

**Cape Fear Center for Inquiry
Board of Directors Agenda
June 21, 2016- 6:00pm**

***Nurturing a Sense of Wonder.** Cape Fear Center for Inquiry is committed to promoting students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing and empowering environment.*

Roll Call Sam Deprisco, Cathey Luna, Lori Roy, Kelly Dodd, Missy Ritchie, Todd Fischer, Lauren Lombardi, Ashley Cooksley, Beth Carter, Kristen Hudson, Cathi Mintz, Jackie Anderson, Lisa Sharpe

Time	Subject	Chair/Presenter	Activity
6:00 PM	<i>Call to Order</i>	Cathey Luna	Action
6:01	<i>Approval of Minutes: 5/17/16</i>	Cathey Luna	Action
6:02	<i>Visiting Faculty*</i>	TBD	Information
6:07	<i>Visiting Parent or Community Members*</i>	TBD	Information
6:10	<i>Director's Report</i> <ul style="list-style-type: none"> • 7-8 Science Teacher Recommendation • 6th Grade Math/Science Teacher Recommendation • Update on 7-8 ELA position and EC position • Update- Leave of absence • Intervention Specialist update and posting • Possible teaching assistants update • IT Update- <i>closed session</i> • Contract Renewal Recommendations- <i>closed session if need determined</i> 	Lori Roy	Information/ Discussion Action
6:45	<i>Partnership</i> <ul style="list-style-type: none"> • Update 	Lori Roy	Information
6:55	<i>Life Long Learning</i> <ul style="list-style-type: none"> • Committee Report 	Jennifer Paetzold	Information
7:05	<i>Finance</i> <ul style="list-style-type: none"> • Committee Report/Monthly Budget 	Kathy Rettig	Information/ Discussion/ Action
7:15	<i>Executive Committee</i> <ul style="list-style-type: none"> • Board Elections- Community Seat • Director's Evaluation- closed session 	Cathey Luna	Information/ Action
7:45	<i>Policy and Procedure Review</i> <ul style="list-style-type: none"> • Committee Report- Procedures: Student Educational Opportunity leave process and Disabilities and Food Allergies 	Jennifer Solomon	Information/ Action

8:00	<i>Development Committee (Formerly Fundraising & Strategic)</i> <ul style="list-style-type: none"> No Meeting- will reconvene over the summer 	Lori Roy	Information
8:05	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> Next Executive Committee Meeting: <i>TBD</i> Next Board Meeting- July 19, 2016 	Cathey Luna	Information Action
8:07	<i>Closed Session for meeting critique (NC statute 143-318.11)</i>	Cathey Luna	Discussion
8:10	<i>Adjournment</i>	Cathey Luna	Action

Board Agenda Requests: If you would like to request that an item be added to the Board agenda, please e-mail the Board Chair, Cathey Luna at cluna@cfcnet.net with “CFCI Board Agenda” in the subject line, or place the request in his box in the main school office. The agenda request must include the subject, a brief synopsis of what you would like to present, the amount of time requested, any handouts you would like to distribute, and whether your request is informational, discussion, and/or requests board action.

All requests and materials need to be submitted by noon on the first Friday of the month. Items not received by this time will not be considered for the following month’s Board meeting. The Board Executive Committee reserves the right to determine whether the item is added to the agenda, to ask for additional information, or to redirect the request to an appropriate committee or person.

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Nurturing a Sense of Wonder. Cape Fear Center for Inquiry is committed to promoting students' abilities to think and create in personally meaningful ways through an inquiry-based, integrated curriculum in a nurturing and empowering environment.

Roll Call: Lori Roy, Lisa Sharpe, Julie Sartorius, Jackie Anderson, Cathey Luna, Todd Fischer, Kristin Hudson, Beth Carter, Sam Deprisco

