

Chowan Middle School

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W o r k i n g T o g e t h e r f o r S u c c e s s

To: Harriet Sawyer

Fr: Catherine Baker

Re: Handbook Changes 2013-2014

Please note the following proposed changes:

P 3: Cafeteria Prices (lunch, milk, ice cream)

P 4: Dress Code Changes (Rule #2 only)

EDENTON-CHOWAN SCHOOL BOARD POLICIES

A copy of the policy manual may be obtained from the principal's office, the superintendent's office or the school system's website at <http://ecps.schoolfusion.us>

ATHLETICS

CMS is proud of its athletic program that offers a variety of sports for student involvement:

Baseball	Softball	Cheerleading	Cross-Country
Football	Volleyball	Hunter Safety Team	Track
Wrestling	Basketball (Girls & Boys)	Soccer	

Athletics are part of the extracurricular program at CMS. Whether on the field or floor as a contestant, or in the classroom as a student, an athlete's conduct in and out of school should:

- reflect credit upon the school;
- create a positive influence on the discipline, good order, moral and educational environment in the school; and
- meet the eligibility requirements established by the school.

ATHLETIC ELIGIBILITY

Students must meet the following requirements in order to participate on an athletic team:

1. All first-time 7th grade students will be eligible to try out for fall sports. (Retained seventh grade students are ineligible.) However, eligibility for fall sports participation during the 8th grade year is determined by being promoted (not placed) to the 8th grade. Eligibility for spring sports participation in 7th and 8th grade is based on passing five out of six classes at the end of the first semester and having a 77 average on the latest term's report card.
2. To remain on an athletic team students must maintain an overall average of 77 on the latest term's report card and be passing five out of six classes at the end of the first semester.
3. 6th grade students are not eligible to participate in athletic events.
4. Students must not turn 15 on or before October 16.
5. Students must have been in attendance 85% of the previous semester. This means students cannot miss more than 13 days, excused or unexcused.

Students wishing to be a part of the Hunter Safety Team must be 12 years old. Sixth graders are eligible to tryout for the Hunter Safety Team.

ATHLETIC DISCIPLINE POLICY

Student athletes often serve as role models and are generally held in high regard by other students. Consequently, the impact of student athletes' behavior, both positive and negative, may have substantial influence on peers. In addition, the actions of student athletes are a reflection of themselves, their team, their school and their community. Therefore, the student athlete is expected to exhibit a higher standard of behavior than might be expected of other students. In order to assure that student athletes conduct themselves as responsible representatives of the school, student athletes are required to uphold the guidelines and team rules established by individual coaches or sponsors. Mandatory meetings will be held for each sport season at which the code of conduct will be shared with parents.

The following discipline code will be followed for all sports at Chowan Middle School if a student athlete's conduct results in an office referral.

Extended School Alternative (ESA)

Athlete will not attend game if assigned to ESA that day.

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| 1 st Assignment: | Conference with coach and no practice |
| 2 nd Assignment: | Suspended for one game and no practice the day of the consequence |
| 3 rd Assignment: | Suspended for two games and no practice the day of the consequence |
| 4 th Assignment: | Suspended from athletics for remainder of that sport season |

Small Group Alternative (SGA)

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| 1 st Assignment: | Suspended for one game and no practice the day of the consequence |
| 2 nd Assignment: | Suspended for two games and no practice the day of the consequence |
| 3 rd Assignment: | Suspended from athletics for remainder of that sport season |

Small Group Period (SGP)

If a student is assigned to small group for three periods or more the consequences will follow those set up for SGA. If a student is assigned to small group for less than three periods, the consequences will be as follows:

- 1st Assignment: Coach's discretion
- 2nd Assignment: Conference with coach and no practice
- 3rd Assignment: Suspended for one game and no practice the day of the consequence
- 4th Assignment: Suspended for two games and no practice the day of the consequence
- 5th Assignment: Suspended from athletics for the rest of the season

Out of School Alternative (OSA)

Misbehavior of a student athlete that results in out-of-school suspension will result in that student's suspension from the team for the remainder of that sport season.

ATHLETIC ATTENDANCE POLICY

Students who are absent from school are not allowed to participate in athletic practices or events on the day of the absence.

ATTENDANCE

PERFECT ATTENDANCE

In order for a student to be awarded a perfect attendance certificate at the end of the year he/she must have been present and on time every school day.

ABSENCES

All absences from school require either a call to the office or a written and signed note by the parent, guardian or custodian stating the date and reason that a student is absent from school. A daily contact will be made by the office when a student is absent and the school is not aware of the reason for the absence. Notes should be given to the homebase teacher no later than the second day after returning to school. Upon receipt of the note, a determination will be made as to whether the absence is Excused or Unexcused. Below are some examples of an Excused absence:

1. Illness of the student
2. Medical or dental appointment (documented by note from doctor's office)
3. Death in the family
4. Religious reasons
5. Pre-approved school/education related trips (require's principal's prior approval)

If a note or contact from a parent, guardian or custodian is not made within the second day that a student returns, the absence will be recorded Unexcused.

Note: *When students are absent from school, regardless of the reason, they are **not** permitted to participate in any school activity on the day of their absence.*

ARRIVING LATE/LEAVING EARLY

Any student arriving at school after 8:00 A.M. but before 11:30 A.M. will be counted tardy, not absent. A tardy slip will be issued at the office. Any student leaving school after 11:30 A.M. is counted present for the day. Three (3) unexcused tardies will result in one day of extended school alternative.

Whenever it is necessary to leave school early, the student should give a note from his/her parent, guardian or custodian to his/her homebase teacher. Students must check out at the main office with a parent, guardian or custodian when leaving school for any reason.

PARENTAL CONTACT

In addition to phone calls, the principal or his/her designee shall notify the student's parent, guardian or custodian after the student has accumulated three (3) unexcused absences. After not more than six (6) unexcused absences, the parent, guardian or custodian shall be notified by mail by the principal that he/she may be in violation of the Compulsory Attendance Law.

After ten (10) accumulated unexcused absences in a school year, the parent, guardian or custodian will once again be notified by mail. In addition, an investigation into the reason(s) for absences will be conducted. This investigation can be conducted by the school or through a referral to the Judicial Attendance Council. An action plan will be put into place after the investigation in order to improve the student's attendance.

If a student's accumulated absences (excused and/or unexcused) reach 21 or more days, a student's promotional status could be affected. Special consideration by the principal will be given for an exception to this rule in cases of documented lengthy illness or special health problems that are under the care of a physician.

Additional contacts, requirements for documentation, and/or steps for improvement may be implemented in situations where excessive absences (excused or unexcused), tardies, or arriving late/leaving early affect a student's academic performance.

MAKE-UP WORK

It is always the responsibility of the student, upon returning, to ask teachers for make-up work. When a student is absent for two school days, it is recommended that assignments and homework be obtained by telephoning the office/team teachers. Requests for assignments should be made prior to 10:00 A.M. Assignments should be picked up from the office/team teachers between 3:15 and 4:00 P.M. on that particular day. Full credit will be given for all make-up work.

CAFETERIA

Breakfast and lunch are served each day for a reasonable price. Students may purchase breakfast or milk from 7:45 - 8:00 a.m. and lunch during assigned lunch periods.

