF CAMPUS LUNCH POLICY**

Longleaf School of the Arts permits juniors and all seniors without certain disciplinary infractions to leave campus during lunch. All participants must have completed the application with all appropriate signatures, be paid up to date with fees and fines, and pay the application fee. Once students sign themselves off campus with the appropriate staff member, LSA does not assume any liability for any accident or injury that occurs.

Students who commit any code of conduct infractions during their time off campus are subject to disciplinary actions by administration and immediate loss of all off-campus lunch privileges for the next 365 days.

If a student, at the end of the previous school year, commits a major behavior infraction, within 9 weeks of the end of the year, this infraction will carry over into the new school year and off-campus lunch privileges will not be granted.

The Head of School and/or Parent reserves the right to revoke off-campus lunch privilege to students as deemed fit. Students do not have the right to appeal this decision because this is considered a privilege and not a right.

Please read the following criteria carefully to make sure that you can keep your off-campus lunch privilege. This pertains to both Juniors and Seniors:

- 4 or more tardies to school per semester (as in at the beginning of the school day), excused or otherwise, unless a doctor's note is provided, will result in the loss of your privilege. If after 9 weeks you have not been tardy, then you may have your pass returned.
- After 2 tardies back from lunch students will lose their privilege for 9 full weeks.
- Any service detention assignment in which the teacher feels you should also lose your lunch privilege because of the infraction may result in loss of privilege for 9 full weeks.
- Any complaints from the businesses that the students of LSA patronize will result in the loss of privilege for 9 full weeks.
- Juniors' grades will be checked quarterly to maintain their off campus lunch privilege. If their grades fall below a 3.0, students will lose their privilege for the complete quarter and can be reviewed after the next quarter grades are released.

No outside food or drinks will be permitted in the building. Your bookbag, container(s), or any other bag is subject to a check when you return from lunch. You may not purchase food for teachers even if you are requested to do so.

## **STUDENT PARKING POLICY**

LSA students who hold a valid NC Driver's License, and who do not have any outstanding balances may apply for a student parking permit. When parking on campus, the LSA parking permit must be visible at all times. The parking permit must be displayed from the inside of the vehicle in the designated location. Backing into spaces is not permitted.

LSA drivers must adhere to the following list of rules or consequences will be enforced:

- With a purchased Longleaf School of the Arts parking permit, students may park in LSA student designated parking locations only. Vehicles parked in unauthorized areas on school campus may be towed at the owner's expense and the parking permit will be subject to revocation without refund.
- The safe operation of motor vehicles is required while on school property. Vehicles may not travel in excess of 10 miles per hour, and drivers must abide by North Carolina driving laws.
- The school is not responsible for damages to or theft from vehicles.
- Student vehicles are subject to search and seizure per Longleaf School of the Arts Student Handbook Policies and Procedures found under Student Detention, Search and Seizure.
- Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student/vehicle owner.
- If a student with a valid parking permit transfers/withdraws from LSA during the year, the parking permit will be revoked and the parking fee will not be refunded.
- Students shall inform the front office immediately of any change in vehicle, or license plate, even if the change is only for one day.
- School parking areas are subject to monitoring on a daily basis to ensure student compliance.
- Lost parking permits will be replaced for a \$10 fee. Report any lost parking permit to the office immediately.
- Longleaf School of the Arts prohibits the possession and/or use of tobacco, drugs, and alcohol products or any related paraphernalia on school campus at any time. All school board policies are to be followed and will be enforced.
- Loitering in the parking lot is prohibited. Students should lock their cars and proceed into the building immediately upon arrival, and depart immediately following school dismissal or the conclusion of formal school activities.
- Authorization to park on campus does not provide autonomy for a student to leave campus during regular school hours (i.e. lunch, check-out). Students must have a valid off-campus lunch pass or sign out with proper authorization at the front office to leave campus during regular school hours.

## **STUDENT PREFERRED NAME POLICY**

At Longleaf School of the Arts we support the right to express one's individuality. When parents or guardians enroll students, legal birth names (on birth certificate) are required and will be used on all formal school documents including the graduation diploma, legal documentation, transcripts, standardized test scores (state/AP exams), etc.

