



**PLP Board Meeting AGENDA December 10, 2008 6 pm at PLP Upper School :**

[~est. mtg. time 90 minutes]

- # Welcome & Introductions
- # VOTE - Approve meeting minutes from last mtg. (please review Kari's e-mails prior to the mtg.)
- # Recital of Mission Statement – Kate Alice
- # Pride Moments – Kate Alice
- # Open Session - Visitors Talk / Provide Input for 2 Minutes Each [\*please sign in\*]
- # Head of School Report – Kate Alice Dunaway {8 minutes}
- # Technology Update / EdLine / ConnectEd / laptops – Mark McCurry {4 min.}
- # VOTE - Policies & Procedures; Discipline Policy – Anne McIntosh {4 min.}
- # Budget Update – Bill Neal (Treasurer) {5 minutes}
- # Traffic Flow Status / Traffic Light / Bus Plan – John Moloney/Chris Perri / Anne {5 minutes}
  - o Upper school student involvement with traffic technology & design?
- # Informed Family Facilitators (IFFs) Plans/Activities/Committees Update {5 min.}
- # Literature Review Committee Formation – Barbara Freund {2 minutes}
- # STEM-ology Partnership / Robotics / NCTA Awards – John Moloney {2 minutes}
  - o Upper School decision of 'FTC' or other special project / PLP JFLL & FLL competitions Dec.-Jan.
- # Student Performance ; 8th Grade Technology Testing– Jennifer Gnann {4 minutes}
  - o Student Assessment Growth & Evaluation (SAGE) + Pre-test results in?
- # Stakeholder Survey / Capital Campaign / ISC – Kate Alice / John Moloney {3 minutes}
- # Grant Research and Writing Update – Anne McIntosh {2 minutes}
  - o Kaleidoscope Foundation Mtg. on Friday Dec. 12
- # Board Governance & Strategic Planning/Board Training – John Moloney {3 minutes}
  - o Sat. January 10 Board Training Session with Brian Carpenter/Nat'l Charter School Institute
  - o Schedule Strategic Planning dates & times for '09
- # **BEGIN Closed session;** real estate lease / personnel / contracted service \*\*\*\*\*
- # Personnel
- # Confidential Student Information
- # **END Closed session;** real estate lease / personnel / contracted service \*\*\*\*\*
- # Next Board meeting tentatively scheduled for January 14, 2008 6 pm @ PLP/Upper School

**Pine Lake Preparatory  
Board of Directors  
Meeting Minutes**

Meeting Date: December 10, 2008

Location: PLP Upper School

**Directors Present:** Anne McIntosh, John Moloney, Bill Neal, Barbara Freund, Chris Perri, Antoinette Ellison

**Directors Absent:** None

**Administrative Staff:** Kate Alice Dunaway, Kari Jolly, Chris Scholl, Gloria Miller, Amy Sevic  
Mark McCurry, Jennifer Gnann, Kay Johnson

