

### Sardis School Belief Statements

Student learning is the chief priority for the school where each student is a valued individual with unique physical, social, emotional and intellectual needs.

Students have the right to a balanced holistic education that emphasizes academic and arts education, giving all students the opportunity for optimum learning and success. Students learn in different ways; therefore, curriculum and instructional practices should incorporate a variety of learning activities and instructional approaches to accommodate differences in learning styles.

The commitment for continuous improvement by teachers, administrators, parents, and the community is imperative if our school is going to enable students to become confident, self-directed, life-long learners.

Students need to not only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in problem solving and producing quality work. A safe and physically comfortable environment promotes student learning.

### School-wide Behavior Management Guidelines

PBIS (Positive Behavior Instruction and Support) is a proactive system approach to preventing and responding to classroom and school discipline problems. Emphasis is directed toward developing and maintaining safe learning environments where teachers can teach and students can learn. Together, we will continue to insure that Sardis is a school where teaching, learning, and respect for each other are honored and cherished.

Most discipline problems can be avoided by keeping students constructive and actively engaged in their tasks. Parents and students should be aware of the standards of behavior expected of their child.

### SCHOOL WIDE EXPECTATIONS FOR STUDENTS

Respect Myself, Respect Others, Respect My School

1. Keep hands, feet, and objects to myself.
2. Use appropriate voice level and words.
3. Keep areas clean.
4. Follow adult directions.
5. Take care of my belongings.
6. Line up quickly and quietly.
7. Practice self-control.

Each area in the school will have clearly defined and appropriate behavior expectations. Expected behaviors will be taught, practiced, and encouraged with consistency.

### CONSEQUENCES

Teachers need to keep an individual behavior log to help keep track of consequences/offenses. A single incident cannot warrant more than one consequence.

- 1st offense-Warning
- 2nd offense- In Class Time Out (self-reflection)
- 3rd offense- Out of Class Time Out (Self-Awareness)
- 4th offense- Parent Contact (written/phone)

*(Can occur at any time as deemed necessary by the teacher)*

5th offense- Office Referral (complete referral form sent with child)

Students should not be sent to the office as a consequence unless steps 1-4 have been followed, except in the case of severe violations.

**\*\*SEVERE VIOLATIONS WILL RESULT IN AN IMMEDIATE OFFICE REFERRAL\*\***

### Safe Schools Plan Information

All possible measures are taken to ensure that a safe environment is established for all individuals. Sardis School has specific procedures and guidelines for unwelcome intruders on campus, evacuation plans, fire drills, tornado drills, and personal injuries of individuals. In the event of an evacuation, Sardis School students will board buses and travel to either Indian Trail Elementary School or Unionville Elementary School or move safely to Sardis Baptist Church. Do not come to Sardis School during an evacuation. Information will be issued through our Connect-ed telephone system and news media.

In an effort to keep our campus safe, security cameras run 24 hours a day monitoring entrances, playgrounds, mobile units, and parking lots.

### Student Agenda and Identification Cards

As part of our safe school plan, each child will receive an agenda and identification card. The card indicates the school name and year, the child's name, grade and picture. A bar code is used to check out materials in the school Media Center. **Encourage your child to be responsible with the cards, not to bend, break or lose them.**

### Visitors and Volunteers

We welcome and encourage participation in the classrooms and school building. Your help is needed with projects, tutoring, and assistance with students as well as with classroom activities. **Outside arrangements for your younger children must be made when you help at school or attend field trips.** In order to encourage parent and community involvement while assuring the safety of the children, Union County Public Schools has implemented a school volunteer policy. Applications are available at the school office and online at <https://volunteers.ucps.k12.nc.us/> for parents interested in volunteering. As a volunteer, on-going criminal background checks may be made.

**All Visitors are required to enter the front office upon arriving on campus. PLEASE SIGN IN AT THE FRONT OFFICE WITH DRIVER'S LICENSE AND GET A SPECIAL "VISITOR" STICKER OR "VOLUNTEER" BADGE. If you are eating lunch with your child, please meet your child and his/her class in the cafeteria after you sign in. Otherwise, please remain in the office until the secretary notifies the teacher that you are visiting.** If you are dropping off classroom treats, books, or projects, leave these in the front office and your child will be called to come and get the item.

**Telephone calls will not be put through to classrooms during instructional time. You may leave a message or call before 8:00 a.m. or after 2:45 p.m. You may also**

contact the teacher through email. Conferences will not be held during instructional time without prior scheduling.