A student may have their email set to their preferred name, and their preferred name added to PowerSchool to print on rosters. The student must complete a preferred name form. The form must be signed by a parent or guardian and submitted to the Director of Student Information. The student's preferred name will remain the same for the duration of the student's enrollment at Longleaf unless the student legally changes their name and provides LSA with proper documentation.

The student's preferred name will be used for less formal documents, such as the yearbook, art programs, certificates, etc. However, all legal documents such as standardized tests, transcripts, and diplomas will maintain their legal birth names until legally changed.

# DISCIPLINE & CONSEQUENCES

## 1. PROGRESSIVE DISCIPLINARY PLAN

The following table outlines consequences for minor infractions not listed under Tier I, II, III, and IV below.

Number of Offenses	Resulting Discipline
1st offense	30 minutes of service detention scheduled with individual teacher
2nd offense	60 minutes of service detention scheduled with individual teacher (can be 2 X 30)
3rd offense	LSA designee notified, 90 minute service detention arranged by designee
4th+ offense	Lunch detention, ISS, OSS, other

## 2. GUIDE TO DISCIPLINARY CONSEQUENCES

- Tier I** Teacher Service Detention and/or Administrative Conference
- Tier II** Service Detention, removal from after school clubs or competitive activities for a time period to be determined by the Head of School, temporary alternative scheduling, and/or self-study module based on the nature of the offense.
- Tier III** 1-10 days suspension from school
- Tier IV** Recommended long-term suspension from school

VIOLATION	SANCTION
Violation of basic standards established for the school community	I
Inappropriate language	I
Disregard of directions of a school employee	I
Misuse of technological device	I
Tardy to class outside of the start of the school day	I
Breaking a classroom rule	I
Violating LSA dress code	I/II
Verbal altercation with student and/or teacher	II
Not attending teacher assigned/scheduled service detention	II
Repetitive disruptive behavior	II
Unwanted or inappropriate physical contact	II/III
Privacy Violation - Misuse of Zoom or Recorded Material	II/III
Bullying, Cyberbullying, Harassment of a Student or LSA Staff Member	II/III
Failure to adhere to off-campus lunch rules	II/III
Out of class without a pass	II/III
Tobacco Violation of <i>Alcohol, Drug, and Tobacco Policy</i>	II/III
Unauthorized absence from class	II/III
Destruction of property	II/III
Tampering with school safety equipment	III
Theft	III/IV
Drug & Alcohol Violation of <i>Alcohol, Drug, and Tobacco Policy</i>	IV
Communicating a threat	II/III/IV
Assault of another individual	IV
Possession of an item considered to be a weapon	IV
Assault with a weapon	IV

The Head of School or his/her designee will determine and reserves the right to amend the listed consequences on a case by case basis for the good of the school community as a whole. Each incident will be dealt with on a case by case basis.

### **A. SERVICE DETENTION**

Service Detention is scheduled on a case by case basis for students who have violated minor rules. Students assigned Service Detention will be expected to arrange service time with the school's designee who oversees Service Detention. The Service Detention Coordinator will assign students dates/times for service detention. If a conflict of date/time occurs, the Service Detention Coordinator will handle changes on an individual basis between parent and student.

### **B. SUSPENSION**

Suspension from school is a disciplinary measure that entails a student being isolated from the school community. During this period, the student is not allowed to participate or to be a spectator in the academic or extracurricular life of the school. **SUSPENDED STUDENTS ARE RESPONSIBLE FOR ALL MATERIAL COVERED DURING THEIR ABSENCE.** The faculty is not required to give extra help or attention to those students who are or have been suspended. It is the expectation that all assignments submitted during the period of suspension will be given no extra time to be completed; however, the Head of School can waive this policy in certain cases. It is important to note that records of suspensions may impact students' college application process.

### **C. REFERRAL TO THE AUTHORITIES**

In some cases, violations on school campus also violate local, state, or federal laws. In these cases, the school administration will refer the incident to law enforcement for investigation and full prosecution.

