

## **Central Davidson Middle School Student Handbook**

The purpose of this handbook is to help students and their parents increase awareness regarding the privileges, opportunities, and responsibilities as a citizen of this school. Each student and parent should read this handbook and become knowledgeable of the contents. Please remember, however, that no handbook can possibly include guidelines for every possible situation. If questions or concerns about the information presented in the handbook should arise, please contact me or a member of the staff for further clarification.

### **Central Davidson Middle School Mission Statement**

We value all students and promote individual achievement and citizenship by implementing a rigorous and challenging curriculum.

### **Central Davidson Middle School Vision Statement**

Spartans will strive for excellence by encouraging life-long learning.

### **Central Davidson Middle Motto:**

**“Your Future, Our Focus”**

### **Central Davidson Middle School**

#### **Schedule 2019-2020**

Building Opens	7:30 a.m.
Homeroom	7:45 – 8:05 a.m.
Tardy Bell	8:00 a.m.
Dismissal Bell	3:05 pm

### **Bus Safety**

Per North Carolina Board of Education Policy, “Unless safety factors require otherwise, superintendents may not plan bus stops closer together than 0.2 miles. A route may not deviate from a general path of direction for a distance of less than one-half mile and then return to the original path except for groups of 10 or more pupils, unescorted pupils in grades k-3 or special education pupils.”

Students must understand that good behavior while on the bus is of great importance and what when a student misbehaves, he/she is putting the lives of other students in danger. Bus misconduct will be handled seriously.

#### **Listed below are the responsibilities of bus riders:**

- In the morning students should be at their designated stop ten minutes prior to the assigned time.
- Stand away from the road in an orderly manner while waiting for the bus.
- Wait for the bus to stop and wait for the driver to signal before crossing the road.
- Always cross the road in front of the bus when loading and unloading.
- Never stop to pick up anything in front of the bus. Tell the driver first.
- Load and unload the bus in an orderly manner, in a single line.
- Never touch the mechanical controls or door control at any time
- Sit quietly in your seat at all times until the bus reaches the stop where you exit.
- Students should talk quietly, never in a loud, abusive, or vulgar manner.
- Students must keep hands, head, arms, etc. in the bus, not out open windows. No one is to throw objects on a bus or from bus windows.
- No one is to fight, use force, threaten, or intimidate others.
- No smoking is allowed. Use of tobacco products or e-cigarettes are prohibited.
- No food or drinks are allowed on the bus.
- In case of a break down, students should remain seated and follow the instructions of the driver.
- No one is to stand beside the driver or in the stairwell area of the bus while the bus is moving
- No objects which would be distracting to the bus driver’s view such as balloons, flowers, etc. are allowed.
- No glass or sharp objects of potential danger will be allowed.
- Students may not wear hats on the bus.

- Use the back door only in an emergency.
- Students are assigned to specific buses, based on routes. Because of crowded conditions, students will not be allowed to switch buses except in emergencies as determined by the administration.
- Due to CDMS buses being close to or at capacity, **we do not permit students to ride home on buses which they are not assigned.** In the event of an emergency, please arrange for alternate transportation to or from school. If a student is assigned to a bus and is getting off at a different stop on that same bus, they must bring a note signed by the parent to the office that morning for approval.

**Bus Discipline Policy**

- |   |  |
|---|--|
| 1 <sup>st</sup> offense - Warning/Conference with student | 2 <sup>nd</sup> offense- Warning/Conference with parents |
| 3 <sup>rd</sup> offense – 1 Day Bus Suspension            | 4 <sup>th</sup> offense – 3 Day Bus Suspension           |
| 5 <sup>th</sup> offense – 5 Day Bus Suspension            | 6 <sup>th</sup> offense – 10 Day Bus Suspension          |
| 7 <sup>th</sup> offense – Semester Bus Suspension         |  |

**Car Rider Procedure**

Students will not be allowed to travel across traffic, through the parking lot, or in any other way leave the designated waiting area. Car riders **MUST BE PICKED UP AND DROPPED OFF AT THE AWNING** via the car rider line (not parked in the teacher lot or dropped off at the main office). Parents should not cut through the teacher parking lot.