### School Schedule

**STUDENTS MAY BE DROPPED OFF at the front entrance of the school building beginning at 7:45 a.m. Students will go to the cafeteria or sit in a designated area outside the classroom, and then be dismissed to their classrooms at 8:00.**

|                          |                |
|--------------------------|----------------|
| Breakfast Begins         | 7:45 AM        |
| Breakfast Ends           | 8:10 AM        |
| Warning Bell             | 8:10 AM        |
| <b>Tardy Bell Rings</b>  | <b>8:15 AM</b> |
| Instructional Day Begins | 8:15 AM        |
| Dismissal for Bus Riders | 2:45 PM        |

**Students may not be signed out for early dismissal after 2:30 PM. The close proximity to dismissal time makes this very difficult.**

### Breakfast and Lunch

Students eating breakfast will depart from the bus or their car and go directly to the cafeteria. Breakfast is a time for eating a nutritious meal to begin the day, and students are encouraged to take advantage of this opportunity.

**According to state regulations, food from outside establishments and soft drinks are never allowed in the cafeteria.**

Students are encouraged to participate in the school lunch program. Menus are sent home at the beginning of each month. Questions or concerns about the cafeteria should be directed to the cafeteria manager, Leslie Lohr at 704-882-4405. To use the online prepay system, parents will simply need to visit [www.LunchPrepay.com](http://www.LunchPrepay.com) and set up an account. The only information needed to set up an account is the child's NCWISE number and the child's name.

When the child reaches the low limit you have established, you will receive notification via email that your child needs more money in their lunch account. Parents will also be able to monitor account activity to see how their child is spending lunch money.

Students may also bring money, preferably a check written to Sardis School Cafeteria, in a sealed envelope with the student's name, cafeteria number, and the teacher's name on the front. Discuss permission to buy snacks with your child. **Unless a free or reduced lunch form has been approved, all students must pay for breakfast and lunch.**

### Meal Prices:

|            |                                    |
|------------|------------------------------------|
| Breakfast: | Student: \$1.15                    |
| Lunch:     | Student: \$2.10    reduced: \$ .40 |
| Visitor:   | a la carte                         |

### Service Charges

**A service charge of \$25.00 will be charged for all returned checks. All returned checks will be handled through the Federal Automated Recovery System.**

### Drop Off and Pick up

School begins promptly at 8:15 a.m. Your child should be in class and ready to begin the day's activities at that time.

**Vehicles should not park along the driveway in front of the school or park on the bus parking lot.** Parking

spaces are located at the east and west sides of the school. Car riders will be dismissed at 2:45 PM. Students will be lined up according to grade level in the main hallway. As vehicles drive up, a caller will announce the student(s) who will then exit the building and stand along the sidewalk at the appropriate number/paw station. The vehicle will pull up to the stop and the child(ren) will enter the vehicle. We ask that you remain in your vehicle when picking up your child. Do not park and come in to get your child during regular dismissal time. Please be prompt in picking up your child. **If you know that you will be late, call the school so that we can let your child know before he/she becomes worried. If any student is consistently late being picked up, the parents will be asked to come in for a conference.** Bus riders will be dismissed at 2:45 PM. Students must bring a written note if they are to depart from school in a manner different than what is indicated on his/her student information sheet.

**Students will not be allowed to ride a bus different than the one assigned without a written note or a call to the office. CHANGES IN TRANSPORTATION MUST BE MADE BY 2:00 EXCEPT IN THE CASE OF AN EMERGENCY.**

### Morning Car Riders

Vehicles form double lines through the staff parking lot on the west side of the school. Staff members will monitor students as they depart from their vehicles. Students must wait for a staff member's signal before exiting the vehicle.

**All car riders must enter through the front entrance of the building.** Leaving the school, vehicles in the **left lane** will exit straight across onto Unionville-Indian Trail Rd.

Vehicles in the **right lane** will continue through to the bus entrance of the parking lot and then make a left or right onto Unionville-Indian Trail Rd.

### School Bus Rules and Policy

Students will be referred to the office for inappropriate behavior. The following procedures will be used for misbehavior.

|              |   |
|--------------|---|
| 1st Offense: | Conference with Student<br>Note to Parent   |
| 2nd Offense: | Conference with Student and<br>Parent, Note to Parent.                                |
| 3rd Offense: | Conference with Student and Parent<br>Bus Suspension for 1-3 days                     |
| 4th Offense: | Conference with Student and Parent<br>Bus Suspension for 3-6 days                     |
| 5th Offense: | Conference with Student and Parent<br>Bus Suspension for 6-10 days                    |
| 6th Offense: | Conference with Student and Parent<br>Bus Suspension for remainder of school<br>year. |

**During bus suspension, transportation is the responsibility of the parent.**

### **Tardy Policy**

All tardies/early leave will be addressed on a school-by-school basis. Attendance in school for all classes the full time allotted for classes is essential for student success. However, at the 10<sup>th</sup> unexcused tardy or early leave, the student will be referred to the school attendance counselor for discussion with parents. At the 15<sup>th</sup> unexcused tardy or early leave, the student and his/her parents will be required to meet with the school principal to determine a plan that allows the student to be on time and in school all day. A student who has been tardy/early leave 20 times (unexcused) may be referred to Truancy Court.