**Guests:** ~~See Attached List~~

- Meeting called to order at 6:08 p.m. by John Moloney. John lays out protocol for meeting.
- Minutes from the November 2008 are presented for approval; motion made by Anne to approve the minutes as presented; seconded by Bill; unanimous approval; motion carried.
- IT update from Mark McCurry. Brief update on Edline and its capabilities. The roll out has overall been successful. Every classroom is using it now and we have been using its mass communication features. We also have launched the ConnectEd mass communication program. We will use ConnectEd for emergency communications as well as daily notices. The student laptops and mobile computer labs are up and running. They are receiving very heavy use by the students and the teachers. He also thanks our community for their donations and gives special recognition to Best Buy's store manager, Walt. If you are in Best Buy, stop and say "thank you" to Walt. IBM graciously donated several office items and parents have donated many items (projectors, computers, overheads, etc.). John M. questions the status of students using their own laptops and being able to access Internet. Mark shares that they are researching secure connection options, so that we can open up the opportunity for students to use their own laptops. We regulate the computer use to PLP owned computers only at this time because we need to be able to control the virus protection and technology security. John also clarifies that there are several technology items on the "wish list" if anyone is interested. The wish lists for the Lower School are posted on Edline.
- Head of School report from Kate Alice. She shares the Mission Statement. John M. shares the "pride" moment – where our families really came through for the Stocks for Tots toy contribution. Kate Alice celebrates the win of the US basketball team against Woodlawn, the mock trial team is preparing for their first event and the lego league teams were in Greensboro this last weekend checking out the competition. Since the last board meeting: NCTA awards dinner, 7<sup>th</sup> graders visited Discovery Place; 100% participation in college guidance; AR and AM are installed; Thanksgiving feast; MS Chess Club; participating in the Mooresville and North Meck holiday parades, Christmas in Davidson; Celebrations Around the World, campus facilities walk through w/Beacon and more. She touches briefly on the recent budget cuts from the state. We located a new supplier for marker boards and choral chairs. US exams next week. We had some personnel changes to provide improvement in instruction for our students.
- Open discussion session.
  - Andrea Canady mentions that the Go Green Partnership has provided the recycling boxes and we have recycling underway. The students are collecting and dumping the recycling matter, for which they earn service learning credit. Official kick off meeting 12/15/08, all are welcome. We are collecting cartridges, cell phones, etc. for a fundraising effort through Staples. Louisa Dow is coordinating the Staples collection. If you aren't sure how to Go Green, there are tips posted on the website.

- Cathy Vogel. Mrs. Vogel has a few questions for US administration. She questions the changes in the staff in the math department and did she miss a communication from the administration about those changes? Kate Alice states that a letter was posted on 12/1/08 on Edline; also that Mr. Reed personally sent home a letter this week to introduce himself. Mrs. Vogel questions what mentoring or teaching programs are in place for newer teachers to assist them with classroom management, curriculum, etc. Jennifer Gnann expands that NC requires that each new teacher have a mentor for the first 3 years of teaching. We sent 20 experienced teachers to mentor training in September. They are now NC trained mentors. The Administration from each school works closely with each department to insure that the more experienced teachers work with newer teachers. Mrs. Vogel questions what latitude teachers have in teaching the curriculum. Anne asks for clarification of the question. She questions specifically if teachers can go outside the curriculum or does the Board expect our teachers to follow a particular curriculum? Chris Scholl affirms that first and foremost, teachers follow the NC Standard Course of Study. Kate Alice expands that the Core Knowledge curriculum is used for the K-8 program. Jennifer Gnann states that it is expected that teachers provide the resources for the subjects they are teaching, but if a teacher wishes to use a different resource, is OK w/the leadership. In that regard, Mrs. Vogel question how the school assesses if the teacher is reaching the goals? Ms. Gnann clarifies that teachers turn in lesson plans to Chris Scholl for regular evaluation.
- Joe and Christiana Valley. He questions if there are plans in the future for the school to acquire additional real property. Chris Perri states that the current plan is to expand on our current 22.7 acre site, which has the capacity to accept all of the expansion that we anticipate we will need (parking, facilities, etc.). There are no other plans to acquire additional property. However, we are aware of who our touching neighbors are and we are keeping up any with any land that may come on the market. The board hopes to have a more defined list of priorities in the spring, as it is being developed currently. Christiana questions if the current master plan has a plan for on-site athletic fields. The answer is “no”, for the foreseeable future, we will be using area parks and recreation facilities.
- Policies and Procedures. The channels of communication policy and discipline policy are presented for consideration by Anne. See attached. Discussion ensues regarding the suspension and exclusion policy. Chris motions to approve the suspension and exclusion policy; seconded by Antoinette. Unanimous approval; motion carried. Discussion ensues on the channels of communication policy. Motion to accept the channels of communication policy by Barbara; seconded by Bill. Unanimous approval; motion carried.
- Budget update from Bill. He is working with the finance committee and states that we are watching our expenditures closely. The EC headcount has been submitted and we anticipate that we are going to receive the additional money needed for those students. The approximate \$51,000 state budget cut is touched on. Anne questions if our ADM has been changed; Jennifer and Kate Alice confirm that the ADM number of 1306 is correct.
- Traffic light and mass transport update. Chris Perri states that we are awaiting a firm date for installation of the traffic light. He remains hopeful that we will have it by the end of the year, but realistically at this point, in January. The main hurdles have been overcome. Chris states the NC DOT does not currently intend to add signage to the road approaching PLP, that the road markings take precedence over the traffic signs. John shares that he and Mark McCurry continue to work on the feasibility of getting a more refined and efficient system up and going for the dismissal procedure. Anne updates that Kate Alice has been meeting with two members of the community who are working to bring a transportation opportunity to PLP. They are currently in the assessment phase – what is the level of interest, etc.? Anne clarifies that any such endeavor would be between the participants and the provider; PLP would not be a party to any such agreement. Kate Alice confirms that the goal for