- Students are expected to report to the cafeteria in an orderly manner - no running, shoving or cutting line.
- Students are expected to conduct themselves as ladies and gentlemen when eating in the cafeteria.
- Students are responsible for the cleanliness of their places at the table. Students are to clean tables and take trash to trashcans.
- Each class is responsible for assigning students to clean tables at the end of lunch each day.
- Students will not be allowed to chew gum in the cafeteria or elsewhere in the school.
- No soft drinks are allowed in the cafeteria.
- Vending machines located in the cafeteria are to be used during lunch only. Students are not allowed to use vending machines in teacher workrooms.
- No food or drinks will be allowed outside of the cafeteria unless for special occasion approved by administration.

Breakfast and Lunch Prices

Breakfast: \$1.00 (full); \$0.30 (reduced)

Lunch: **\$2.20** (full); \$0.40 (reduced)

~~Milk: \$0.40~~

~~Ice Cream: \$0.75~~

EARLY DROP-OFFS

Students arriving at school before 7:45 a.m. should report to cafeteria and remain in cafeteria until 7:45 a.m.

AFTER-SCHOOL/WEEKEND EVENTS

Various events will be held during the school year. **ONLY** students enrolled at CMS will be allowed to attend. During these events, students are not allowed to leave the building unless with a parent or in the event of an emergency. Students attending such events must have made arrangements for pick-up no later than 15 minutes after the event ends. Students without transportation within this time period may be denied attendance to future events.

Extracurricular activities may be denied to students who do not demonstrate acceptable behavior during school hours. Students who have been assigned Small Group Alternative, Out-of-School Alternative, and Extended Day Alternative may not participate in after-school events on the day(s) assigned.

CMS HONOR CODE

We, at Chowan Middle School, expect all students to refrain from lying, cheating or stealing. Therefore, we will abide by a code of honor which encourages students to behave with integrity and act with responsibility. Each student is expected to be familiar with the CMS Honor Code.

We believe:

1. Students are not to give or receive assistance on schoolwork that has not been approved by the teacher. This does not mean that a child cannot ask for help. Teachers will make students aware of their individual definition of cheating.
2. Students will develop a sense of integrity by providing truthful responses.
3. Students will respect the property of others and refrain from taking what does not belong to them.

DRESS CODE

Chowan Middle School believes that habits of cleanliness and proper dress are of major importance in establishing patterns of school behavior. There is a close relationship between the attitudes and the conduct of students and their personal habits of cleanliness and dress. Consequently, for reasons of health and safety, proper dress is necessary.

Standards of Dress

1. SHORTS/SKORTS/SKIRTS: Shorts, skorts and skirts must come to the fingertips or below with fingertips at side with fingers extended using normal posture. If skirts have splits, the split must be below the fingertip. No biking shorts.
2. SHIRTS: No ~~sleeveless or~~ tank tops shirts are allowed for all students. No undergarments should be exposed. Low-cut shirts that expose cleavage and/or chest, see-through tops and short shirts that expose stomach or back may not be worn. **Straps at the shoulders must be four fingers in width.**
3. PANTS: No pajamas may be worn. No pants that expose undergarments or see through pants may be worn.
4. SHOES: No bedroom shoes or shoes with or pivots may be worn at school.
5. All male students must have shirts tucked in at all time and pants should have belt or elastic waist such as found in wind pants. All males must wear their pants, slacks, shorts, and/or jeans at the natural waist at all times. Females must wear their skirts, pants, slacks, shorts, and/or jeans at the hips or higher, as long as no skin or undergarments are showing.
6. Spandex/Jeggings/Leggings and/or form fitting garments can only be worn with an appropriate outer garment that is fingertip length and no undergarments shall be exposed.
7. Jeans: No holes are allowed in jeans above the fingertips.
8. No head coverings/headgear such as doo-rags, scarves, hats, sweat bands, hoods and picks/combs may be worn.
9. No sunglasses can be worn inside the school building.
10. Non-essential clothing and accessories that might be used as a weapon are not permitted in school. Examples include fish hooks in hats; spiked belts, wristbands or gloves; chains attached to the waist or to wallets, pockets or belt loops.
11. No article of clothing or other items promoting or displaying death, violence, vulgarity, profanity, sexual innuendo, gangs, gang-related activity, drugs, alcohol, tobacco, weapons or any other items that cause a disruption to the school program may be worn.
12. All students will be expected to abide by the dress code and wear athletic shoes to participate in PE and in all after school activities, including sports.

The Principal, Assistant Principals and/or Counselor are responsible for determining appropriateness of dress. Students using poor judgment or failing to cooperate will be sent home to change into appropriate dress. They will be expected to return to school the same day. Repeated violations may result in detention, parent conference, or further actions as necessary.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices must be off (not on vibrate or silent) at all times during school hours defined as This includes riding the bus to and from school. Students are not permitted to call or text message any individuals inside or outside of school at any time during school hours. Parents, guardians, relatives, or friends should not text message or call our students any time during school hours. If you need to reach your student, please call the main office at 221-4131. Students are not permitted to use cell phones or other electronic devices to record video, take photos, or post on-line (participate in social networking) during schools hours.

The state has guidelines specifically indicating electronic devices may not be on or in use during benchmark and End-of-Grade testing. During these tests, students will be expected to leave them at home or turn them in to teachers during tests. Teachers reserve the right to grant permission within their classrooms for educational use of electronic devices.

Assumption of Risk

A student who brings his/her electronic devices to school shall do so at his/her own risk. Lost or stolen cell phones and other electronic devices are not the responsibility of Chowan Middle School.

Consequences For Violation

A student in possession of personal technology in violation of this policy is subject to the following:

First Offense:

- Device will be confiscated and turned into the office
- Parent conference required to retrieve device
- Parent and student are required to review the Cell Phone and Other Electronic Policy. Signatures are required.

Second Offense:

- Device will be confiscated and turned into the office
- Parent conference
- Student will be assigned ESA

Three or More Offenses

Students in violation of this policy on three or more occasions are subject to additional consequences, which may include, but are not limited to:

- *Small Group*
- Loss of *right to bring* technology device for the remainder of the year.

Refusal to comply with the above policy will be considered a Level I disciplinary violation.

Lost or stolen cell phones and other electronic devices are not the responsibility of Chowan Middle School.

DISCIPLINE

The CMS family believes that all students can be successful. In order to maximize academic engagement and achievement for all students, the school has implemented a Positive Behavior Intervention Support (PBIS) model. PBIS addresses character education, classroom management, and disciplinary issues in a proactive manner that allows a teacher to reward students when they exhibit behaviors that are representative of established, taught, and modeled expectations. Rewards for positive behavior are given in the form of incentives at the individual, team, grade, and school-wide level throughout the year.

Components of the PBIS model include:

- Daily announcements from the Project Wisdom series and weekly character education lessons that focus on the character trait of the month;
- Positive Behavior Support lessons provided school-wide at designated times to explicitly teach students procedures and school-wide expectations;
- Scheduled weeks that focus on providing guidance to students on topics such as preventing drug abuse and bullying;
- Activities focusing on topics such as gang resistance education, risks associated with tobacco and the benefits of making healthy choices are integrated into the health classroom;
- Team-building activities sponsored through homebase; and
- Reinforcement of these character traits in all classrooms.