**EARLY DISMISSAL**

Students may not be picked up after 2:30 pm on any day. Please plan any appointments accordingly. Office personnel will not call a student out of class prior to the parent/guardian’s arrival. Students wishing to leave school during the school day must secure permission from the office and must be signed out through the office. **Any person checking a student out of school must present proper photo identification in the office.** In addition, we do not accept transportation requests over the phone. Requests must be emailed or a note sent with student.

**LOCKERS**

Lockers are assigned to students by homeroom teachers. Lockers should be kept clean at all times. Students are informed that lockers are for the storage of personal items and of school materials. **Valuable items should not be brought to school.** All lockers made available for student use on the school premises are property of the school. They are not to be used to store items which cause an interference with school purposes for any educational function or which are forbidden by school rules or state law. The student’s use of the locker does not diminish the schools ownership or control of the locker. School administrators retain the right to inspect the locker and its content to ensure the locker is being used in accordance with its intended purpose, and to eliminate fire hazards, maintain sanitary conditions, attempt to locate lost or stolen property, and to prevent use of the locker to store prohibited or dangerous items. Posters, stickers, or photographs are not to be put in or on lockers.

**STUDENT FEES (DCS Board Policy 6.26)**

Each student will pay basic fees at the beginning of the year. These fees are set by the Davidson County Board of Education. Fees may be waived for qualifying families upon completion of necessary forms. Applications for waivers may be obtained from the homeroom teacher. **Lock rentals are NOT covered by fee waivers.**

Basic Student Fees	\$16.00
Band 8 <sup>th</sup> Grade	\$12.00
Band 6th & 7th	\$ 6.00

**Visitors**

Central Davidson Middle School welcomes parents and visitors to our campus. For the protection, safety, and welfare of all concerned, any visitor to the school or school grounds must report to the office and obtain a visitor’s pass. Visitors and parents who wish to have lunch with their student must be approved by the office and have teachers’ approval before they can attend.

## **AHERA (ASBESTOS HAZARD EMERGENCY RESPONSE ACT) NOTIFICATION**

As mandated by federal regulations, public schools were to have each of their school buildings inspected for asbestos, and a plan of managing asbestos that was detected was to be filed with the North Carolina Department of Human Resources, Division of Health Services, Raleigh, NC by May 9, 1989. Davidson County Schools complied with this mandate.

The Davidson County Board of County Commissioners hired a certified and accredited firm to conduct inspections of public school buildings. A thorough inspection of all schools has been completed and a written plan for the management of any detected asbestos is in place. Those management plans are on file at each school and the administrative office.

Necessary measures have been taken to repair or to remove any damaged asbestos, and the management plans outline the ongoing maintenance program at each location.

It is also required that at least once every six months after a management plan is in effect, each LEA shall conduct periodic surveillance in each building that it owns, record any changes in the condition of the materials, and make those records a part of the management plan. Those requirements have been met by the Davidson County Schools.

It is further required that every three years after a management plan is in effect, each LEA shall conduct a thorough inspection of every building for the presence of asbestos. Those requirements have also been met by the Davidson County Schools.

## **ANTI-DISCRIMINATION POLICY (DCS Board Policy 6.38)**

The Davidson County Board of Education believes all students and employees should be free of unlawful discrimination, bullying and harassment, including sexual harassment, as part of safe, orderly, and inviting learning/working environments. The Board is committed to nondiscrimination in all educational and employment activities and expressly prohibits unlawful discrimination and harassment on the basis of race, color, national origin, sex, pregnancy, religion, veteran status, age or disability. The Board prohibits retaliation against a student or employee exercising rights made available through state or federal law, and also prohibits retaliation for reporting such violations. Policy violation is serious; appropriate action will be taken, up to and including suspension (for students) and termination (for employees).

Title IX coordinator: Lowell Rogers, Assistant Superintendent of Human Resources

Section 504 Coordinator: Tamera Holcomb, Coordinator for Academic Support

ADA coordinator: Deana Coley, Assistant Superintendent of Curriculum

Davidson County Schools ~ P.O. Box 2057, Lexington, NC 27293 ~ Telephone: 336-249-8182

## **ATHLETICS DCS (School Board Policy 6.18)**

A student begins his/her process for obtaining eligibility upon entering 6<sup>th</sup> grade. The following are basic rules regarding middle school athletics. Additional information will be provided by the school's Athletic Director and coaches. It is important to remember that participation in athletics is a privilege and not a right. Parents and students must sign an *Eligibility and Authorization Consent Form* prior to participation in middle school athletics.