each provider is to get the buses out in January. Mr. Partridge states that he received about 135 inquiries and has about 105 committed to service. Bill questions if licensing, drivers, insurance, etc., are being handled. Mr. Partridge affirms. John questions if background checks will be performed on all drivers? Mr. Partridge affirms and further states that he is willing to use PLP background check providers if necessary. Kate Alice again clarifies that any operation of this nature will be the sole responsibility of the provider and PLP will have no input on the development or operation of the endeavor. Any member of the community who wishes to take advantage of these opportunities must conduct their own due diligence before making a decision. Pine Lake's only involvement will be to work with the transportation provider to accommodate their movement on and off campus and to insure that the students who will ride the bus have the appropriate release authorizations on file.

- IFF update from Karen Thomas. She thanks everyone who has participated in our campus wide events, with special thanks to Lisa Moyer, Lori Shannon, Julie Gelnaw for their efforts. Special thanks to Lowe's for the donated trees and decorations for the Christmas in Davidson event. All trees were sold and there was a profit. We have forged a wonderful alliance with the Homewood Suites. The Holidays in the Courtyard event has been rescheduled to next week. All are invited and the event is expected to be very exciting. The event runs from 5 to 8:30 and will be held next Tuesday. She also thanks the US students who have come forth to work with the LS students and assist with events held in the building. The Celebrations Around the World event was held on Tuesday in the Lower School. Upcoming events are cookie walks for Academic Partners, father/daughter dance and the mother/son bowling events, a lunch program is getting ready to roll out. Edline will be the main venue for communicating information about this program. The partnerships are all in place, except for the lead for the traffic partnership, which is being finalized now.
- Literature Review Committee update from Barbara Freund. Barbara states that there will be 2 meetings scheduled in January, one day and one night, so that everyone will have the opportunity to attend. Mr. Rhodes is working on selections for consideration.
- STEMology/Robotics/NCTA. There is a meeting on 12/17/08 at 6:30 p.m. regarding the Upper School First Technology Challenge and whether or not to proceed with participation. Guest Ann Taboada expands upon the participation of the Jr. First Lego League and First Lego League teams. A group traveled to Greensboro last Saturday to witness the challenges and the teams. She states that she is working with Gloria to schedule our own "challenge", since we aren't competing in the primary challenges. Chris questions if this is a club or part of the curriculum? It is a club with participation outside of the classroom.
- Student Performance; 8<sup>th</sup> Grade Testing from Jennifer Gnann. Student Assessment Growth & Evaluation (SAGE). Jennifer states that the computer skills test is being conducted with the 8<sup>th</sup> graders. She proctored a test of US students who have come to PLP from home schools, independent schools or from another state to assess their abilities. She will test about 225 students altogether. She thanks Mark McCurry for his assistance. A question is entertained from the floor – how long students have to pass this test? Jennifer states they offer the test in the spring and fall each year and each student has the opportunity to take the test as often as needed until they pass. The goal is to have the test passed in the 8<sup>th</sup> grade so that students can focus on other subjects in US.
- Stakeholder Survey/ISC/Capital Campaign. There was a conference call this afternoon to discuss the feasibility survey conducted by ISC. That information is being considered and is under review. There decision to move forward with the capital campaign has not yet been made.
- Grant writing and Writing update from Anne. No news from Food Lion; we are working on a Hamburger Helper grant. She is also hoping to get a grant funding partnership going. They are involving the teachers and students in the grant application process whenever possible. John states that efforts on the Kaleidoscope Foundation launch continue.