Chowan Middle School believes that the PBIS model is needed to complement the efforts of parents, families, and community organizations in developing those qualities which ensure the community of a free, safe, and democratic society. We believe the character education component promotes ethical behavior, improves the school environment, and reduces violent and destructive behavior. G.S. 115-146 states, "It shall be the duty of all teachers..., when given authority over some part of the school program by the Principal, to maintain order and discipline in the respective schools..." In situations where students choose to disrupt the teaching/learning process and implementation of the PBS model is not sufficient, the following alternative interventions at varying levels will be implemented.

Classroom Management Plan:

Team teachers will develop a team discipline plan. A team reward and consequence system will be established which will be firm, fair and consistent for all students. Minor discipline problems will be handled by the team using procedures that include warnings, time out, and in-team alternatives. Rules of the class will be posted in each classroom.

In-Team Alternative: (The student is sent to another teacher to complete his/her work).

Teams will establish a receiving structure. All teachers will have an isolated desk/workplace for in-teamed students.

Example: Bunch--→ Joseph

Students will write why they are there and what they will do differently next time on the in-team form. In-team forms will be filed in the student's portfolio.

Students will complete assignments of the sending teacher. Any assignment not completed may result in a referral to Extended School Alternative (ESA) or another consequence established by the team.

No more than two students should be sent to a receiving teacher during a class period.

The receiving teacher will utilize the same reward and consequence system with the student. Continued inappropriate behavior will result in a referral to the office. The sending teacher is responsible for notifying parents.

Extended School Alternative (ESA):

Teachers or administrators can assign students to Extended School Alternative (ESA).

ESA will be offered three days a week (Tuesday - Thursday). ESA runs from 3:05 P.M. until 4:00 P.M. If the student arrives after 3:10 P.M. an additional day will be assigned.

Students in ESA will spend the entire time on academics or assignments from the ESA teacher. The ESA teacher will monitor student academic progress, assign supplementary work, or tutor students. Failure to conform to ESA expectations will result in a referral to the office.

Small Group Alternative (SGA):

Only administrators can assign students to Small Group Alternative (SGA).

Consequences for misbehavior in SGA will be preceded by parent contact and may include assignment of additional days in SGA, ESA, or OSA.

Teachers will forward assignments to the SGA coordinator. The SGA coordinator will return completed assignments to the appropriate team, and students will receive credit for successfully completed assignments.

Out-of-School Alternative (OSA):

OSA will be assigned by an administrator. Students will receive assignments and be given credit for work completed while assigned to OSA. The student is responsible for submitting his/her assignments upon return to school.

Students are not allowed to be on ANY Edenton-Chowan Public School campus or bus when assigned to OSA. This includes extracurricular activities and athletic events. Suspended students found on campus will be removed by the sheriff's department for trespassing and assigned additional consequences by the school.

STUDENT CODE OF CONDUCT (POLICY 4210)

Since an educated citizenry is essential to good government and can be attained only in an atmosphere conducive to teaching and learning, the Edenton-Chowan Board of Education requires the maintenance of good order in the schools.

All students shall comply with the Code of Student Conduct, state and federal laws, school Board policies, and local school rules governing student behavior and conduct. This policy applies to any student who is on educational property, including school bus stops, who is in attendance at any school or any school-sponsored activity, or whose conduct at any time or place, on or off campus, has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operations of the schools or the safety of individuals in the school environment. This policy also applies to regular school buses, school activity buses, other school vehicles, or any private vehicle located on property owned or managed by the Edenton-Chowan Board of Education.

The definitions of terms set forth in Policy 4220, Due Process, apply to this policy as well.

It should be understood that this policy is not intended to restrict in any way the authority of principals to make such rules, not inconsistent with this code, as they are authorized by law to make for the government and operation of their respective schools or with the authority of teachers to make such rules, not inconsistent with this code, as they are authorized by law to make for their respective classes. Principals, with the prior approval of the Superintendent, may, under extraordinary circumstances, including the age of the child, make exceptions to the level of punishment except when the punishment is required by law.

Students shall comply with the directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

Violations of the Code of Student Conduct, other Board policies, regulations issued by the individual school, or the North Carolina General Statutes may result in disciplinary action including suspensions for ten (10) school days or less ("short-term"); suspensions for more than ten days ("long-term"); suspensions for 365 calendar days; and/or expulsion. A long-term suspension is any suspension of more than ten school days and up to the remainder of the school year, except that if the conduct leading to the long-term suspension occurs during the final quarter of the school year, the suspension may extend up to the first semester of the following school year.

Students also may be assigned to an alternative program approved by the Board of Education for disciplinary reasons, consistent with Board Policy and guidelines developed by the Superintendent.

Principals and other school officials are authorized to involve law enforcement in serious violations in any category and are **required** to involve law enforcement in cases of certain alleged criminal acts as set forth in G.S. 115C-288(g). In such cases, school officials shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall take place independently from the criminal investigation and prosecution.

In addition to the rules contained in this Code, students shall be informed of local school rules that, if violated, may result in suspension or expulsion. Parents and students shall receive a copy of the Code of Student Conduct when a child is first enrolled in the Edenton-Chowan Schools and at the beginning of each school year.

Policies listed in the Code of Student Conduct may be categorized by severity as a Level 1, 2, 3 or 4 offense. The Code contains presumptive ranges of disciplinary consequences based on the severity of each offense. However, in imposing or recommending disciplinary consequences principals may consider the presence of aggravating and mitigating factors which may justify a disciplinary consequence outside of the recommended range. Examples of aggravating or mitigating circumstances that may be considered include but are not limited to:

- The student's age;
- The student's intent;
- The student's disciplinary history, including number of infractions and prior discipline for the same violation;
- The student's academic history;
- Whether the conduct caused a threat to safety;
- Whether school property or personal property was damaged;
- Whether the conduct caused a substantial disruption of the educational environment;
- Whether a weapon was involved and whether any injury resulted.

Suspensions of greater than ten days are reserved for serious misconduct which either threatens the safety of others within the school or threatens to substantially disrupt the educational environment.

Rules of Conduct

Level One Violations - The following conduct is prohibited as outlined below:

1. **Gambling** - Participation in any unauthorized event, action, or statement which relies on chances for the monetary advantage of one participant at the expense of others.
2. **Verbal Abuse or Disrespect** - Participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing; using vulgar, obscene, or abusive language, including slurs or insults intended to mock a person's race, religion, sex, national origin, disability or intellectual ability; or using sexually offensive or degrading language are specifically prohibited.
3. **Peer Relations** - Engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in the school setting.
4. **Integrity** - Engaging in or attempting to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access. Students are subject to disciplinary action as outlined in this policy and/or academic penalty.
5. **Disruption** - Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.
6. **Threat / False Threat** - Making any threat through written or verbal language, sign, electronic means, or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities. See Level II for violations involving threats of serious bodily harm.
7. **Hazing** - Subjecting a fellow student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, or other similar group.
8. **Intimidation** - Extorting or attempting to extort money, personal property, or personal services.
9. **Protests** - Engaging in any protest, march, picket, sit-in, or similar activity, either on or off any school campus, which has as its purpose the disruption of any lawful function, mission, or process of the school or which in fact creates such a disturbance.
10. **Boycotts** - Participating in any boycott or walk-out of any lawful school function at which attendance is required.
11. **Disruptive or Obscene Literature and Illustrations** - Possessing or distributing literature or illustrations in any form that are obscene or that significantly disrupt the educational process.