#### **LSA STAFF MEMBERS' RIGHT TO PURSUE CIVIL LEGAL SUIT AGAINST "INHERENTLY LIBELOUS" STATEMENTS**

**Under North Carolina defamation law, a statement is considered inherently libelous if it:**

1. Maintains that an individual is guilty of a crime;
2. Claims that an individual has an infectious disease;
3. Attempts to discredit a person in their profession or industry; or
4. In some other way, subjects an individual to public disgrace, contempt or ridicule.

**Any reported statement - public or private - can result in a discipline consequence from the school and/or legal action.**

### **D. GRIEVANCE AND DUE PROCESS**

In the event that a student feels that he / she has been unduly punished, the student/parent may request a meeting with the Head of School. If the student/parent still feels as though the individual has been treated unfairly, an appeal may be made to the Longleaf Board of Directors. Appeals must be made in writing one week (7 days) before the Board meeting.

**LONGLEAF SCHOOL OF THE ARTS**

**COMPLAINT OF DISCRIMINATION ON THE BASIS OF AGE, DISABILITY,  
GENDER, RELIGION, RACE, COLOR, OR NATIONAL ORIGIN FORM**

Pursuant to Civil Rights Act, 42 USCS § 2000d, “no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The purpose of this Form is to provide a process by which students, parents/legal guardians of students, teachers and staff of Longleaf School of the Arts have an opportunity to inform Longleaf School of the Arts of discrimination on the basis of age, disability, gender, religion, race, color or national origin and provide an opportunity for the complaint to be investigated and addressed by Longleaf School of the Arts and appeal the decision reached by the Review Board/Diversity Committee.

Please answer the below questions truthfully and accurately and provide as much detail as possible to assist with this process.

1. What is your full name? (Name of individual completing this form.)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

You may complete this complaint anonymously (without providing your name). If you have decided to complete this form anonymously, please explain the reasons why below.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are you the target of the discrimination? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Are you a student, staff member, parent/legal guardian, administrator, or have another affiliation with Longleaf School of the Arts? Provide your response in the space provided:

\_\_\_\_\_

4. What is your address, email address and telephone number?

Home/mailling address (street address, city, state, zip code)

\_\_\_\_\_

Email address (optional)

\_\_\_\_\_

Telephone number

\_\_\_\_\_

**5. Describe what happened. Please include the date of each event, all individuals involved including witnesses and whether those individuals are students, teachers, legal guardians of students, staff members or administrators, and where the events took place.**

---

---

---

---

---

---

---

---

**6. If you know and have permission to share any contact information (addresses, phone numbers, and email addresses) for the individuals involved, please provide such information.**

---

---

---

---

**7. What is the best manner to reach you (i.e. telephone number, mail or email) to follow up with you regarding this complaint?**

---

**8. What is your proposed resolution to resolve the discrimination complained of in this form? (For example, an acknowledgment and apology, a meeting with the individuals involved, etc.)**

---

---

---

---

---

---

**9. Does this Complaint, to your knowledge, relate to another Complaint of discrimination concerning a student, legal guardian/parent of a student, teacher, staff member or administrator of Longleaf School of the Arts? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**If you responded yes above, please provide more information about the related complaint such as the approximate date of the discrimination/complaint and who completed the complaint form.**

---

---

**Please submit this Form to the front office at Longleaf School of the Arts or via this email address [LSADiscriminationReport@longleafschool.com](mailto:LSADiscriminationReport@longleafschool.com) and keep a copy of this Form for you and in case you decide to complete a Request for Reconsideration.**



## REVIEW AND INVESTIGATION PROCESS

Once your complaint is received, Longleaf School of the Arts will endeavor to do the following within a reasonable period of time:

1. Contact the individual who made the Complaint in the manner noted as the best way to reach them on the Complaint Form and acknowledge receipt of the Complaint.
2. Review Board/Diversity Committee will review the Complaint.
3. One or more individuals from the Review Board/Diversity Committee will conduct interviews of the main individuals involved in the discrimination and prepare a summary of the interviews.
4. Review Board/Diversity Committee will collect and review relevant documents provided by the Complainant, individuals involved and possibly other sources, if necessary.
5. Review Board/Diversity Committee will develop a resolution and put it in writing.
6. Review Board/Diversity Committee will provide the resolution to the Complainant/target of the discrimination in writing.