- Board Governance & Strategic Planning/Board Training. Dr. Brian Carpenter from the National Charter School Institute will be here on 1/10/09 to work with the board on that training. Strategic planning dates for 2009-2010 need also be considered.
- Open session concludes @ 7:32 p.m
- Next board meeting scheduled for 1/14/08 @ 6:00 p.m. at the Upper School.

# Pine Lake Preparatory

## Head of School Summary

November 13, 2008 – December 10, 2008

Wednesday, December 10, 2008

### Overview

Pine Lake students and Academic Partners completed seventeen (17) days of school since the November Board meeting. Students, family members, board members, and/or Academic Partners have participated in the following since November 12, 2008:

- North Carolina Technology Awards Dinner, Cary
- Sixth Grade Middle School Excursion to Discovery Place Pompeii Exhibit
- Registration of every Upper School Student in CFNC
- Visits from several colleges and universities including East Carolina, US Coast Guard, Greensboro College, Pembroke
- Rediker Software Training (2.5 days)
- Lead and Guide Training for Involved Family Partnerships
- Planning/discussions with Mr. Dougherty and Mr. Partridge for potential bus options for PLP families beginning in January
- Middle and Upper School Basketball Season Games
- First US Theatre Production: "All I Need to Know I Learned in Kindergarten"
- Kindergarten Admissions Open House
- November Birthday Recognition
- Installation/Implementation of Accelerated Reader/Accelerated Math
- LS, MS, US Thanksgiving Feast
- Middle School Chess Club Kick-off
- Mooresville Christmas Parade
- Junior First Lego League Competition Greensboro
- North Mecklenburg Christmas Parade
- Christmas in Davidson: Band, Up With Pride, US and MS Choral Groups
- Festival of Trees: Davidson Hilton Homewood Suites including music by PLP students
- Campus Tours for various community members including Donald Howie, Fred and Gwen Deaton, and charter school guests from North Carolina and Florida
- College Planning Seminars with all PLP Juniors to develop their College Planning Binders
- North Carolina Eighth Grade Technology Testing (NCDPI required)
- Celebrations Around the World: Lower School students with Upper School students assisting in the classrooms
- Campus Review with Chris Perri and Dawn Desmond, Beacon Partners

### **Service Learning Initiatives:**

- One Warm Coat Drive
- Juvenile Diabetes: Pretzel Day
- Habitat for Humanity
- Stocks for Tots
- March of Dimes
- Make A Wish
- Adopt A Highway
- Go Green at PLP
- No Kill Animal Shelter
- A Child's Place: Hygiene Kits
- Holiday Cards for Brian Center, Mooresville/Statesville

### **Finance/Budget**

Kari Jolly and I met with Bill Neal to review the budget following the NCDPI budget cuts. Pine Lake Preparatory will lose \$51,000.00 of the allocated funding as a result of these state level budget changes.

Additionally, Kay Johnson, Jennifer Gnann, and Leslie Kidder entered the required information regarding PLP EC students to assure the maximum funding for these students. We are continuing to pursue Special Reserve Funding.

### **Curriculum/Instruction**

#### *Edline*

The implementation of Edline is making a tremendous positive impact for our students and families. However, it appears that approximately 35% of the PLP families have not logged on Edline at this time. The Leadership Team is evaluating the best process to engage these families on Edline. ConnectEd is in use and we are receiving favorable comments from parents. As we move forward we will make calls after 9:00 am and before 8:30 pm unless the call is for an inclement weather announcement.

#### *Instructional Materials*

I located a new vendor for instructional supplies during the Thanksgiving break. As a result, all classrooms have marker boards which were delivered and installed last week. We have approximately three (3) boards to install at the Upper School this week. The choral chairs arrived as well as the work station for Ms. Gelnow at the Upper School. Also, donations for various offices have arrived and these will be arranged during the Winter Holiday.

### *Exams*

The Upper School will hold exams Tuesday, December 16 – Friday, December, 19, 2008. The students will be on Exam Schedule as set forth by Mr. Scholl.