12. **Aggressive Behavior** - Hitting, shoving, scratching, biting, blocking the passage of, or throwing objects at another person. Taking any action or making comments or writing messages which might reasonably be expected to result in a fight. See Level II for violations involving physical injury to another student.
13. **Theft** - Stealing, attempting to steal, or knowingly being in possession of stolen property.
14. **Damage to Property** - Intentionally damaging or attempting to damage or deface school or private property while under school jurisdiction. This level applies to damage or vandalism not exceeding \$1,000, including cost of replacement, repair or restoration of property.
15. **Tobacco Products** - Using or possessing any tobacco product at any time on any school-owned or managed property or at any school-sponsored activity.
16. **Trespassing** - Being on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they fail to leave when instructed to do so. A student who has been suspended or expelled from school is trespassing if he or she appears on the property of any Edenton-Chowan Public School or at any school-sponsored activity during the suspension or expulsion period without the express permission of the principal.
17. **Conduct on the School Bus** - Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of this policy while at a school bus stop, or in the school bus parking lot, or while riding on a school bus or other school vehicle. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.
18. **Skipping School** - Leaving school grounds or being in an unauthorized area of the school during the instructional day without prior approval from a site administrator.
19. **Failure to Comply with Lawful Directive** - Failing to follow a directive after being personally notified by any school employee.

Penalty - Except as otherwise noted, violation of any of the **Level One** offenses may result in in-school disciplinary action or short-term suspension from the Edenton-Chowan Public Schools. Any short-term suspension for truancy or tardiness shall not exceed two school days.

Level Two Violations - The following conduct is prohibited as outlined below:

1. **Fireworks or Ammunition** - Possessing, distributing, igniting or using any fireworks or ammunition on school premises, or in any vehicles on school premises.
2. **Fighting/Assault on Another Student** - Assaulting or attacking, or causing or attempting to cause physical injury to another student or intentionally behaving in such a manner that could reasonably cause physical injury to any student.
3. **Fire Alarms** - Setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.
4. **Threats of Serious Bodily Harm** - Threats of death or serious bodily injury communicated toward any student, school employee, or school volunteer by verbal, electronic, written or other means.
5. **Damage to Property and Vandalism** - Intentionally damaging or vandalizing or attempting to damage or vandalize, or deface school property or private property, while located on any properties owned by the Edenton-Chowan Board of Education. This level applies to damages or vandalism exceeding \$1,000, including costs of replacement, repair, or restoration of property.
6. **Sexual Acts** - Engaging in any consensual sexual act while on school property or at a school-sponsored activity or event.
7. **Sexual Harassment or Harassment (Non-physical)** - Engaging, verbally or through other non-physical means, in sexual harassment or other harassment as defined in the Sexual Harassment and Harassment policies.
8. **Harassment or Bullying** - engaging in conduct prohibited by Board Policy 4400, Prohibition Against Discrimination, Harassment and Bullying.

Penalty - Level II violations are more serious in nature and result in a presumed short-term suspension. Principals may recommend a long-term suspension based on the presence of aggravating factors.

Level Three Violations - The following conduct is prohibited as outlined below:

1. **Assault on a School Employee**. No student may cause or attempt to cause physical injury to any school personnel.
2. **Possession or Use of Weapons other than Firearms** - Possessing, handling, transferring, or bringing on to school property any items including, but not limited to, knife, razor, BB gun, stungun, air rifle, air pistol, bowie knife, dirk, dagger, sling shot, leaded cane, switchblade knife (a knife containing a blade that opens automatically by the release of a spring or a similar contrivance), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument, brass knuckles or facsimile or other item that could be considered a weapon or dangerous

instrument. Using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon or a facsimile of a weapon. This policy does not apply to instructional supplies, unaltered nail files and clips, or tools used solely for preparation of food, instruction, or maintenance, unless such items are used as a weapon.

3. **Arson** - Burning or attempting to burn any school building or property. Possessing incendiary material, (i.e., gasoline, kerosene, or other flammable liquid), for the purpose of burning or the attempted burning of school property.
4. **Sexual Harassment or Harassment (Physical) or Sexual Assault** - Engaging in physical sexual harassment or harassment as defined in the Sexual Harassment and Harassment Policies or offensively touching another person's private parts, including buttocks or breasts, or forcing or attempting to force another to engage in a sexual act against their will.
5. **Drugs or Alcohol** - Knowingly possessing, using, distributing, selling, possessing with intent to distribute or sell, or conspiring or attempting to distribute or sell, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit drugs, or possessing or using any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.
6. **Bomb Threat or Hoax** -
 - (a) Communicating by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device designed to destroy or damage property by explosion, blasting, or burning; or
 - (b) With intent to perpetrate a hoax, concealing, placing, or displaying a device, machine, instrument, or artifact on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.
7. **Terrorist Threat or Hoax** -
 - (a) Communicating by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance or material designed to cause harmful or life-threatening illness or injury to another person;
 - (b) With intent to perpetrate a hoax, concealing, placing, or displaying a device, machine, instrument, artifact, letter, package, material or substance on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.
 - (c) Threatening to commit on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption.
 - (d) Making a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational property or at a school-sponsored curricular or extracurricular activity off educational property, an act of terror that is likely to cause serious injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption.
 - (e) Conspiring to make a terrorist threat or hoax within the meaning of this policy.

Penalty - Level III rule violations are more severe in nature and support long-term suspension. The principal may impose a short-term suspension based on mitigating factors.

When a first violation of item (5) does not involve the distribution, sale, possession with intent to distribute or sell, or conspiracy or attempt to distribute or sell a substance prohibited by this policy, an alternative to long-term suspension shall be offered. This alternative shall be offered only one time to students during their school career unless an exception is made by the Superintendent. The alternative shall consist of a 10 school day suspension and shall also require participation in an approved corrective education and/or counseling program. The program shall be determined by the Superintendent and agreed to in writing by the parent and/or guardian, student, and school principal. Parents/guardians and students shall be provided information by school authorities concerning approved alternative programs. Failure to meet any requirements of the alternative program reactivates the long-term suspension.

Level Four Violations - The following conduct is prohibited by the Board and by state law as outlined below:

Firearms or Destructive Devices –

No student shall bring onto school property or possess a firearm or destructive device. A firearm is any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The definition of firearm under this rule does not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

A destructive device is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or similar device.

A student shall not be found in violation of this policy if it is determined that the student took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, provided that the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee and had no intent to use such firearm or destructive device in a harmful or threatening way.

Penalty - A **Level Four** violation shall result in a recommendation for suspension for **365 calendar days** from the Edenton-Chowan Public Schools in accordance with **G.S. 115C-390.10**.

The Superintendent may modify this suspension requirement on a case-by-case basis. Law enforcement will also be contacted for any Level IV violation.

LEGAL REF: G.S. 115C-390.1 – 390.12; 14-35

ADOPTED:

REVISED: August 1, 2011

DUE PROCESS (Policy 4220)

It is the objective of the Edenton-Chowan Board of Education to maintain the orderly, efficient, and safe operation of the Edenton-Chowan School System while respecting the individual rights of students.

Students may be suspended from school or expelled only in accordance with state law and Board policy.