Time	Subject	Chair/Presenter	Activity
5:58 PM	Call to Order	Cathey Luna	Action
5:59	Approval of Minutes: 5/17/16 <ul style="list-style-type: none"> Todd motioned to approve the minutes, Kristin seconded, all in favor 	Cathey Luna	Action
6:00	Visiting Faculty* <ul style="list-style-type: none"> N/A. 	TBD	Information
6:06	Visiting Parent or Community Members* <ul style="list-style-type: none"> Lisa Buchanan introduced self, faculty member at UNC-W, interested in being on board. 	TBD	Information
6:00	Director's Report <ul style="list-style-type: none"> Recommendation for 6th grade Math and Science teacher and 7th/8th grade Science teacher. Lori shared info. about Morgan Potter and Brandt Hart including the panel's recommendation that they join CFCI as new teachers. Beth made a motion to hire both candidates, Todd seconded, all in favor. Update on leave of absence – Letter from Ingrid Stenzel in packet. She previously submitted a request to take a year leave to teach abroad. She plans to go to Switzerland in July. Plan to post her vacant position soon. Kristin made a motion to approve the one year absence, Todd seconded, all in favor. Interventionist Specialist update – previously discussed with the board (April meeting), lots of discussion with faculty. Discussed the relation to MTSS, gave overview of needs, barriers. Survey given to faculty with 87% in favor of having an interventionist position. Shared packet, shared details about what positions look like in other schools, national models. Todd made a motion to approve the draft of the position and to post the position, Kristin seconded, all in favor. Update on TA – budget looks good but still some unknowns – would like to bring on additional TA or tutors as well. Plan to hold off on this until final budge. Lori Benazzi is also looking at EC budget for the option of an additional EC assistant. 	Lori Roy	Information

6:25	Partnership <ul style="list-style-type: none"> Looking for board members, vote will go out electronically possibly by end of the week. Still waiting on information regarding 503 status. 		Information
6:26	Life Long Learning <ul style="list-style-type: none"> \$10,000 budgeted for PD next year, looking at options to balance this. 	Jennifer Paetzold	Information
6:27	Finance Report <ul style="list-style-type: none"> Kathy encouraged new board members to talk to her if they have any questions about budget issues. Kathy clarified separation between CFCI and partnership budget. 	Kathy Rettig	Information/ Discussion/ Action
6:30	IT Update <ul style="list-style-type: none"> Paul provided an update on the server. He presented 3 quotes – discussed issues with various quotes, equipment, etc. Shared rationale behind various requests, need for the server. Discussed wireless aspect – Wave 2. Noted firewall is already configured. Beth motioned to approve buying server equipment not to exceed \$10,000, Todd seconded, all in favor. 	Paul Allen	Information/ Discussion/ Action
Standing Committee Reports:			
6:49	Executive <ul style="list-style-type: none"> Cathey discussed officer roles and positions, noting we need to have a secretary and a chair and that only those previously on the board are able to be on the executive committee/hold officer position. Ballots passed out – vote conducted. Lisa Buchanan elected to community seat, Ashley Cooksley elected secretary. 	Cathey Luna	Information
6:57	Policy and Procedure Review <ul style="list-style-type: none"> Discussed 2 policies committee has been working on and staff has approved. 1 is an additional statement to meals CFCI provides with regards to food allergies and the other is regarding a request for an excused absence for student educational opportunity. Explained the need and goals for both Discussed options for teachers to highlight in August newsletter, discuss during opening meet Passed out packets and asked the board to take both versions with them for a first read and to return to discuss next month 	Jennifer Solomon	Information
7:07	Development Committee (Formerly Fundraising & Strategic) <ul style="list-style-type: none"> Committee did not meet, would like to meet next month, ideas in the works, goals, objectives, plans for that committee 	Todd Fischer	Information

7:08	<i>Other Announcements and/or Upcoming events:</i> <ul style="list-style-type: none"> • Next Executive Committee Meeting <i>TBD</i> at 11:45 at Henry's on Shipyard Blvd. • Next Board Meeting- 7/19/16 at 6:00pm at CFCI – room TBD 	Cathey Luna	Information
7:09	<i>Closed Session for meeting critique (NC statute 143-318.11)</i>	Cathey Luna	Discussion
8:07	<i>Contract Renewals</i> for teachers and staff for 2016-2017 year with 2 changes (Ingrid Stenzel taking year leave, Paul Allen job description amendments). Beth motioned to accept all recommendations with noted changes, Todd seconded, all in favor. Conflict of Interest – Board members signed annual form	Cathey Luna	Action
8:12	<i>Adjournment</i>	Cathey Luna	Action

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7th/8th Grade Science teacher recommendation:

On May 31, 2016 a 10 member panel interviewed 4 candidates for the middle grades Science position. The panel unanimously recommends Brandt Hart. Brandt has a Bachelor's degree in Marine Biology and a Master's degree in Middle Grades Science. He also has his teaching certification in middle grades Science. Brandt had an internship at Myrtle Grove Middle School and his Field Experience was at Murray Middle School. Brandt is also a writer and brings a wealth of additional experiences related to Science in his previous work experiences as an Eco-Kayak tour guide.