### **Personnel**

Following weeks of on-going dialogue with Gloria Miller, Amy Sevic, Chris Scholl, Jennifer Gnann, and Kay Johnson, several Academic Partner changes were made at the Thanksgiving break. These changes provide better and/or more comprehensive services and instruction to our students. As stated in an earlier email to the Pine Lake Board of Directors, changes were made at the Lower School, Middle School, and Upper School upon recommendations and mutual decisions regarding personnel at each school level.

### **Closing**

Last week, *The Statesville Record and Landmark*, featured an article outlining the new initiatives of the Iredell-Statesville School System. The article stated that the school system hopes to *win back* the over three hundred students lost to Pine Lake Preparatory this school year. After reading the article, a PLP Upper School student stated that while the ISS initiatives may improve the options for students, the best way to improve and maintain excellent schools is with excellent teachers in the classrooms. As we approach the Winter Break, I continue to be impressed and often amazed by the caliber of individuals who are our Academic Partners. During a recent visit, two executives who oversee the operations of eighteen Florida charter schools with an enrollment of 14,000 students commented on several positive aspects of Pine Lake. After touring all three buildings, the Executive Vice-President continued to comment on our teachers and the adults in our learning community by asking about our application, the interview process, and the final selection. The guests stated they were *amazed* at the level of engagement and positive school climate found throughout Pine Lake.

As we approach a new year, we have accomplished more than many thought possible with achievable goals and exciting opportunities awaiting us in 2009.

Respectfully submitted,

Kate Alice Dunaway  
Head of School



## **Long-term Suspensions and Exclusion Policy**

### **Long-term Suspensions**

A long-term suspension is a denial to a student of the right to attend PLP and to take part in any PLP school function for any period in excess of ten (10) school days, up to the remainder of the school year or for 365 calendar days for certain violations of this Policy.

A student with disabilities recognized by Section 504 of the 1973 Rehabilitation Act, 20 USC 701 et seq of the Individuals with Disabilities Education Act (IDEA), 20 USC 1400 et seq has a right to all procedures established in the law and accompanying federal and state regulations. If the student is identified as a child with disabilities either under IDEA or Section 504, a determination must be made whether the child's conduct on violating the policy related to the disability. The student's record and master file record will reflect the disability and document the determination as to whether the violation is associated with the disability. If the violation of the policy is due to the disability recognized by the IDEA or Section 504, IDEA procedures for changes in placement must be followed prior to initiation of any suspensions greater than ten (10) days.

### **Exclusion**

An exclusion is the permanent denial to a student of the right to attend PLP and to take part in any PLP school function indefinitely. Students excluded from PLP will still retain the ability to return to their home school or seek other educational options such as private school or homeschool.

### **Decision to Seek Suspension over Ten Days or Exclusion**

If, after investigation, the Building Head decides that a penalty more severe than any within the Building Head's own authority is warranted, the Building Head may ask for a long-term suspension or exclusion within five (5) school days after learning of the misconduct.

### **Notice**

Whenever the Building Head seeks a long-term suspension, written notice must be given to the student and parents as soon as possible. This notice shall include:

- 1- The rule allegedly violated and the acts of the student which contributed to the violation of the rule, including a brief summary of the evidence against the student.
- 2- The penalty that the Building Head plans to recommend to the hearing board.
- 3- A copy of the hearing procedures adopted by the PLP Board of Directors.
- 4- Notification that written statements about the alleged misconduct and some of the student's records are available at the school for examination by the student, the parents and representative if the student giving the statement is over the age of 16.
- 5- A statement that before the long-term suspension or exclusion can be involved, the student has the right to appeal to a hearing board. The student and parents shall notify PLP within forty-eight hours after receipt of notice as to whether they request a hearing. If no notification is received, the Chair of the Hearing Board will review the Building Head's recommendation and make a decision. If a hearing is requested, the Building Head will notify the Chair of the Hearing Board and the Head of School to set a hearing date within seven (7) school days.

### **Scheduling the Hearing**

If a hearing is requested, the date should be scheduled prior to the ten days of suspension being up. The Chair of the Hearing Board may schedule a different time for the hearing for good cause.