The school day begins at 8:15 a.m. Students should be on time each day. Students who are constantly late to school are missing instruction and disturbing others upon their late arrival. When elementary students are transported to school by their parents, the parents are assuming the responsibility of getting their child (ren) to school on time. Parents are held accountable for this. Therefore, the following policies regarding tardies will apply.

- Students not in their classrooms by 8:15 a.m. will be counted tardy.
- **Students who are late must have their parents come into the office and sign them in after 8:15 a.m. Students will not be allowed to enter classrooms without a parent signature. If tardy students are dropped off, they will remain in the office until the parent returns to sign them in.**
- Tardies will be excused or forgiven with a note from the dentist or doctor.
- Tardies resulting from late buses will not count against the child.

### **Inclement Weather**

Weather conditions sometimes exist that require a delayed opening or early dismissal. On these occasions, please listen for radio and television announcements or check the UCPS website regarding school time changes. Decisions should be made by 6:00 a.m. Do not call the school or principal; instead listen to the radio or television. Whenever possible, the Connect-ed phone message will be made to each home.

### **Administration of Medication**

Sardis School is under strict guidelines for administering medicines. Only designated staff members will be allowed to administer medicine to students who have appropriate documentation in the school office. The school must have signatures from a parent/guardian **AND** the student's health care provider for **ANY** medication to be given at school. This includes prescriptions and OTC medications.

1. Medicine will be locked in the health room.
2. There will be an accurate, written record for each student's medication that is to be given during regular school hours.
  - A. A Medication Consent Form signed by the doctor and the parent/guardian is needed for any prescriptions.
  - B. The Medication Consent Form must list the

student's name, name of medication, dosage to be given, route of administration, time to be given, and doctor's name.

3. Prescription medications will be given at school only if they are sent in the original container with the prescription label attached.
4. Administration of over-the-counter medications at school is discouraged. If OTC medications (analgesics, cough syrup, topical creams, etc.) must be given at school, they will be given only if they are **accompanied by a note from the parent/guardian AND the doctor, giving specific instructions, including: Time, Dosage, and Reason for administration.**
5. The school will assume no responsibility for students who self medicate.
6. **The school asks that medicines administered three (3) times daily be given to the student at home.**

### **Birthday Treats**

Permission must be given by the classroom teacher if snacks or treats are to be brought to school to celebrate the child's birthday. **If arranged, the party treat must be given as a dessert at lunch. All snacks must be commercially prepared and packaged or you may call the school cafeteria to order decorated cookies or cupcakes.** Special invitations are not allowed to be distributed to students unless all students are invited. Balloons and flowers should not be sent to school for celebrations.

### **Student Information**

It is important that all student information be accurate and up-to-date. Please inform your child's teacher or the office when personal information changes. **It is imperative that current emergency information is always available.**

### **Student Dress**

Students should always dress appropriately. No halter tops, spaghetti straps, bare midriffs, "muscle shirts" or tops that do not cover undergarments are allowed. Shirts advertising alcohol, cigarettes, or inappropriate language are not permitted. Wording and graphics on t-shirts and sweatshirts should encourage positive attitudes and character traits. Shorts, skirts, and dresses should be below the fingertips when the child's hands are by their sides. Pants, jeans or shorts are not allowed to be worn hanging down on the hips with undergarments or skin showing. Hats are not allowed to be worn inside the building, unless on special occasions. For safety reasons, flip-flop shoes and platform shoes are not allowed. Closed toe shoes are recommended. Tennis shoes are necessary for PE classes. Roller shoes are not allowed at school. We encourage heel straps on all sandals.

### **Report Cards**

Report cards are issued every six weeks. Check the school calendar for these dates. **Parent conferences are required for the first grading period in order for parents to get their child's report card.** The report cards will be sent home with the child at other grading periods.

## **Grading Codes for Grades K-2**

- 4-Exceeds grade level expectations
- 3-Meets grade level expectations
- 2-Work is nearing grade level, but still below expectations
- 1-Work is consistently below grade level expectations

## **Grading Codes for Grades 3 - 5**

- |   |               |            |
|---|---------------|------------|
| A | Excellent     | (93 - 100) |
| B | Above Average | (85 - 92)  |
| C | Average       | (77 - 84)  |
| D | Below Average | (70 - 76)  |
| F | Failing       | (Below 70) |

On the report card, a check mark indicates a student is not working on grade level and has modified assignments.