6th Grade Math/Science teacher recommendation:

On June 3, 2016 a 10 member panel interviewed 2 candidates for the 6th grade Math/Science position. 4 candidates were scheduled (one cancelled without reason and one cancelled due to having accepted another position). The panel recommended a 2nd interview for one candidate, Morgan Potter to include an integrated math/science lesson with a focus on fractions. On June 14th - that same 10 member panel interviewed Morgan Potter and unanimously recommends her. Morgan has a Bachelor's degree in English and Master of Arts in Teaching. She is certified to teach K-6. Morgan has taught 5th grade for the past 2 years. She brings enthusiasm, passion, confidence and dedication to our school.

7th/8th English Language Arts teacher update:

On June 6, 2016 a 10 member panel interviewed 4 candidates for the middle grades Language Arts position. The panel was unable to reach a consensus and the position was reposted - with a closing date of June 23rd.



CFCI Meeting Agenda

Lifelong Learning Committee

Date: 6.10.16

Present: Lisa Sharpe, Kristen Gray, Sarah McCorcle, Rene Lemons,

Visitors:

Next meeting: July...all agreed to check emails with text reminders for the month of July so we stay in touch and have consistent communication

Topic:

Discussion: Curricular Conversations:

Book studies...Learning for Real? Book from Dutch Fork?

Video of lessons to drive conversation

Once a month; Loop levels and whole faculty...combo of both would be ideal

When....one Wednesday a month?

Parent...background checks...for class coverage

Heidi...coming 2016-2017...2x would be ideal (\$3200 approx.)

Tuesday meetings...packed with things from other meetings...Minutes shared whole faculty...to better inform people overall what is taking place on all committees.

Online module to access curricular conversations...in addition to face to face meetings. Ensure curricular conversations offer various entry points and modalities to hit all of our faculty learners.

Action or Request (if any)

Follow up emails with texts

Heidi...book recommendation for book study

Book email to faculty

Sub budget with Kathy (approximately \$400/PD day... x4 days = \$1200)

Topic: Opening Work Days

Discussion

Opening meeting location...Rene church

Coastal Horizons...would love that to happen again on first day



CFCI Meeting Agenda

**Action or Request (if any)**

Look into Coastal availability

Rene will check with church after we confirm with UNCW professors

STATEMENT OF INTEREST IN MEMBERSHIP

In the Corporation for Inquiry, Inc. Board of Directors

1. Prospective Director's Name: Lisa Brown Buchanan
2. Address: 7016 Brittany Lakes Drive Wilmington NC 28411
- Street City State Zip
3. Home Phone Number: NA Cell Phone Number: 336-380-1865
4. Work Phone Number: 910-962-2890
3. Current Occupation: Professor, UNCW
6. E-mail Address: buchananl@uncw.edu

7. Please list below the name, address, and telephone numbers of people willing to serve as a reference for you. By listing these names on this form and submitting it to the current Board of Directors, you give permission for us to check with those references. Our Bylaws require that you include at least 4 references who can verify your personal background.

Name	Address	Phone Number	e-mail
Kathy Fox	601 S. College Road Wilmington NC 28403	910-962-3240	foxk@uncw.edu
Brian Brinkley	601 S. College Road Wilmington, NC 28403	910-962-3633	brinkleyb@uncw.edu
Tracy Hargrove	601 S. College Road Wilmington, NC 28403	910-962-7395	hargrovet@uncw.edu
Sarah Shear	3000 Ivyside Park 226 Hawthorn Altoona, PA 16601	814-949-5272	sbs5180@psu.edu