### **Student Conduct**

A student found guilty of misconduct may be (1) reprimanded, (2) placed on probation or (3) suspended from participation in a sport or sports for a period of time. If a team member not participating in the game comes onto the playing surface during an event or immediately thereafter to engage in conflict, that team shall be placed on probation and may not participate until a decision is rendered by the conference.

### **Age**

A student cannot participate on a 7<sup>th</sup> or 8<sup>th</sup> grade team if the student becomes 15 years of age on or before August 31 of the current academic year. No student may be eligible to participate more than 4 consecutive semesters.

### **Attendance**

A student must have no more than 8 absences in the semester prior to the season in order to be eligible. Fall eligibility is based on the 3<sup>rd</sup> and 4<sup>th</sup> quarters from the previous spring, and spring eligibility is based on 1<sup>st</sup> and 2<sup>nd</sup> quarters from the current academic year. If absences have been formally waived by the principal, these shall not count toward the total number of absences.

### **Academic Eligibility**

A student must pass all courses less one in a semester to be eligible in the following semester. A student who is ineligible academically remains ineligible for that semester. A student who becomes ineligible at the end of fall semester and who is participating on a team at that time must be removed for the remainder of that semester.

## Physicals

A student must have a current physical within the last 395 days to be eligible.

## Sportsmanship

Parents and students in DCS must sign a *Student Athletic Participation Form* and adhere to the conditions of that form in order for the student to maintain athletic eligibility.

## Safety

Parent and students must sign a Gfeller-Waller Concussion information sheet and adhere to the conditions of that form to remain eligible.

## Residency

Parents and students must sign a *Residency Verification Form* and adhere to the conditions of that form to remain eligible. Students and their custodial parents must live within the attendance zone of the school for which the student-athlete is participating or have a formal Within System Transfer document on file with the school to remain eligible. Failure to adhere to the residency rule renders a student-athlete ineligible and results in the team forfeiting games during which that student-athlete was a member of the team.

## Ineligible Player

Any school that uses an ineligible player in any contest is to immediately drop the player from the team and forfeit all games for which the ineligible player participated.

## Violation of the Substance Abuse Policy

See Davidson County Board of Education Policy 6.11 Rule 6

## ATTENDANCE (DCS Board Policy 6.4)

### Maximum Number of Absences

There will be a **maximum of sixteen (16) absences** allowed for students participating in year-long programs (all elementary and middle schools).

Students who exceed these absence limits for any reason shall not receive grade/course credit or be promoted (if applicable) to the next grade level unless they are granted a waiver from the attendance policy by the principal.

### Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. **Documentation to excuse an absence will not be accepted after 3 school days.** An absence may be excused for any of the following reasons:

- personal illness or injury occurs that makes the student physically unable to attend school;
- isolation ordered by the State Board of Health;
- when there is a death in the immediate family (including but not limited to the grandparents, parents, brothers and sisters) of the student;
- when the absence is due to a medical or dental appointment, appropriate documentation is required. Appropriate medical documentation if presented by the student would include:
  - Dated doctor's statement on letterhead
  - Diagnosis by physician - clarifying whether illness is a prolonged illness contributing to, or which could contribute to, a pattern of absences requiring a student to be out of school and further clarifying when student should be able to return to school.
- Dated parent's note stating clearly the reasoning for the student's absence and/or referencing a previous written diagnosis rendered by a medical professional and submitted to the principal;
- participation under a subpoena as a witness in a court proceeding ;
- a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s). The student's parents must give the principal written notice of the request for an excused absence at least three (3) days prior to the scheduled religious observance. The student shall be given the opportunity to make up any tests or other work missed due to such an absence for a religious observance;
- participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page with prior approval from the principal/designee
- Pregnancy and related conditions or parenting, when medically necessary;
- visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy, 6.39.6, Children of Military Families, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

### School-Related Activities

The following school-related activities will not be counted as absences from either class or school:

Field trips sponsored by the school; job shadows and other work-based learning opportunities, as described in G.S. 115C-47(34a);

School-initiated and scheduled activities;

Athletic events requiring early dismissal from school;

Career and Technical Education student organization activities approved in advance by the principal; and

In-school suspension.