## **Grades for Other Areas\***

- E Excellent
- S Satisfactory
- P Progressing
- N Needs Improvement

\* Codes used to indicate progress according to ability and for personal and social traits

## **Union County Public Schools-Criteria for Honor Roll**

### **A HONOR ROLL:**

1. Students must have all "A's" in Reading, Math, Science/Health and Social Studies. They must have a "3" or "4" in written composition. There can be no N's in any subcategories.
2. Students must have a "S" in the following areas:
  - Art
  - Music
  - Physical Education
  - Computer Technology.
3. Students must have an "S" in all areas of Citizenship, Behavior & Work Habits

### **A-B HONOR ROLL:**

1. Students must have "A's" or "B's" in Reading, Math, Science/Health and Social Studies. They must have a "3" or "4" in Written Composition. There can be no N's in any subcategories.
2. Same criteria as "A" HONOR ROLL
3. Same criteria as "A" HONOR ROLL

## **Union County Public Schools Student Promotion and Accountability Standards**

Union County Public Schools believes that required standards or accountability reviews for student promotion are optimum for student success. In general, students in grades 3-5 must score at or above grade level on the End of Grade reading and math tests in order to be promoted to the next grade level. Assessments used in grades K-2 are also used to make decisions regarding the promotion and retention of students.

Remediation will be offered throughout the school year based upon student performance on benchmark

assessments and End-of-Grade tests. Summer school is no longer provided for remediation at the conclusion of the academic year.

Union County Board of Education Policy 5-12, regarding student promotion and retention, can be reviewed in entirety at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us). If you have any questions regarding the progress of your child you are encouraged to speak with his or her teacher, school counselor, or principal.

## **Elementary School Attendance**

### **4-1(a)**

The Public School Laws of North Carolina require compulsory attendance for all children between the ages of seven and 16 years. Every parent\* or person having control of a child between these ages enrolled in the Union County Public Schools is responsible to make sure the child attends school continuously during the time school is in session.

Class attendance, as well as reporting to school on time, is essential to high student achievement. With this in mind, all students are expected to be in attendance each day school is in session, for the entire school day. Furthermore, it is expected that students report to school on time and not be signed out early unless extenuating circumstances exist. **FOLLOWING ANY ABSENCE(S) OR TARDY(IES), A STUDENT IS REQUIRED TO PRESENT WRITTEN DOCUMENTATION FROM THE PARENT/ GUARDIAN/CUSTODIAN STATING THE REASON FOR THE ABSENCE OR TARDY.** Written documentation must be presented within three school days after the student returns to school; otherwise, the absence(s) or tardy(ies) will be recorded as unexcused. Upon review of documentation, the absence will be coded lawful or unlawful based on the criteria set forth below:

CODE 1-LAWFUL -- See listing below

The following are lawful reasons for school absences:

1. Illness or Injury
2. Death in the Immediate Family
3. Medical or Dental Appointments
4. Court or Administrative Proceedings
5. Religious Observances
6. Educational Opportunity with prior approval by Principal
7. Quarantine
8. Military Deployment – for students attending ceremonies related to military deployment of family members

CODE 2-UNLAWFUL – All absences that are not classified as lawful.

### **CODE 3—OUT-OF-SCHOOL SUSPENSION (OSS)**

Absences include those that are lawful, unlawful, and due to suspension. Students will not be counted absent from school when participating in school sponsored functions.



Upon returning from an absence, students will be given two days to make up the work missed for each day absent. When arrangements are not made to make up work, or if the make up work is not completed in time, the student will receive no credit. Students on out-of-school suspension are expected to complete class work as assigned by the school.

Students in grades K-5 who are absent 20 days, (lawful, unlawful, or OSS) can be retained.

#### **Consequences for Excessive Absences**

When a student has accumulated three unexcused absences, the principal or designee shall notify the parent/guardian/custodian of the absences. When a student has accumulated six absences for any reason, the principal/designee shall notify the parent/ guardian/ custodian by mail that the student has accumulated this number of absences, and that the parent/guardian/custodian may need to consult with school personnel pertaining to attendance and possible future consequences. School personnel will be available to assist the student and family in solving any attendance problems. When a student has accumulated ten absences for any reason, the principal/designee shall have a conference with the student and his/her parent/ guardian/custodian to discuss the accumulated absences and to develop a plan relative to school attendance for the remainder of the school year.

When a student accumulates three, six, and/or ten unlawful absences in a school year, the principal/designee will follow the procedures required by law. These procedures include the above referenced notification provisions, referral to school personnel to address the underlying causes of the attendance issues and if, after ten unexcused absences, the principal determines that there has not been a good faith effort on the part of the student and/or parent/ guardian/custodian to comply with the attendance requirements, a notification to both the district attorney and department of social services shall be made.