8. Our Bylaws require that you provide a personal written statement that addresses the following:
- A. Your **personal reason** for wanting to serve on the Board of Directors of this corporation;
 - B. A **statement of support** for the school's Mission Statement (see website homepage);
 - C. A statement of **personal education philosophy**;
 - D. A statement of **personal background**, including any talents or experience that can contribute to the function of the Board. Please attach your personal written statement to this completed form.
9. Indicate which category of position you are applying for:
- Parent x Community Member Faculty/Staff
10. List any connection you have to CFCI such as: children/relatives who currently attend CFCI, faculty/staff members, current board members, companies that do business with CFCI or other entities that have a relationship with CFCI.
11. Upon the receipt of this completed application, you will be mailed a form for a Criminal Background Check which is required by for all CFCI Board of Directors.
12. The following statements are required by the Bylaws. Please read and sign to indicate your qualifications:

I am at least twenty-one (21) years of age, am a current resident of North Carolina, and hold at least a high school diploma or its equivalent. I have read and understand the Articles of Incorporation and the Bylaws of the Corporation for Inquiry, Inc. (You can read a copy of the Articles of Incorporation and the Bylaws at: www.cfci.net under the Board of Directors Section.)

Lisa Brown Buchanan
Signature

May 16, 2016
Date

Please e-mail this form to the CFCI Board of Directors Secretary or return or mail a hardcopy to:

CFCI Board of Directors
2525 Wonder Way
Wilmington, NC 28401



UNIVERSITY of NORTH CAROLINA WILMINGTON

Dr. Lisa Brown Buchanan
Watson College of Education
UNC Wilmington
601 South College Road
Wilmington, NC 28403
910-962-2890

May 16, 2016

Dear Board of Directors:

My name is Lisa Brown Buchanan and I am writing to share my interest in serving Cape Fear Center for Inquiry through the Board of Directors. Below is the required information, and I welcome any questions you have. Thank you for considering me for working with the CFCI community.

Sincerely,

Lisa

Personal Statement

I am interested in serving CFCI through the Board of Directors for 2 reasons: to support a charter model that I believe in as a teacher educator and to support a group of local teachers in a different outlet than traditional professional development or field placement relationships through the university. While I know less about the financial and personnel operations of schools, I am well versed in the daily lives of teachers. I see my contribution to the board of directors as an opportunity to honor the many roles, responsibilities, and challenges that impact CFCI's teachers.

Statement of Support

Specifically, I support both the vision of CFCI and the groundwork that happens daily in the classrooms. I have read and understand the Mission Statement of CFCI from the school's website.

Personal Education Philosophy

I strongly believe that teaching and learning is developed is socially constructed. Therefore, I strongly support the time and space for teachers to plan together and for reflection. I believe in protected instructional time for social studies and science, and for funding the resources that teachers need to make this happen. I believe in supporting teachers as competent collaborators and independent thinkers who, when allowed to work together to plan and carry out instruction, provide a much stronger curriculum and classroom experiences than under a strong arm that requires a heavy amount of direct instruction and worksheets. I believe that the children deserve happy, safe spaces to learn.

Personal Background

This fall, I begin my 5th year in UNCW's Watson College of Education. My primary roles in Watson include teaching undergraduate and graduate courses in social studies and literacy education and doing research related to teaching elementary social studies. I work primarily with preservice teachers, often provide professional development to classroom teachers, and am seeking opportunities for serving classroom teachers in our area. Prior to joining the faculty at UNCW, I was an instructor at UNC Greensboro during my doctoral program (2008-2012) where I taught social studies methods and supervised student teaching and practicum placements for undergraduate elementary, middle grades, and secondary preservice teachers. From 2001-2008 I was a classroom teacher at Audrey Garrett Elementary School in Mebane (45 minutes from Raleigh). My classroom teaching experience ranged grades 4-5 and I also hosted an inclusion classroom for students in a variety of specialized education services. I earned my undergraduate and Ph.D. from The University of North Carolina Greensboro and my M.Ed. in Special Education at Elon University.

In regards to talents or experiences I can bring to CFCI, I have a good knowledge of the social studies standards and approaches to teaching social studies and a strong background in using children's literature to teach content areas and for ELA instruction. I am also an advocate for classroom teachers and enjoy working with classroom and preservice teachers. I often work with small and large groups both in and out of education to facilitate events. I am a strong collaborator and responsible. Simply put, I love children, teachers, and the work of education, and I am energized by the work of schooling with others.