### **Make-up Work for Lawful Absences:**

Students are permitted to make up all work missed during an absence. All work must be made up within five (5) days following the student's return to school unless the principal/designee determines that extenuating circumstances might support an extension of this time restriction.

### **Excessive Absences**

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

Students with excused absences due to documented chronic health problems are exempt from this policy.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

Additionally, the school social worker will monitor truancy and when necessary file a petition with juvenile services against the student and/or parent.

### **Waiver Procedures:**

A student may apply to the principal for a waiver for lawful absences due to extenuating circumstances. The parent may request an attendance waiver if any of the following apply:

Hospitalization/Extended Illness (Documentation showing dates of hospitalization/illness and a doctor's signature on the document is required.)

Court Subpoena (Attach a copy of the subpoena)

Celebration of an established religious holiday not incorporated into the school calendar (Prior approval from the principal is required)

Death in the immediate family (May not exceed three days. Immediate family is considered to be parent(s), grandparents(s), and siblings. Obituary or program of service is required as documentation.)

The principal/designee will review waiver requests and provide written notification to the parent of the decision. Although the principal may appoint a waiver committee to review waiver requests and make recommendations for consideration, the principal/designee will make the final determination as to the appropriateness of the waiver request. The Principal, or his/her designee, would document the rationale for his /her decision as to waiving any such absences. Parent and student will be informed in writing of the final decision and rationale for waivers that are denied. Parent and student may appeal any such final decision pursuant to Section 1.6 of Davidson County Board of Education policy.

### **CHILD NUTRITION (DCS Board Policy 6.20)**

Meal and item charges are permitted as follows for ALL Davidson County School students:

- In the elementary and middle schools all students, including but not limited to reduced meal benefit students, may charge up to \$12.75. After the student has incurred charges of \$12.75, the student will receive an alternate meal which will meet the reimbursable meal option.
- When the student's meal charge reaches \$37.50, the charge will then be turned over to a collection agency selected and approved by the Superintendent of the Davidson County Schools and the alternate meal will continue until the total outstanding charges are reduced below \$12.75.

- NO supplemental sales items, such as milk, cookies, ice cream or potato chips, may be charged at any time. NO supplemental items will be allowed for purchase until all outstanding charges are paid in full. Any money given to the cafeteria will be applied towards any outstanding charge balance.
- Child Nutrition Services will call all parents every Wednesday for any meal charge and will call every day for charges over \$12.75.
- If the student's charge balance exceeds \$75.00, at the discretion of the school principal and social worker, the Davidson County Social Services (DSS) may be contacted in relation to potential student neglect.
- Our Child Nutrition Department allows parents to prepay for meals and put money on their child's account at [www.lunchprepay.com](http://www.lunchprepay.com). This website also allows parents to get a detailed report of purchases made by their child.

### **EOG'S, EOC'S, NCFE'S, AND CTE POST-ASSESSMENTS**

All middle school students will participate in the following required state assessments during the last ten days of the academic year unless otherwise noted below:

<b>ASSESSMENT</b>	<b>6<sup>th</sup> GRADE</b>	<b>7<sup>th</sup> GRADE</b>	<b>8<sup>th</sup> GRADE</b>
Reading EOG	✓	✓	✓
Math EOG	✓	✓	✓
Math 1 EOC			For students enrolled in Math 1 the EOC will be given within the last 5 days of the school year. Counts as 20% of the final grade.
Science EOG			✓
Social Studies NC Final Exam	✓	✓	✓
Science NC Final Exam	✓	✓	
CTE Post-Assessment	At the end of the semester the student is enrolled in a CTE course	At the end of the semester the student is enrolled in a CTE course	At the end of the semester the student is enrolled in a CTE course

### **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students' education records. FERPA gives parents/guardians the right to refuse release of directory information by filing a note of "Don't Release" in the school's office at the beginning of the school year. Parents/guardians (or eligible students) have the right to inspect their child(ren)'s records. These rights transfer to the student when the student becomes 18 years of age. Parents/eligible students have the right to request a correction to records. If the parents/eligible students do not feel the school's response is adequate, a formal hearing may be requested. A rebuttal statement by the parents/eligible student(s) may be placed within the record. FERPA protects the release of directory information except in the following circumstances:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation
- Appropriate parties offering financial aid to a student
- Approved agencies conducting research in DCS
- Accrediting organizations
- Judicial order or subpoena compliance
- Health, safety, court and law enforcement officials