Definitions

1. Board - Edenton-Chowan Board of Education
2. Hearing Officer - the Superintendent's designee who conducts appeal hearings
3. Informal Hearing - the provision for direct communication between the principal and the student to assure the opportunity for a student to respond to any allegation giving rise to disciplinary action
4. Long-Term Suspension - removal from school for a period of more than ten (10) school days or, if the conduct giving rise to the suspension occurs in the last quarter of the school year, for a period up to the end of the first semester of the following school year.
5. Parent - natural parent, legal guardian, legal custodian, or other caregiver adult who is acting in the place of a parent and is entitled to enroll the student in school under state law.
6. Principal - school principal or any school professional to whom official authority has been delegated
7. Educational property – any school building or bus, bus stop, school campus, grounds, recreational area, athletic field, or other property under the control of the board.
8. Short-Term Suspension - removal from school for a period of up to and including ten (10) school days
9. Student - any person attending any of the Edenton-Chowan public schools
10. Summary Suspension - immediate removal from school to prevent further disruption and ensure safety at the school
11. Superintendent - the Superintendent of the Edenton-Chowan Public School System or the Superintendent's designee

Procedure

The principal shall investigate all instances of alleged misconduct, including violations of the General Statutes of the State of North Carolina occurring on school property and violations of the Code of Student Conduct or other Board policy.

The principal shall attempt, within reason, to hear every side of the controversy and to question witnesses identified by the student. Except in the case of a summary suspension as described below, no short-term suspension shall be imposed without first providing the student an opportunity for an informal hearing with the principal or principal's designee. An informal hearing consists of notice to the student of the charges, whether orally or in writing, and the opportunity for the student to respond to the charges.

A. Summary Suspension

If the principal witnesses or is made aware of any serious student misconduct and has reasonable grounds to believe that the presence of the student creates a direct and immediate threat to the safety of other students and staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school, the student may be suspended immediately. In such cases, the principal is not required to conduct a full investigation before removing the student from campus. In all cases, however, the student is entitled to minimal due process, as described in section B for short-term suspensions, as soon as reasonably possible.

After further investigation, the principal may carry out further disciplinary action, if any is warranted. If subsequent investigation convinces the principal that the student receiving the summary suspension is not guilty of the misconduct in question, the student shall have the right to make up work missed, receive credit for such work, and will be counted present for days missed.

B. Short-Term Suspension

A short-term suspension is removal from school for a period up to and including ten (10) school days. The principal may invoke a short-term suspension only after investigating the misconduct and confronting the student with the allegations against the student and giving the student an informal hearing as described above.

When a student is issued a short-term suspension, the principal shall:

1. Provide notice to the student's parent of the suspension, including the reason for the suspension and a description of the conduct on which it is based. This notice may be given by telephone, fax, email, or other method reasonably designed to achieve actual notice, and should be given by the end of the workday during which the suspension is imposed, if reasonably possible, and in no event more than two days after the suspension is imposed. If the suspension notice is provided verbally, a written notice shall follow by fax, mail or email. If English is the parent's second language and appropriate translation resources are readily available, the suspension notice should be provided in English and the parent's language.
2. Make every effort to hold a conference with the parents before or at the time the student returns to school.
Any student suspended short-term shall be provided:
 - (1) The opportunity to take textbooks home for the duration of the suspension;
 - (2) Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment;
 - (3) The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

A short-term suspension may not be appealed to the Superintendent or the Board of Education. Principals are authorized to develop in-school review processes for disciplinary consequences short of long-term suspension, if the principal so chooses and with the approval of the Superintendent.

C. Sending a Student Home During the School Day

When a student is suspended, a reasonable attempt shall be made to reach the student's parents to inform them of the school's action and request that they come to the school or make arrangements for the student to leave the school. If the parents are available to receive the student but unable to make arrangements to pick up the student, the school shall provide transportation. A suspended student may only be released to a parent or as authorized by the parent. If the parents are unreachable, then the student must remain on school property until the close of the school day, unless, in extreme circumstances, immediate removal of the student from school grounds is necessary to restore or maintain order or to protect school property or people on the school grounds.

D. Long-Term Suspension - Initiation of Notice and Proceeding

If the principal, following the investigation, determines that a long-term suspension is appropriate, a short-term suspension of ten (10) school days shall be invoked and a recommendation to invoke a long-term suspension shall be made, in writing, to the Superintendent.

The principal shall provide written notice of a recommendation for long-term suspension to the parent. The written notice should be provided to the parent by the end of the workday during which the suspension is recommended, but in no event later than the end of the following workday. The written notice shall be delivered by hand by a responsible adult, by certified mail, by fax, by e-mail, or by any other written method reasonably designed to achieve actual notice of the recommendation. The notice must include:

- (1) A description of the incident and the student's conduct that led to the long-term suspension recommendation, including any aggravating or mitigating factors that were considered in determining the consequence.
- (2) A reference to the provisions of the Code of Student Conduct that the student is alleged to have violated.
- (3) The specific process by which the parent may request a hearing to contest the decision, as described in this policy.
- (4) The process by which a hearing will be held, as described in this policy.
- (5) Notice that the parent is permitted to retain an attorney to represent the student in the hearing process, or to have a single non-attorney advocate represent the student.
- (6) Notice that the parent has the right to review and obtain copies of the student's educational records before the hearing.
- (7) A reference to the board policy on the expungement of discipline records as required by G.S. 115C-402.

If school personnel are aware that the parent's first language is not English and foreign language resources are readily available, this notice shall be provided in both English and the parent's primary language.

A copy of the written notice of suspension shall be forwarded to the Superintendent. If the student/parent does not request an appeal hearing, the Superintendent shall review the principal's recommendation and notify the parent in writing of his or her decision by the

tenth day of suspension. The Superintendent's notice to the parent shall include written notice of whether the student will be offered alternative education services, in accordance with board policy and procedures; the information that will be included in the student's official record; and the procedure for seeking expungement of that information.

E. Formal Hearing

If a formal hearing is desired, the student or parent must notify the Superintendent in writing within three (3) school days following the notice of impending long-term suspension.

Upon receipt of the notice of appeal, the Superintendent or his designee shall appoint a three-member hearing panel ("hearing panel"), consisting of three (3) members of the school system's central office professional staff. One member of the hearing panel will also serve as the hearing officer.

The hearing shall be convened and conducted and a final decision made on or before the tenth day of suspension. If the hearing is scheduled outside of the first ten days of suspension at the request of the parent/student, or the request for a hearing is received after the expiration of the three day deadline, the student will not have the right to return to school pending the hearing.

Prior to the hearing, the student, parent, and/or student's representative have the right to review the student's educational records and, consistent with federal and state student records privacy laws, any audio or video recording of the incident and any information supporting the suspension that may be presented as evidence at the hearing. This shall include witness statements, except that school officials need not disclose the names or other identifying information of witnesses if such identification could create a safety risk for the witness.