#### **Retention Appeal**

A parent\* may appeal a decision to retain a student to the school level committee according to the following criteria:

- a. The student has passed all academic requirements for promotion but has failed to meet the attendance requirement.
- b. Some absences were due to "special emergencies." (See number 1)

*The school principal and/or the student's parent\* may appeal the decision of the school level attendance committee to a district level attendance committee.*

Individual schools are required to develop programs to address the academic needs of students who may be failing due to excessive absenteeism. Participation in such programs will be considered by the school level attendance

committee. In addition, principals need to take into consideration special emergencies.<sup>1</sup>

Principals would be able to promote a student who qualified academically, but has accumulated twenty or more absences during the school year if it serves the best interest of the student.

\*Guardians and custodians are also considered parents for purposes of this policy.

#### **Family Educational Rights and Privacy Act (FERPA)**

(FERPA) sets out requirements designed to protect the privacy of parents and students. In brief, the law requires a school district to:

- Provide a parent access to their child's educational records.
- Provide a parent an opportunity to seek correction of records he/she believes to be inaccurate or misleading.
- With some exceptions, obtain the written permission of a parent before disclosing information contained in the student's education record.

**The Code of Student Conduct for Elementary Schools can be found in the 2012-13 Elementary School Student Handbook (English and Spanish versions) at <http://elem.ed.ucps.k12.nc.us/php/handbooks.php>.**

#### **Code of Student Conduct – Elementary**

*The Union County Public Schools Board of Education believes that self-discipline is the key element in a positive school climate. In order to foster and nurture self-discipline among students, schools shall implement programs, practices, and procedures designed to encourage and recognize positive and responsible student behavior. Such programs can be a part of or logical extensions of the schools' character education curriculum. In addition, schools shall provide regular staff development opportunities on such topics as positive discipline, recognizing bullying, and conflict resolution, etc. Furthermore, schools shall develop intervention strategies to prevent bullying.*

*These proactive measures on the part of schools will provide a balanced approach to the Union County Public Schools' goal of expecting, encouraging, and enforcing acceptable student behavior in all schools, and further serve to promote the school district's core value of design in quality and prevention.*

*The school has a basic responsibility to educate all students. The ultimate responsibility, however, rests with the parents. The school and the parents should work*

---

<sup>1</sup> "Special emergencies" are situations causing a student to be absent which are beyond the student's control.

*together to support the students in any disciplinary incident.*

Principals should use good judgment when applying these policies. Principals will have the discretion to determine if a violation of the rule, considering mitigating factors, is serious enough to warrant suspension. When students are suspended for violations of this policy, these absences may affect academic standing and promotion. Please refer to the attendance policies #4-1(a) for further information.

In the event a student of Union County Public Schools becomes the victim of violence while on school property during the school day or while attending school sponsored events outside the school day or while attending a school sponsored event not held on school property, the parents of the victim will be notified as soon as possible. The parents will be informed of the nature of the violence, the physical condition of the student, where the student is located and the care being given the student. In addition to the system-wide corrective action, principals have the discretion to notify legal authorities when appropriate.

Additional school level rules will be set by the school site (including but not limited to dress code, honor code and insubordination). There will also be additional rules for riding the bus. A copy of this policy, school level and transportation rules will be distributed annually to all students.

#### **DEFINITIONS\***

\*If a term is not specifically defined, the common use of the word will be applicable.

4. Bans from School Property. Students who are suspended are not entitled, except with the express permission of the site principal, to enter any property of Union County Public Schools. Failure to abide by such restriction will be considered trespassing and will be reported to law enforcement.
2. Disciplinary Reassignment is when a student is reassigned to another full-time educational program which provides the standard course of study and allows for the student to make timely progress toward promotion. This is not a long-term suspension and does not require those due process protections.
3. Multiple Offense designations. For offenses where different consequences are applied depending upon the number of violations, the offense is of the overall (numbered not lettered) rule. For example, violations under the illegal/unauthorized substances rule, number 8, will be considered, not under the individual types of substance. Additionally, the number of violations carries throughout one academic year.
4. Parent includes legal guardians, custodians and caretakers entitled to enroll the student in school.

5. Parent Conferences: A meeting between the student, parent and administrator may be required for a suspension of any length.
6. School Authority: The school has the authority to address any act that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, use of the district Internet system, use of a personal digital device on campus, or off-campus activities that cause or are reasonably expected to cause a direct and immediate impact on the orderly and effective operations of the school or the safety of individuals.
7. School property is the physical premises of all school campuses, bus stops, all vehicles under the control of the district (including but not limited to Yellow School and designated Activity Buses), school sponsored curricular and extra-curricular activities, regardless of where they occur. The administration may also impose consequences for conduct which occurs off campus if it has a direct and immediate effect on maintaining order and discipline in the schools.
8. Suspension: Unless specifically noted, references to suspension are out-of-school suspensions.