### **GRADING SCALE**

Beginning with the 2015-2016 academic year, public schools in North Carolina implemented a 10 point grading scale. The scale is as follows:

- A= 90-100
- B= 80-89
- C= 70-79
- D= 60-69
- F= Below 60

## **HOMEWORK POLICY (DCS Board Policy 6.16.7)**

The "10-Minute Rule"- This rule conveys to students and parents the expectation that homework assignments combined last about as long as 10 minutes multiplied by the student's grade level. For example, first graders could expect 10 minutes per night, second graders could expect 20 minutes, third graders 30 minutes, etc. If you have questions or concerns about the amount of homework your child receives, you should contact the teacher or principal.

## **MEDICATION (DCS Board Policy 6.29)**

### **Standards for Administering Medicines**

School employees are authorized to administer drugs or medication when all of the following conditions have been met:

- The student's parent or legal custodian has made a written request that school personnel administer the drug or medication to the student and has given explicit written instructions describing the manner in which the drug or medication is to be administered. All prescription medication should be kept in the original Rx bottle with the student's name and dosage clearly displayed on the bottle; the parent/guardian is responsible for delivering the medication to school. No medication except Emergency or Diabetic medication to be transported on bus.
- A physician has prescribed the prescription drug or medication for use by the student;
- A physician has certified that administration of the prescription drug or medication to the student during the school day is necessary;
- For over-the-counter medications the parent provides written permission.
- The employee administers the drug or medication pursuant to the written instructions provided by the student's parent or legal custodian.

### **Over-The-Counter Medication**

Over-the-counter medications will only be given during school hours by school personnel if medication sheet is complete with instructions and parent signature. Parents who want school personnel to administer over-the counter medication must provide and deliver the medication to school personnel pursuant to the requirements of this policy.

### **Emergency Medication**

Students who are at risk for medical emergencies, such as those with asthma or severe allergies, should have an emergency health care plan developed for them by their doctor and parent or legal guardian to address emergency administration of medicine. Any emergency medication should be stored in a secure, but unlocked, and easily accessible location.

### **Student Self-Administering Asthma Medications and Epinephrine Auto-Injectors**

The board recognizes that students with asthma and/or subject to anaphylactic reactions may need to possess and self-administer asthma medication on school property. As used in this policy, "asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector. The superintendent is directed to develop procedures for the possession and self-administration of asthma medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school sponsored events.

Before a student will be allowed to self-administer medicine pursuant to this section, the student's parent or guardian must provide to the principal or designee all of the documents listed below.

- Written authorization from the student's parent or guardian for the student to possess and self-administer asthma medication;
- A written statement from the student's health care practitioner verifying: 1) that the student has asthma and/or an allergy that could result in anaphylactic reaction; 2) that he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school sponsored events; and 3) that the student understands, has been instructed in self-administration of the asthma medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
- A written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's asthma or anaphylaxis episodes and for medication use by the student;
- A statement provided by the school system and signed by the student's parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of asthma medication
- Any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medicine at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the asthma medication and any accompanying device. Finally, the student's parent or guardian must provide to the school backup asthma medication that school personnel are to keep in a location to which the student has immediate access in the event of an emergency. All information provided to the school by the student's parent

must be reviewed by the school nurse and kept on file in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the same school year for 365 calendar days. Such permission must be reviewed each school year. Parents are responsible for making the school aware of any potentially serious medical conditions their child may have (ex. allergic reactions, seizures, etc.)

### **POWER SCHOOL PARENT PORTAL**

Parents are encouraged to establish an account for their student if they have not already done so. Power School's Parent Portal allows parents access to their child's most current grades and attendance data.

### **PROMOTION STANDARDS**

Promotion for middle school students will be determined based on teacher standards and attendance standards. Additionally, a principal may use data gained from various assessments to determine a student's readiness to progress to the next grade. Each year to be promoted in grades 6, 7, and 8, a student must have

- a final average of at least 60 in English Language Arts and Math,
- a final average of at least 60 in Science or Social Studies, and
- no more than 16 absences.