The following rules shall govern all formal hearings:

1. The hearing shall be conducted in private and may be attended by the principal, the student, the student's parent and if desired, the student's legal representatives or single non-attorney advocate, the district's legal representative, the hearing panel and such other persons as the hearing officer deems necessary. Third-party witnesses may be called by either side and will only be present in the hearing during their testimony.
2. The hearing panel may consider the testimony of any witness, including hearsay evidence considered reliable by the hearing officer.
3. At the hearing, the principal or other representative of the school shall offer competent evidence concerning the student's violation of the Code of Student Conduct. The student or the student's representative may then present evidence, including documents and witnesses.
4. Both the principal or school representative and the student or his or her legal representative may question the witnesses presented by the other side. The hearing officer has the power to limit questioning by any person if such questioning is repetitive, immaterial or irrelevant.
5. The hearing officer shall make provisions for an audio recording of the hearing and shall maintain a record of any evidence presented.
6. After the evidence has been presented and the hearing adjourned, the hearing panel shall proceed to reach a decision in private. The hearing officer may provide advice on policy or procedural issues. The panel will make a factual determination regarding the alleged violations of the Code of Conduct as well as a recommendation regarding the appropriate disciplinary consequence. The decision will be reached by simple majority and will be based solely on the evidence presented at the hearing. The hearing panel will forward its factual determination and recommendation to the Superintendent. The Superintendent will review the panel's findings and recommendation and make a final decision regarding the suspension. The Superintendent is bound by the panel's factual determinations unless they are not supported by substantial evidence in the record, but may make an independent determination of the appropriate disciplinary consequence. The Superintendent will send a written notice of the hearing panel's decision and the Superintendent's decision to the parent on or before the tenth day of suspension. The notice should explain the findings upon which the decision was based as well as any conditions associated with the decision. The Superintendent's notice to the parent shall include written notice of whether the student will be offered alternative education services, in accordance with board policy and procedures, the information that will be included in the student's official record, and the procedure for seeking expungement of that information.

F. Appeal to the Board of Education

Any student or parent who disputes the final decision of the hearing panel regarding a **long-term suspension** may appeal to the Board of Education. The appeal must be made, in writing, within five (5) school days of the mailing of the notice from the hearing officer.

The appeal shall be held before the Board of Education. The student shall have the right to be represented by counsel. The hearing shall be conducted in closed session, and the appeal shall be on the record unless the Board determines that additional information is necessary. The period of suspension decided by the hearing panel will not be postponed pending the appeal.

The Board hearing will be held and the Board's decision issued within thirty days of the request for a Board appeal. The Board's written decision will be sent to the parent, with a copy to the principal.

G. 365-Day Suspension for Firearms/Destructive Devices

The procedures for long-term suspension above shall apply in cases of 365-day suspension except: The hearing panel shall only decide whether the student committed the violation and not what form of discipline is appropriate. The Superintendent will review the panel's decision and may impose the 365-day suspension or modify it. The Superintendent's decision may be appealed to the Board as set forth above.

H. Alternative Education Services

Students who are long-term suspended shall be offered alternative education services unless the superintendent determines that a significant or important reason exists to deny entrance to the alternative program. Depending on the circumstances, the following may constitute significant or important reasons for denying entrance to the alternative program:

- The student exhibits violent behavior;
- The student poses a threat to staff or other students;
- The student substantially disrupts the learning process;
- The student otherwise engaged in serious misconduct that makes the provision of alternative educational services not feasible;
- Educationally appropriate alternative education services are not available for this student within the Edenton-Chowan School System due to limited resources;
- The student failed to comply with reasonable conditions for admittance into the alternative program.

If the superintendent determines that a significant or important reason exists for denying alternative program admittance to a long-term suspended student, the superintendent will notify the student's parent or guardian of this determination in writing along with the decision to uphold the recommendation for long-term. The decision to deny entrance to the alternative education program is appealable to the board of education utilizing the board-appeal procedure of the Student Parent Grievance Policy.

A student may be administratively reassigned to an alternative education program for disciplinary reasons as an alternative to long-term suspension, if the program is a full-time program that meets the academic requirements of the North Carolina Standard Course of Study and provides the student with the opportunity to make timely progress toward grade promotion and graduation. Such administrative reassignments may be recommended by the principal and must be approved by the Superintendent. The Superintendent may establish guidelines and procedures for entrance to and exit from alternative education programs.

I. Suspension of Children with Disabilities

The policies and procedures for the discipline of students with disabilities shall be consistent with federal laws and regulations. Any change in placement shall be made by the child's IEP team.

The procedures for the suspension of children with disabilities are addressed in *Procedures Governing Programs and Services for Children with Disabilities* which is available in the Exceptional Children's office.

J. Expulsions

Upon recommendation of the principal and Superintendent, the Board may expel a student who is fourteen years of age or older and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. Prior to imposing an expulsion, the Board shall conduct a hearing, and the Board's decision to expel such a student shall be based on clear and convincing evidence that the student's presence in school constitutes a clear threat to the safety of other students or employees. The Board may also consider the State Board of Education guidelines defining acts and conduct that are considered a clear threat to the safety of students or employees. Prior to ordering the expulsion of such a student, the Board shall consider whether there is an appropriate alternative program offered by the Board that may provide education services to the student.

The student shall be given reasonable notice of the recommendation for expulsion. Students recommended for expulsion may appeal the recommendation under the procedures specified in this policy for long-term suspension. If the student does not request a hearing under this policy, the Board shall still schedule a confidential hearing on the recommendation for expulsion, notify the student/parent of the date and time for the hearing, and review the evidence presented before reaching a decision on the recommendation for expulsion. The Board shall notify the student in writing of its decision and, if the expulsion is imposed, of the right to petition for readmission as set forth in this policy. The decision of the Board under this provision is final, subject only to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes.

K. Petitions for Readmission

All students suspended for 365 days or expelled may, after 180 calendar days from the date of the beginning of the student's suspension or expulsion, request in writing readmission to the school system. A decision on readmission shall be issued within 30 days of the written request. If a student is readmitted under this policy, the Board and the Superintendent have the right to assign the student to any program within the school system and to place reasonable conditions on the readmission.

(1) Process for 365-day suspended students:

(a) The student/parent must make their request in writing to the Superintendent's office.

(b) The Superintendent or designee shall consider and decide on requests for readmission. The Superintendent will determine whether the student's presence no longer constitutes a threat to the safety of other students or staff.

(c) The Superintendent or designee shall offer the student an opportunity for an in-person meeting prior to making a determination. The student/parent shall be given written notice of the Superintendent's decision, the right to appeal to the Board, and the appeal process.

(d) The Superintendent's decision not to readmit the student may be appealed to the board of education pursuant to G.S. 115C-45(c). The superintendent shall notify the parents of the right to appeal.

(2) Process for expelled students:

(a) The student/parent must make the request in writing to the Superintendent's office.

(b) The Superintendent shall review the request and make a recommendation to the Board. The Board shall consider all petitions for readmission of expelled students, together with the recommendation of the superintendent on the matter, and shall rule on the request for readmission. The board shall consider the petition based on the records submitted by the student and the response by the administration and shall allow the parties to be heard by a hearing panel of the Board. The Board will determine, based on the information submitted, whether the student's presence in school no longer constitutes a clear threat to the safety of other students or staff.

(c) The student/parent will be given written notice of the Board's final decision.

(d) An expelled student may subsequently request readmission not more often than every six months. The Board is not required to consider any subsequent readmission request filed sooner than six months after the previous request was filed.

If a petition for readmission is granted, the board or superintendent may assign the student to any program within the school system, and may place reasonable conditions on the student's readmission. No student will be returned to the classroom of a teacher whom he/she assaulted, unless the teacher consents.

LEGAL REF: G.S. 115C-112, G.S. 115C-288(e), G.S. 115C-307, G.S.115C-390, and G.S. 115C-391

ADOPTED:

REVISED: August 1, 2011

A student, parent or guardian may initiate grievance procedures to appeal final decisions of school personnel to the extent provided in Board Policy 4500. Long-term suspensions or expulsions are covered by Policy 4220. Due process is covered by 4400. Sexual harassment is covered in Policies 4400 and 5130.