#### **REPORTS TO OUTSIDE AUTHORITIES**

Under North Carolina Law, principals are required to report to law enforcement when s/he has personal knowledge or actual notice that one of the following acts has occurred on school property: "assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law." Additionally, any conduct which may be both a violation of this policy and law will be reported to the School Resource Officer.

**PROHIBITED BEHAVIORS:** For these prohibited behaviors, the following system-wide corrective actions shall be taken (in addition to any consequences enumerated below each behavior, students will be immediately removed from class, their parent called, referred to the school counselor and may be banned from school property and a parent conference required, as described in the Definitions Section above):

1. Aggressive Behavior: Students will not engage in any form of aggressive behavior toward any other student, staff member or other adult in the school. Any assault on a school employee that results in injury must be reported to the principal.
  - a. Physical violence directed toward any school employee or other adult in the school.
    1. First Offense (where there were no serious injuries, multiple

- aggressors/participants or serious disruption to the academic day): 0-5 days suspension.
2. Second Offense (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day): 1-10 days suspension.
  3. For assaults which result in serious injury or those involving multiple aggressors 5 – 10 days suspension.
- b. Physical violence directed toward a student. Violations include but are not limited to, any assault, fight, or attempt to cause physical harm to a student or students by another student or students.
1. First Offense (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day): 0-5 days suspension.
  2. Second Offense (where there were no serious injuries, multiple aggressors/participants or serious disruption to the academic day): 1-10 days suspension.
  3. For assaults which result in serious injury or those involving multiple aggressors 5 – 10 days suspension.
- c. Threats about or directed toward any other student, staff member or other adult in the school: Any physical, verbal, or written threat (including but not limited to threatening gestures, threats communicated via electronic technology where a connection to the school exists and/or school assignments) directed toward or about any student, staff member or other adult which threatens force, violence, or disruption, or any sign or act which constitutes a threat of force, violence, or disruption.
1. First Offense: 0-5 days suspension
  2. Second Offense: 1-10 days suspension
  3. Third Offense: 5-10 days suspension
2. False Alarms: In the absence of an emergency, students will not call 911, signal or set off an automatic signal indicating the existence of an emergency, this does not include accidental dialing of 911 so long as no disruption occurs.
- a. False Fire Alarm
    1. 1-10 days suspension
3. Bomb Threats/Acts of Terror: Students will not make notification (false or otherwise) indicating the presence of a bomb or explosive or threatening an act of terror (false or otherwise), any format, written or verbal, on school property as defined above.
- a. Bomb Threats (false or otherwise): Making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting, or burning is located on school property or at a school-sponsored or school-related activity, or
 

Concealing, placing, or displaying a device on school property or at a school-sponsored or school-related activity with the intent to cause others to believe the device is a bomb, or

Communication, by any means, knowing or having reason to know it is false, that such a device or components are present or one who intending to perpetrate a hoax brings any such artifacts onto school property or to a school sponsored event.

    - 10 days suspension.
  - b. False Act of Terror or Threatens a False Act of Terror including but not limited to a device, substance, or material designed to cause harmful or life-threatening illness or injury or conspiracy to commit either.
    - 10 days suspension.
4. Weapons (not including firearms and explosives): Students will not possess, handle, use, or transmit, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. All weapons will be confiscated immediately and turned over to law enforcement.
- Weapons include all of the following:  
knife, including a pocket knife, bowie knife, switchblade, dirk, dagger or machete; slingshot; leaded cane; blackjack; metal knuckles or numb-

chucks; BB gun; air rifle or air pistol; stun gun or other electric shock weapon; icepick; defensive sprays; razor or razor blade; fireworks; and any sharp pointed or edged instrument, e.g. tools and equipment used for preparation of food, instruction, maintenance, and construction.

Examples of other objects that could be considered weapons are box cutters and other types of utility blades and blowguns. Also included are other instruments that are capable of being used to inflict bodily injury and the circumstances indicate a probability that injury is intended. Also included is LIVE ammunition (shotgun shells, bullets, etc.) No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a teacher or principal immediately. Failure to do so may result in disciplinary action up to and including a maximum of 10 days of suspension.

- a. Possession - 0-10 days suspension
- b. Use of Weapon - 10 days suspension.