### **Group hearings**

No group hearings will be held at PLP by the Chair of the Hearing Board. Any appeals must be made separately by each student/family involved and will receive a separate hearing. Any exception to this policy should be petitioned to the Board of Directors requesting special session for Group hearings.

### **Witness Statements**

The Building Head shall make available, in the school office, at least two school days before the hearing, the signed statements of all persons which forms the basis of the charges against the student if the student giving the statement is over the age of 16. These statements may be examined and copied by the student, parents, and representative. If the Building Head later receives any further information that will be introduced at the hearing the student must be notified of it, copies must be made available and the student shall be entitled, at his/her request, to a delay in the hearing up to four (4) school days.

Likewise, the student may file with the Building Head within two (2) days before the hearing signed statements of any witnesses who have defensive information the student wishes considered at the hearing.

### **Availability of the Student's Previous Records**

The student's parent(s) or representative may, upon request, have access to the student's previous school records; this request must be made in writing (or email) within at least two (2) days before the hearing. If the education records of one student contains information on other students, that said information shall be deleted.

### **Composition of the Hearing Board**

This Hearing Board is made up of a three (3) PLP Academic Partners who have agreed to serve and have received additional training. Also present at the Hearing is the Campus Services Director who will record the meeting notes. The Head of School shall appoint a Chair who will act as presiding officer of the Hearing Board. The Chair of the Hearing Board has the right and duties as other hearing board members.

- The Chair will schedule the hearing at a specified date, time, and place. The chair also has the authority to postpone the date, time, or change the place for good cause.
- The Chair assures the presence of a full board at the hearing.
- The Chair presides over the hearing, has authority to direct its proceedings, and to control the conduct of all persons present.
- The Chair shall write the board's findings of facts and recommendations for action and shall transmit this information to Dean, Head, campus representative.
- The Head of School will send a formal letter to the family of findings, recommendation, and decisions.

Other Academic Partners (2) are selected by the Head of School. They shall serve throughout the school year; they can request to be excused from specific hearings if there

is a stated conflict of interest. The Head of School can replace this board member for that said hearing with another Academic Partner from an appropriate pre-arranged list of alternates.

### **Conduct of the Hearing**

The hearing may be attended only by the hearing board members, the Head of School, the Dean/Head of specific school, the student, the parents, and the student's representative, and the Campus Services Director. If the Campus Services Director is not available for note-taking, the Head can appoint another Academic Partner to take notes for the meeting. No sibling shall be present unless he/she is acting as a witness for specific testimony. The sibling shall be present only for the testimony but not remain for the entire hearing. Other witnesses shall be present only when they are giving testimony for the board.

- Student has the right to remain silent. The student may testify in his/her own defense and may be cross-examined. The student may not be compelled to testify and such failure shall not be held against the student.
- Record of the hearing. The Board shall make a record of the hearing.
- Dean/Head's presentation of statement and records. It shall be the Building Head's duty to present at the hearing evidence regarding the alleged violation along with statements submitted by the student. The Board may request the Building Head to represent such other evidence it deems appropriate.
- Use of Witnesses. The hearing shall consist of a review of the statements and records presented by the Building Head. No evidence can be considered without the witness appearing in person so witness can answer questions.
- Examination of Witnesses. Members of the hearing board and any others permitted by the Chair of the Hearing Board may question witnesses about any matters relevant to the charge and the proper disposition of the matter.
- Role of the Parents. Parents or legal guardians may be present at the hearing.
- Adult representation in addition to parents. The student may be represented by an adult other than the parents at the hearing. Such adult may act within the parameters set by the Chair of the Hearing as a representative in the defense of the student. The adult may be an attorney. At the time of requesting the hearing, the student will notify the Building Head if he/she will be represented by an attorney. PLP may also have an attorney present.

### **Compelling the Appearance of Witnesses**

If the Hearing Boards find it necessary to have a witness appear and the witnesses refuses after being requested to appear, the Hearing Board may request the Board of Directors to use the subpoena power granted by G.S. 115-C-45 to compel the presence of a witness.