If you (the Complainant/target of the discrimination) disagree with the resolution, you have 15 days to send the attached Request for Reconsideration to the Review Board/Diversity Committee at the following email address [LSADiscriminationReport@longleafschool.com](mailto:LSADiscriminationReport@longleafschool.com) or by leaving the form with the front office at Longleaf School of the Arts. The Review Board/Diversity Committee will review the Request for Reconsideration and provide an amended resolution or explain why its initial resolution addressed the discrimination within a reasonable period of time. If a Request for Reconsideration is not filed within 15 days, the Review Board/Diversity Committee will: 1) ensure that the resolution is carried out as written and 2) send a letter of completion to the Complainant/target of the discrimination to confirm.

If you disagree with the amended resolution or explanation of findings, you have 15 days from receipt of the amended resolution or explanation of findings to complete an Appeal Form with Longleaf School of the Arts, which will be reviewed by all Longleaf administrators who do not have a conflict. The administrators will have a meeting with the main parties involved, review the relevant interviews and materials from the investigation and determine whether the amended resolution or explanation of findings adequately addressed the discrimination or provide an alternative resolution. This will be the final stage of this process for Longleaf School of the Arts. If an Appeal form is not filed within 15 days as explained in this paragraph, the Review Board/Diversity Committee will: 1) ensure that the amended resolution or explanatory resolution is carried out as written and 2) send a letter of completion to the Complainant/target of the discrimination to confirm.

We are hopeful that together we can work to resolve your complaint.

**REQUEST FOR RECONSIDERATION – DISCRIMINATION**

If you (the Complainant/target of the discrimination) disagree with the resolution, you have 15 days to send this **Request for Reconsideration** to the Review Board/Diversity Committee at the following email address [LSADiscriminationReport@longleafschool.com](mailto:LSADiscriminationReport@longleafschool.com) or by leaving this form with the front office at Longleaf School of the Arts. The Board/Diversity Committee will review the Request for Reconsideration and provide an amended resolution or explain why its initial resolution addressed the discrimination within a reasonable period of time. **Please attach a copy of the Complaint and Resolution to this form if you have them and keep a copy of this Request for you.**

**1. What is your full name? (Name of individual requesting reconsideration.)**

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**2. Are you the target of the discrimination? Yes\_\_\_\_\_ No \_\_\_\_\_**

**3. What is your address, email address and telephone number?**

**Home/mailling address (street address, city, state, zip code)**

\_\_\_\_\_

**Email address (optional)**

\_\_\_\_\_

**Telephone number**

\_\_\_\_\_

**4. What problems do you have with the resolution reached for the Complaint?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. What is your proposal to address the problems you listed above?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPEAL FORM - DISCRIMINATION**

**If you disagree with the amended resolution or explanation of findings, you have 15 days from receipt of the amended resolution or explanation of findings to complete this Appeal Form with Longleaf School of the Arts, which will be reviewed by all Longleaf administrators who do not have a conflict. The administrators will have a meeting with the main parties involved, review the relevant interviews and materials from the investigation and determine whether the amended resolution or explanation of findings adequately addressed the discrimination. The administrators may provide an alternative resolution. This will be the final stage of the complaint process for Longleaf School of the Arts. Please attach a copy of the Complaint, Resolution, Request for Reconsideration, and Amended Resolution/Explanation to this form if you have them.**

**1. What is your full name? (Name of individual requesting reconsideration.)**

**First Name:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**2. Are you the target of the discrimination? Yes \_\_\_\_\_ No \_\_\_\_\_**

**3. What is your address, email address and telephone number?**

**Home/mailling address (street address, city, state, zip code)**

\_\_\_\_\_

**Email address (optional)**

\_\_\_\_\_

**Telephone number**

\_\_\_\_\_

**4. What problems do you have with the amended resolution reached for the Complaint or additional explanation provided for the resolution?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. What is your proposal to address the problems you listed above?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_