5. Firearms and destructive devices: Students will not bring, possess (regardless of the manner of received or the length of time possessed) or use a firearm, (including but not limited to a starter pistol, gun, rifle, pistol, shotgun, frame, receiver, firearm muffler or silencer), loaded or unloaded or a destructive device (including but not limited to an explosive, incendiary, poison gas, bomb, grenade, rocket with a propellant charge of more than 4 ounces, a missile with a charge of more than ¼ ounce, mine, or similar device) on a school campus or at a school event wherever held as defined by North Carolina General Statutes § 14-269.2b. All firearms and explosives will be confiscated immediately and turned over to law enforcement.

- A suspension of 365 days shall be imposed for violations of this rule. Upon recommendation of the Superintendent, the Board of Education may modify this consequence after a review of the facts and circumstances surrounding the incident and considering alternative educational options for the student.

6. Arson: Students will not start or further a fire on school property, including but not limited to the

burning of school property. The student and/or parents will be responsible for paying restitution.

- 0-10 days suspension

7. Theft or Vandalism: Students will not steal or vandalize the property of the school, school employees, students or any other person resulting in loss or damage – student and/or parents will be responsible for restitution or return of the property in good condition to the school system or victim.

- a. Theft or vandalism
  1. First Offense: 0-3 days suspension
  2. Second Offense: 0-5 days suspension

8. Illegal/Unauthorized Substances: The following are prohibited on school property or buses, in a private vehicle in a school parking lot, or at any school function wherever held, as defined above. All substances will be immediately confiscated and provided either to law enforcement or a parent, as appropriate.

Possession, use, being under the influence, sale or exchange of alcohol (including wines, beer, and non-alcoholic beer), illegal drugs, controlled substances, or counterfeit or synthetic drugs on school property or buses, or at any school function wherever held. Drug paraphernalia (defined as to include, but not limited to, rolling papers and scales) is included.

1. 0-10 days suspension (Student must attend a Drug Education class coordinated by the school system.)
2. Require substance abuse counseling for parent and student.

Possession or use of tobacco products on school property, when being transported to and from school, participating in school-sponsored events, or while being supervised by a school staff member (for rolling papers see drug paraphernalia as stated above). All tobacco products, including electronic cigarettes and all lighted and smokeless tobacco and/or nicotine products are prohibited and will be confiscated.

1. Student must attend a class on the effects of using tobacco products that is coordinated by the school system.

- a. First Offense: Discretionary action by



- principal which may include suspension – dependent upon specific circumstances.
- b. Second Offense: 1-3 days suspension
  - c. Third Offense: 2-5 days suspension
- e. Mercury and/or other dangerous chemicals. In the case of mercury or like substance abuse, parents will be responsible for the cost of any clean-up, repair or damage.
1. First Offense: Discretionary action by principal which may include suspension – dependent upon specific circumstances.
  2. Second Offense: 1-3 days suspension
  3. Third Offense: 2-5 days suspension
9. Nuisance Items: Students will not possess or use nuisance items including but not limited to: laser pointers, beepers, two-way radios, matches, cigarette lighters, or other like items. These items are prohibited on campus, buses, and/or school events that are extensions of the classroom. Nuisance items kept in locked private vehicles are exempt. No skateboards are allowed on campus at any time. Any nuisance items that results in property damage to the school system or individual will require restitution by the parents of the perpetrator. All nuisance items will be immediately confiscated and returned to the parent where appropriate. School is not responsible for loss or damage of any of the above names items.
- a. First Offense: Discretionary action by principal which may include suspension – dependent upon specific circumstances.
  - b. Second Offense: 1-3 days suspension
  - c. Third Offense: 2-5 days suspension
10. Electronic Devices: Students will not possess cellular phone or electronic/media devices except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity. These are prohibited on campus from the first bell of the day through the last dismissal bell. Except as identified above, cell phones must be turned off and out of sight (in book bag, pocket, or purse) at all times. Use of a cell phone is defined to include, but is not limited to, phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging. Upon any unauthorized use of an electronic device, said device will be immediately confiscated and returned to the parent where appropriate. School is not responsible for loss or damage of any of the above-named items.
- a. First Offense: Confiscation and warning. If use results in violation of other policies further discipline may be applied.
  - b. Second Offense: Confiscation and may include one day in-school suspension or after school detention.
  - c. Third Offense: Confiscation and may include one day in-school suspension or after school detention, and cannot bring item to school for the remainder of the school year.
- Failure to obey the request of a school staff member to hand over an electronic device, including but not limited to a cell phone, shall be considered insubordination and consequences will be imposed pursuant to the school level rules.
11. Abusive Language and Gestures: Students will not use insulting, abusive, profane, obscene, words, signs, gestures, and other acts toward or about any school employee, adult on campus or other student. The discipline to be applied may be dependent upon the severity of offense. This provision includes but is not limited to written assignments and/or electronic devices where a connection to the school exists.
- a. Toward a school staff member or other adult on campus.
    1. First Offense: 0-3 days suspension
    2. Second Offense: 2-5 days suspension
    3. Third Offense: 5-10 days suspension
  - b. Toward another student or between students.
    1. First Offense: Discretionary action by the principal
    2. Second Offense: 1-3 days suspension
12. Bullying: Bullying is a form of harassment. Under North Carolina Law, bullying is “any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property”, as defined above, “reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual

orientation or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics". Bullying may include, but is not limited to: cyber bullying, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats and may be directed at the same or different individuals.