Personal Connection to CFCI

I learned about the opportunity to serve CFCI in this capacity through Brian Brinkley, who I often work closely with at UNCW. In Fall 2016, Brian and I collaborated (pro bono) to provide professional development to CFCI faculty on integrating social studies and ELA.

Is this date at least 10 school days prior to the absence:_____

The North Carolina General Assembly passed General Statute 115C-378, entitled the Compulsory Attendance Law in 1955. This law, in conjunction with the rules and regulations of the North Carolina State Board of Education, makes parents and legal guardians responsible and accountable to insure that their children's absences from school are valid. Ten (10) types of valid absences are established by the rules and regulations set forth by the State Board of Education. One of those is, when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. CFCI requires advanced permission for excused absences for educational opportunities.

Dates of absence: _____

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Director Signature

Student Educational Opportunity: On occasion, students may encounter an exceptional opportunity for an experience of an educational nature that results in an absence(s) from school. While these events may not be part of their schoolwork, they provide an excellent opportunity to further their education. Under certain circumstances, the days devoted to these opportunities can count as excused absences. The Student Educational Opportunity form can be used for absences of (1) or more days. Approval (meaning the absence is excused) of student leave for educational opportunities is awarded on a case by case basis and is based on a number of factors. Additionally, there may be circumstances where the leave would be approved for one member of a family but not approved for a sibling. If the Student Educational Opportunity request is not approved as excused, the absences will be coded as unexcused and the protocol for unexcused absences, as outlined in the handbook, will be followed. All absences, whether excused or unexcused require the student to make up missed work.

Procedure for requesting an excused absence for a Student Educational Opportunity:

1. The parent or legal guardian should request a form entitled “Student Leave for Educational Opportunity” from the front office or obtain this form from our website.
2. The parent or legal guardian should complete and return the form to the front office. Both the parent(s) or legal guardian and the student should sign the form. The front office administrator or assistant will stamp the form indicating the date received.
3. The form must be received by the front office at least 10 school days prior to first date of the absence. If the form is received at least 10 days prior to the absence, the front office will forward the form to the student’s teacher.
4. The teacher will review the request and either approve or not approve the request based on the information provided on the form. If approved, the teacher will initiate the form to indicate the missed work to be completed and/or the inquiry project to showcase the educational opportunity.
5. The final determination of whether or not the absence is excused will be contingent on the student completing the assigned work listed on the make up work form by the due date. Failure to do so **will** result in the absence being unexcused.

Student Name: _____ Grade: _____
Dates of Absence: _____

**Make Up Work due to Student Leave for Educational Opportunity
K-5 Students**

Teachers will outline the work that is to be completed to earn credit while away so that the trip can be excused. Remember to include specials classes.

Work	Due Date	Teacher Signature	Was Work Completed by Due Date

To Be Completed After the Student's Return

Based on the completion of the student's work, is the absence excused? Yes No
Homeroom Teacher Signature: _____ Date: _____
Teacher: Please remember to return a copy of this form to the front office.

Teacher Copy _____

Student/Family Copy _____

Student Name: _____ Grade: _____
 Dates of Absence: _____

**Make Up Work due to Student Leave for Educational Opportunity
 K-5 Students**

Teachers will outline the work that is to be completed to earn credit while away so that the trip can be excused. Remember to include specials classes.

Subject	Teacher	Work	Due Date	Teacher Signature	Was Work Completed on Time?
LA					
SS					
Math					
Science					
Other					

To Be Completed After the Student's Return

Based on the completion of the student's work, is the absence excused? Yes No
 Homeroom Teacher Signature: _____ Date: _____
 Teacher: Please remember to return a copy of this form to the front office.