TOBACCO USE

It is the educational policy of the school board that the use of tobacco and tobacco products is detrimental to the health of our students. Therefore, the Edenton-Chowan Public School Board of Education has adopted a tobacco policy (2510) that prohibits the use and/or possession of tobacco products on school property. This policy extends to all persons on any Edenton-Chowan Public School property at any event including activities held by the schools as well as activities held by outside groups renting the facilities. A student violating the tobacco use policy will be dealt with in a manner consistent with the school and system's discipline code (Policy 4210 Code of Student Conduct).

CORPORAL PUNISHMENT

Corporal punishment will not be used as a disciplinary consequence at Chowan Middle School.

VIOLENT ACTS

Any principal who receives a report of a violent act or who otherwise has a reasonable belief that such a violent act has occurred on school property shall make an immediate report to the appropriate local law enforcement agency pursuant to the amended provision of NCGS 115C-288. Violent acts that must be reported to appropriate agencies include assault resulting in indecent liberties with a minor; assault involving use of a weapon, and possession of a firearm, weapon, or controlled substance. School property shall include any school building, bus, campus, grounds, recreational area, or athletic area.

In addition to any punishment ordered by the court system, the school shall have the authority to employ such punitive measures as outlined by the school discipline policy.

SEARCH REGULATIONS

Personal Searches: A student's person and/or personal effects (i.e. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials.

Locker Searches: Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. Periodic general inspections/searches of lockers may be conducted by school officials for any reason, at any time, without notice, without student consent and without a search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

VIOLATION AND RESULTING CONSEQUENCES:

The following is a list of the code of conduct violations and resulting consequences based on severity and/or frequency. This list is a guideline only as each situation is handled on an individual basis with the actual consequence determined at the discretion of the school administrator.

<u>Classroom Management</u>	<u>Minor Violation</u>	<u>Major Violation</u>
Unprepared for class	Aggressive behavior	Theft
Horseplay	Disrespect or insubordination	Endangering the safety of others
Lack of cooperation	Property damage (minor)	Sexual misconduct
Annoying classmates	Profanity or inappropriate language	(written, verbal or physical)
Rude/discourteous	Skipping class	Property damage (extensive)
Excessive talking	Prohibited items (nuisance devices)*	Prohibited items--
Dress-code violation	Disruptive behavior	(explicit or endangering safety)**
Honor-code violation	Bullying	Fighting
Other	Spitting/Gleeking	Verbal/physical threats or abuse
	Other	Gambling
		Intimidation or extortion
		Boycotts/protests
		Trespassing
<u>Consequences</u>	<u>Consequences</u>	<u>Consequences</u>
Teachers and administrators will follow	ESA 1-3 days	SGA 3-5 days
steps in classroom management plan and	SGA 1-3 days	OSA 1-10 days
behavior tier of interventions.	OSA 1-3 days	

*Prohibited nuisance devices include—but are not limited to—electronics, card collections, CD players, walkie-talkies, MP3 players, cell phones and pagers.

**Prohibited items affecting the safety of others include—but are not limited to—weapons, alcohol, drugs, cigarettes and other forms of tobacco, matches, and lighters.

BUS DISCIPLINE

In order for students to be transported safely to and from school, it is critical that students demonstrate appropriate behavior. Any misbehavior that distracts the driver is a serious discipline problem. When a problem arises, the parents will be contacted and encouraged to cooperate with the bus driver to resolve the problem. Therefore, the following bus rules and regulations have been established:

GENERAL BUS RULES & REGULATIONS

1. Students will follow the driver's directions.
2. Students will remain in assigned seats.
3. Students will refrain from making loud, distracting noises.
4. Students will keep hands, feet, and other objects to themselves.

VIOLATION AND RESULTING CONSEQUENCES

<u>Level I Violation</u>	<u>Consequences</u>
Talking too loudly	First Offense: Parent contact, bus level consequence (must have documentation of parent contact and driver assigned consequence)
Failure to stay in seat	
Littering on the bus	
Tampering with the possessions of others	
Use of profanity, sexually explicit comments, inappropriate or obscene gestures	Second Offense: 3 day bus suspension
Annoying other students	Third Offense: 5 day bus suspension
Bullying	Fourth Offense: 10 day bus suspension
Disrespectful or defiant manner to the driver	
Endangering the safety of others on the bus	Fifth Offense: Suspension from bus for rest of the year
Spitting or spitballs	
Distracting the driver	
Eating or drinking	
<u>Level II Violations</u>	<u>Consequences</u>
Damage to the bus	Bus suspension time will be determined at the discretion of a school administrator. Guidelines for school code conduct will be followed. Out of school suspension is possible for this level of violation.
Threatening the driver	
Profanity to driver	
Fighting, including pushing and/or wrestling	
Striking the driver	
Possession of knives or other dangerous objects	
Possession or use of controlled substances including drugs	
Alcohol and tobacco	
Lighting of matches or lighters	

ANY BUS SUSPENSION INCLUDES ALL BUSES IN THE SCHOOL SYSTEM. THE ONLY EXCEPTION IS FOR AN ACADEMIC FIELD TRIP.

Students wishing to ride another bus, or needing to get off at another bus stop on the regular bus, must submit a note to the bus driver or office by 8:30 a.m. Because of the limited capacity on buses, we ask that students only make a request to ride another bus in EMERGENCY situations. Please make requests for a bus change for your child by 8:30 a.m. Some buses run at capacity. Therefore, requests to ride those buses may not be honored.

EMERGENCY INFORMATION/SCHOOL CLOSINGS

During the school year, it may be necessary for the school to close or have delayed openings due to inclement weather conditions. Local radio/TV stations will broadcast school closing information. School Messenger, an automated telephone message service, will contact all families. Families can also call the school at 221-4131 and access the Weather Mailbox by dialing 500 or go to <http://ecps.schoolfusion.us> to be notified of cancellations or delays. If the local media are not announcing information concerning Edenton-Chowan Schools, then the schools will operate on a normal schedule.

FIELD TRIPS

Students must have signed permission slips on file before being allowed to go on any field trips.

FUND RAISING/SALES

The school does not allow the selling of any items at school for personal profit. The school will designate approved fund raisers each year.

GRADING

CMS students will receive a report at the end of each **Nine Weeks**. Reporting will be done using traditional grading as well as mastery reporting (KAMICO).

The grade given at the end of the year is the grade that will be recorded on the permanent record. Students who continue to perform below average work with unsatisfactory effort and poor attendance may be retained in the same grade for the next year.

Interim Progress Reports

Students will receive an interim progress report at the mid-point of each grading period. These reports should be examined by a parent or guardian, signed and returned to the homeroom teacher.

GUIDANCE AND COUNSELING

Counseling service is available to all students. The purpose of the counselor is to aid all students, teachers and parents in understanding students' potential ability and achievement. Both students and parents should feel free to consult with the counselor. The counselor will assist parents in arranging conferences with teachers.