### **Disposition of the Case**

- Actions of the Hearing Board. The Hearing Board shall reach its decision by majority vote. The decision must be based solely on the evidence presented at the hearing and should state findings of fact on which the board's decision rests. If no misconduct is found, the matter is terminated and no further action may be taken against the student.

When misconduct is found, the Board's report shall include a recommendation to the Head of School of PLP concerning what action, if any, should be taken with respect to

the student. If mandatory sanction applies for the violation, the panel shall make this the recommended action.

- Actions of the Building Head. If the hearing board finds the student has violated a rule on misconduct, the Building Head may affirm, increase, or decrease, or otherwise change the penalty recommended by the Hearing Board.

### **Appeal to the Board of Directors**

The student may appeal to the Board of Directors through the Head of School in writing within three (3) school days of receiving the Hearing Board's decision. Implementation of the penalty will be imposed pending the outcome of the appeal. Such an appeal must be on the record made in the hearing. New evidence may be admitted only to avoid injustice or to correct any facts presented earlier. The Board of Directors may alter the Hearing Board's disposition of the matter only if the Board of Directors finds the decision clearly in error.

An adverse decision to the student by the Board of Directors may be appealed to a court of law.

### **Exclusion**

- Upon recommendation of the head and Dean, the Hearing Board or Board of Directors may permanently exclude a student who is fourteen years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The Hearing Board or Board of Director's decision to exclude such a student shall be based on clear and convincing evidence, and shall be made in accordance with the NC State Board of Education guidelines defining acts and conduct that are considered a clear threat to the safety of students or employees. The Board has no duty to continue to provide education to a child who has been excluded pursuant to this policy. However, in some cases involving students with special needs, the Board may recommend placement in an alternative setting.
- The decision of the Board under this policy is final, subject only to judicial review in accordance with Article 4 of Chapter 15B of the General Statutes.

Initially approved: 12-05-2008

Reviewed:

## Channels of Communication

### **Who do you contact if you or your child has a question, idea, concern, or problem?**

The PLP Faculty, Administration, and Board wish to be as helpful and responsive as possible to both parents and students. PLP encourages students and parents to seek the most appropriate channels of communication to answer any questions or requests, so that their needs may be met quickly and easily.

### **Using the School Channels of Communication**

If a parent or student has a question on School academic programs, policies, or procedures, they should first speak with the classroom lead teacher. If the question is not resolved, the parent or student can speak with the Dean of the Elementary, Middle, or Upper School who will work to resolve the concern. If, for any reason, the question or concern is still not resolved, the parent or student may write a grievance, as outlined by the Grievance Policy.

### **Fast-track Point Contact Team**

<b>Area of question, idea, Concern, or problem</b>	<b>First channel of communication</b>	<b>Contact Info</b>
Curriculum Instruction Classroom Management	Classroom lead teacher	
Exceptional Children	EC teacher	Kay Johnson
Parent Involvement Organization	Involved Family Facilitators	Karen Thomas
Before- and After- School program		Kate Alice Dunaway
Financial matters	PLP BOD- Treasurer	Bill Neal
Food Service	Involved Family	Karen Thomas
Fund-raising	Kaleidoscope Foundation	
Music enrichment		Danny Lloyd
Room parents	Involved Family Facilitators	Karen Thomas
Student Records		Molly Manning

## **Timeliness of Response to incoming PLP communications**

### **Email communications**

PLP Academic Partners respond to emails within 48 hours M-F (excluding PLP School holidays) with an individual response; PLP Academic Partners can elect to set up an automated reply to go out immediately such as: "We have received your email ; thank you for contacting PLP. We will investigate further and respond to you within 48 hours." Document by creating "sent-mail" file folders.

- EXCEPTION: Any emails from those individuals who have legal action pending with the school; in these instances, all communication must go through legal counsel.

### **Telephone calls**

PLP Academic Partners respond to phone calls within 48 hours M-F (excluding PLP holidays); even if the voice mail response is: "We have received your phone call. Thank you for calling PLP. We will get back to you with a more informed response within 48 hours during the regular business week." Document phone calls via phone logs.

- EXCEPTION: Any phone calls from those individuals who have legal action pending with the school; in these instances, all communication must go through legal counsel.

Revised: 12-10-2008