Teacher Copy _____

Student/Family Copy _____

Network Administrator/Technology Support Specialist

SALARY: \$40,500 – \$53,399

Full time with benefits

The Network Administrator/Technology Support Specialist will:

- Provide hands on system administration support, system maintenance and operations support.
- Provide technical advice and assistance to staff in the use of equipment and the network infrastructure.
- Provide technical curriculum assistance regarding hardware usage, advanced software applications, computer technology and instructional use of technology in the classroom.
- Assists in the integration of technology applications in the curriculum.
- Troubleshoot network operating systems, services and server hardware to identify and correct malfunctions and other operational problems.
- Make recommendations to update software at appropriate times and perform all tasks necessary to make this happen.
- Develop plan to deal with equipment obsolescence and the roll out of new technology that meets the current and future needs of CFCI.
- Assist in development of short term and long range plans; gather, interpret and prepare data for reports and recommendations.
- Keep systems up to date with all necessary software patches and virus protection. Perform network account management and security tasks.
- Manage the network performance, security, reliability and accessibility; develops, enforces and maintains network security policies and practices.
- Configure and install network appliances, servers, routers and switches.
- Implement backup strategy that provides adequate backup for all critical information.
- Receives, inspects, and tests equipment and software used on network. Prepares support documentation (e.g., date installed, location, upgrades, etc.).
- Perform related duties as requested by the Director.
- Respects personal privacy of users and maintains confidentiality of privileged staff and student information.
- Attends faculty meetings on a regular basis
- Serve on technology committee and appropriate board committee(s) as designated by the Director
- Attend school wide events as appropriate
- Attend CFCI Board meetings as appropriate

Qualifications:

- Bachelors degree in Information Systems, Information Technology, Computer Science or Engineering (or related field) or a high school diploma/GED with at least 4 years of experience in the application of information systems experience.
- Ability to analyze problems, identify alternative solutions, project consequences or proposed actions and implement recommendations in support of goals.
- Strong interpersonal and communications skills
- Proven ability to be flexible and work hard, both independently and in a team environment, with changing priorities.
- Self-motivated with the ability to prioritize, meet deadlines, and manage changing priorities.
- Commitment to keeping current with technological advances.

The above statements describe the general nature and level of work being performed by the individual(s) assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Lunches/Snacks (page 50 Student & Parent Handbook)

As meals are not provided on site, parents are responsible for providing a nutritious lunch and snack from home. These should be sent with your child to school each morning. While classes have lunch at a regular time most days, part of inquiry is allowing the schedule to be flexible. This means that on occasion lunch times will vary somewhat. If your child is waiting for you to deliver their lunch on one of these days they may be very disappointed and very hungry. This problem can be easily avoided by sending lunch in the morning. Forms are sent out at the start of each school year to address issues of financial difficulty. If you need assistance, please complete and return the form. All issues will be confidential.

CFCI recognizes the increasing frequency and intensity of allergic reactions to foods by certain students. CFCI will provide alternate foods for students with a disability if requested. The school must receive written documentation from your child's doctor. The doctor's note should state the disability and/or allergy and what foods should be omitted. A food intolerance or an allergy that does not cause anaphylaxis does not meet the definition of a disability. We are happy to work with you and your child to find alternative food items whenever possible.

Is this date at least 10 school days prior to the absence:_____

The North Carolina General Assembly passed General Statute 115C-378, entitled the Compulsory Attendance Law in 1955. This law, in conjunction with the rules and regulations of the North Carolina State Board of Education, makes parents and legal guardians responsible and accountable to insure that their children's absences from school are valid. Ten (10) types of valid absences are established by the rules and regulations set forth by the State Board of Education. One of those is, when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity. CFCI requires advanced permission for excused absences for educational opportunities.

Dates of absence: _____

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Director Signature

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Student Name: _____ Grade: _____
 Dates of Absence: _____

**Make Up Work due to Student Leave for Educational Opportunity
 K-5 Students**

Teachers will outline the work that is to be completed to earn credit while away so that the trip can be excused. Remember to include specials classes.

Work	Due Date	Teacher Signature	Was Work Completed by Due Date

To Be Completed After the Student's Return

Based on the completion of the student's work, is the absence excused? Yes No
 Homeroom Teacher Signature: _____ Date: _____
 Teacher: Please remember to return a copy of this form to the front office.

Teacher Copy _____

Student/Family Copy _____

Student Name: _____ Grade: _____
 Dates of Absence: _____

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SS					
Math					
Science					
Other					

To Be Completed After the Student's Return

Based on the completion of the student's work, is the absence excused? Yes No
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Teacher Copy _____

Student/Family Copy _____