HEALTH SERVICES

If a student becomes ill, injured, or requires emergency care while at school, his/her teacher should contact the school nurse. If the nurse is not available, the office should be notified and a first responder will be located to assist the student if necessary. If it is determined that the student needs to leave school, the nurse or office staff will assist the student with notifying a parent, guardian, or emergency contact. Parents/Guardians should make every effort to maintain current phone numbers for emergency use. Every effort will be made to contact parents/guardians regarding the health care needs of their child. Emergency contacts should be able to act on the behalf of the parents/guardians, if necessary. This includes being available to pick up the child from school and written permission on file at the hospital to consent to treatment prior to the arrival of the parent/guardian.

The following is a list of legislated guided health concerns and medical conditions:

Meningococcal Meningitis Vaccine, Flu Vaccine, Hepatitis B Vaccine, HPV Vaccine: These vaccines are available. Parents are encouraged to talk with their child's physician about getting their child vaccinated.

Immunizations: North Carolina State Law requires that all children enrolling in school must have a copy of their immunization record on file at the school and the student must be up to date on all required immunizations. Parents have 30 calendar days from the date of enrollment or the first day of school, to have immunizations completed and a copy of the record brought to the school. Students will be suspended from school if these requirements are not met within the 30 days. Students entering 6th grade for the first time must have a dose of Tetanus containing vaccine or Tdap by the 30th calendar day of school. If a dose has been received within the past 5 years, please provide documentation for your child's record. If you have any questions, please contact your child's school nurse.

NC Diabetes Legislature: North Carolina law requires the development and implementation of individual care plans for students with diabetes in NC Public Schools. If your child has diabetes, please contact the school nurse at your child's school.

Medications: Over the counter and prescription medications will only be administered at school by a doctor's order. The parent is responsible for submitting the properly completed and signed medication authorization form to the school nurse. Medication forms can be picked up at your child's school. If you have any questions please contact your child's school nurse.

Integrated Pest Management (Policy 6105)

Integrated Pest management (IPM) is a comprehensive approach that combines effective, economic, environmentally sound, and socially acceptable methods to prevent and solve pest problems. The school system's IPM program will strive to minimize any potential health, environmental and economic risks from the use of pest control methods. Understanding that pesticides will not be used based solely on a schedule, school personnel in charge of pest management will consider how and when pesticides need to be used. At the beginning of each school year parents may request in writing notification of nonscheduled pesticide use. Notice of nonscheduled pesticide use should be made at least 72 hours in advance, to the extent possible.

LOCKERS

Students are assigned lockers at the beginning of the year. Locks will be issued by the homeroom teacher. Students must use the locks assigned to them by the homeroom teacher. Students are to use **ONLY** the locker assigned to them and not the locker of other students. Periodic locker checks will be made throughout the year. **THE PROTECTION OF YOUR BELONGINGS MUST BE**

YOUR RESPONSIBILITY. School is the students' workplace, therefore, students should not bring items to school that interfere with maintaining a productive learning environment, nor bring valuable items to school that may be lost or stolen.

MEDIA CENTER

Students are encouraged to use our Media Center as much as possible. Quiet and good work habits are expected at all times. Books are issued to students for two weeks. Students may renew their books for extended checkout if needed. All books need to be returned or renewed before new books may be checked out. The media center will assess fines for damaged or lost books at the end of the year. Notices of overdue books are sent home each grading period.

NEWS/MEDIA ACCESS

Throughout the school year, there may be occasions when media and/or school/school system personnel will be photographing, videotaping and/or web paging classroom and school-related activities to be used in school/school system publications and/or sent to the local media for publishing. **If you do not wish for your child to be interviewed or identified in photographs or other types of media, please complete the form provided by your child's homeroom teacher and return it to your child's homeroom teacher.** For further information, contact the Board of Education Office at 482-4436.

SCHOOL INSURANCE

CMS will offer the opportunity for parents to purchase school insurance. The school does not act as agent for any insurance company. Students who participate in the interschool athletic program will be insured by the Edenton-Chowan School System, excluding the Hunter Safety team, during the time they participate in a sport (this includes tryouts, practice, during the game, and travel to and from practices and games).

STUDENT ACTIVITIES

During the school year, CMS students are offered the opportunity to participate in a variety of activities. Examples of extracurricular activities that are offered at CMS are:

Athletics	After-school programs/activities	Positive behavior celebrations
Band	Clubs	Student Council

STUDENT RECOGNITION

Awards Day Programs are held at the close of each school year. A sample listing of awards and events are noted here.

#1 Club Banquet	Duke Talent Search	Principal's Award
Athletic Awards Banquet	Most Improved Students	<i>(Two students from each team with highest GPA for the year)</i>
Band Awards Banquet	Presidential Academic Awards	Special Olympics
Bulldog Pride	<i>(All eighth grade students meeting the following criteria: (1) cumulative GPA of 90 for their 6th and 7th grade years and the first semester of their 8th grade year; (2) 90th percentile on state or nationally normed test OR teacher recommendation)</i>	Student Council
DAR Citizenship		Student of Character
CMS Citizenship		Student of the Year
Cultural Arts		Other Team Awards
DAR Citizenship		Presidential Fitness Award

#1 Club

The #1 Club is an academic and conduct honor club awarded to qualifying students who meet the Maroon or Gold Club criteria below at the end of each **Nine Weeks**. Students who achieve this honor are recognized both by their team and by the school. Students who consistently make #1 Club are recognized in the spring.

Maroon Club Requirements:

- Overall 85 average on report card (rounded at 84.5 and higher)
- No single grade below 80 on the report card
- Satisfactory or above rating for Citizenship
- No school or bus suspensions

Gold Club Requirements:

- All A's and B's
- No more than 3 unexcused absences

- Satisfactory or above rating for Citizenship
- No school or bus suspensions or office referrals of any kind

TELEPHONE

School phones are for official use only. Students will not be allowed to use the phone for personal calls except in an emergency or with the permission of the secretary or principal. Neither will students be excused from class to use the phone unless it is an emergency. Students must have a pass to come to the office to use the telephone.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT **(FERPA)**

FERPA requires that Edenton-Chowan Schools, with certain exceptions, obtain parent/guardian written consent prior to the disclosure of personally identifiable information from the child's educational records. However, Edenton-Chowan Schools may disclose appropriately designated "directory information" such as Honor Roll or other recognition lists, sports information such as weight and height information, or other similar information not considered harmful or an invasion of privacy, without written consent. The school system also is required by the No Child Left Behind Act to provide student names, addresses, and phone numbers to military and college recruiters who request them unless the parent/guardian has advised the school to the contrary. If you do not want your child's directory information disclosed, you must inform the school system of your wishes in writing by the first day of school.

THE PROTECTION OF PUPIL RIGHTS AMENDMENT **(PPRA)**

PPRA gives parents, legal guardians, and emancipated minors certain rights pertaining to the conduction of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- Consent before students are required to submit to U.S. Department of Education funded surveys;
- Receive notice of, and an opportunity to opt out of a protected information survey (regardless of funding);
- Receive notice of, and opt out of invasive non-emergency physical exams or screenings;
- Receive notice of, and opt out of activities involving the collection, disclosure, or use of students' personal information for marketing or to sell or otherwise distribute to others;
- Inspect, upon request and before administration or use, protected information surveys of students;
- Inspect instruments used to collect personal information from students for any of the above purposes;
- Inspect instructional materials used as part of the educational curriculum.

VISITORS

All visitors must report to the office. Students are not to bring younger children or students from other schools as visitors. A visitor's pass must be obtained from the office to visit in the classrooms.