- a. First Offense: 0-3 days of suspension at the discretion of the principal.
  - b. Second Offense: 3-5 days of suspension
  - c. Third Offense: 5-10 days of suspension
- Cyber Bullying: students may not use a computer or computer network to harass or bully a school employee. Examples of prohibited conduct include:

- a. Building a fake profile or Web site regarding a school employee.
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information or disseminating unauthorized data pertaining to a school employee.
- c. Posting a real or doctored image of the school employee on the Internet.
- d. Accessing, altering, or erasing any computer network, computer data, computer program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords.
- e. Using a computer system for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions, to a school employee.
- f. Make any statement, whether true or false, intending to immediately provoke, and that is likely to provoke, any third party to stalk or harass a school employee.
- g. Signing up a school employee for a pornographic Internet site or for electronic mailing lists or to receive junk electronic messages and instant messages, with the intent to intimidate or torment the school employee.

A student who is convicted of cyber bullying will be transferred to another school unless there is no other appropriate school within the school system. In that circumstance, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyber bullying.

- 13. Leaving the assigned area/school grounds without permission and other attendance violations (i.e. skipping class and truancy): Students must attend school and once at school will remain on campus

and in areas designated by school officials at all times.

- 0-2 days suspension and principal discretion which may include additional consequences should the conduct violate other rules in this policy or the bus or school level rules.

- 14. Sexual Behavior: Students will not engage in any sexual activity on school property.

- a. Indecent Exposure: Students will not expose private body parts on school property as defined above.

- 1. First Offense: 0-3 days suspension
- 2. Second Offense: 1-5 days suspension

- b. Sexual Harassment includes but is not limited to the following conduct committed against another student, a staff member or any adult in the school:

- Any "unwelcome" contact of a sexual nature with another's body (two or more students engaged in this type of behavior against another student, staff member or other adult will receive consequences as prescribed below)
- Any suggestive comments, propositions, or gestures
- Any sexually provocative commentaries about the body
- Any suggestive writing, artworks, or notes
- Any slurs or innuendoes

- 1. First Offense: 0-3 days suspension. Principal discretion for more severe action depending upon the severity of the conduct.
- 2. Second Offense: 1-5 days suspension.

The UCPS Title IX Coordinator, the Department of Social Services and law enforcement shall be notified.

- c. Sexual Offense or assault (or any act that would qualify as such if child was of appropriate age).

1. The UCPS Title IX Coordinator, the Department of Social Services and law enforcement shall be notified.
  2. 1-10 days of suspension
  3. School placement may be reconsidered once a case has been adjudicated (possible homebound or other instruction).
15. Any behavior that is a continuous disruption to the learning process of and/or safety at the school and has been previously brought to the parent's attention:
- a. First Offense: Parent contact; discretionary action by the principal.
  - b. Second Offense: Parent shadowing and/or 1-3 days suspension; parent conference with the principal.
  - c. Third Offense: 2-5 days suspension

LEGAL REF.: North Carolina General Statutes §§ 115C-245; 115C-288; 115C-289.1; 115C-307; 115C-390; 115C-391.1, Chapter 115C, Article 27, 115C-392, 115C-402; 115C-523; 115C-524(b); 14-33(6); 14-35; 14-269.2b; 14-458.2

CROSS REF.:  
 Board Policy 4-1(a), Elementary School Attendance  
 Board Policy 4-3, Code of Student Conduct  
 Board Policy 4-6, Administration of Medicines

#### UNION COUNTY BOARD OF EDUCATION

APPROVED: 9/7/93

REVISED: 12/6/94  
 REVISED: 10/3/95  
 REVISED: 4/2/96  
 REVISED: 4/8/97  
 REVISED: 12/2/97  
 REVISED: 3/31/98  
 REVISED: 5/18/99  
 REVISED: 6/15/01  
 REVISED: 4/23/02  
 REVISED: 3/4/03  
 REVISED: 4/1/04  
 REVISED: 5/3/05  
 REVISED: 3/18/08  
 REVISED: 2/2/10 to be effective 8/25/10  
 REVISED: 5/3/11  
 REVISED: 8/2/11  
 REVISED: 3/5/13