### **SCHOLASTIC ACCIDENT INSURANCE**

DCS carries basic/excess accident coverage for all students. This policy is secondary to insurance carried by parents and primary if there is no insurance carried by parents. This policy does not cover sport-related injuries and is only for basic medical services for accidents that occur during the school day on school property, or at school sponsored/supervised events. It is strongly recommended that parents review the voluntary scholastic accident insurance program available to students at a nominal cost. The voluntary scholastic insurance program offers extra coverage for both school-time activities and for extra-curricular activities (excluding varsity football) for a nominal charge. An informative brochure on the recommended insurance carrier is available at each school.

### **Wireless Communication Devices**

The Board recognizes that cell phones and similar wireless communication devices (hereinafter may be referred to as "devices") have become important tools through which people communicate with their children. Therefore, students are permitted to possess devices on school property as long as such devices are not "in use" (turned on, beeping, sounding, etc.) displayed, or visible during the instructional day or as otherwise directed by local school rules or school personnel. The Board also recognizes student ability and responsibility for care and use of cell phones and similar wireless communication is often age appropriate and by choice of parents. Elementary schools may adopt policies and procedures which reflect the use of such devices based on the premise of age appropriateness. The appropriate use of cell phones and other wireless devices on all yellow school buses and activity buses during the instructional day should be monitored by supervising adults. Appropriate use is generally defined as for communication, texting or talking with parents, and/or listening to recorded music. Inappropriate use is generally defined as distracting behavior to driver and others in safety transporting students; for example, listening to music without earphones, taking pictures and/or videos of others, and wearing earphones boarding and departing of bus. Students are allowed to use devices on yellow buses during transit from home to school or school to home and activity buses being operated in connection with extracurricular activities such as student organizations, band participation, and interscholastic athletics. In the event the driver and/or faculty member responsible for the supervision and safe operation of the activity bus determines that these devices are being used inappropriately, in violation of this policy or in such a way that the noise or the use of such devices may interfere with the safe operation of the activity bus, said use may be prohibited for the duration of the trip. Administrators, faculty, and supervising staff may authorize individual students to use devices for personal purposes when there is reasonable need for such communication. Wireless communication devices include, but are not limited to, cell phones, paging devices, iPods, iPads, tablets, mp3 players, bluetooth devices, smart watches, and other similar devices.

### **Use During School Hours: Grades 6 – 8**

The use of these devices shall be a violation of Middle School rules due to the distractions and disruptions that are associated with their use in the educational environment. Listed below are the disciplinary steps in the event that a device is discovered "IN USE" (turned on, beeping, sounding, etc.) in the school environment:

- First Offense: The device is confiscated and the parent will be contacted. The student may pick up the device at the end of the school day.

- Second Offense: The device is confiscated and the parent can pick up the device at the end of the school day or the student may pick up the device at the end of five school days.
- Third Offense: The device is confiscated and the parent can pick up the device at the end of the school day or the student may pick up the device at the end of five school days and the student is placed in in-school suspension for one day.
- Fourth Offense and thereafter: The device is confiscated and the parent can pick up the device at the end of the school day or the student may pick up the device at the end of five school days and the student is placed in in-school suspension for two days. Aggravating factors may subject a student to more stringent disciplinary consequences, up to and including expulsion. Examples of such aggravating factors include, but are not limited to using wireless communication devices:
  1. to reproduce images of tests, to access unauthorized school information, or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation, or school rule; and
  2. to take, send, share, view or possess illicit photographs, text messages, emails or other material of a sexual nature.

<p>All offenses require that students forfeit all tobacco products in their possession</p> <p>For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including but not limited to cigarettes, cigars, cigarillos, pipes, bidis, hookahs, smokeless or spit tobacco, snuff, electronic cigarettes, electronic cigars, electronic cigarillos, electronic pipes, or vapor products or vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.</p> <p>All offenses require that students forfeit all tobacco products as defined by this policy in their possession. A student shall not use or possess matches or lighters while on school property, while under the direct supervision of school personnel on or off school grounds, on field trips, or while on school buses of any kind. Students who violate this provision will be subject to school-imposed penalties at the discretion of the principal.</p>	<p>Parent contact/notification and conference and completion of Tobacco Cessation program and...</p> <p>1st Offense: One day In-School Suspension, completion of district approved education program, and parent contact</p> <p>2nd Offense: Two days ISS and referral to a student assistance team</p> <p>3rd Offense: One day Out-of-School Suspension and development of interventions by a student assistance team</p> <p>4th Offense: Two days OSS</p> <p>5th Offense: Three to five days OSS with administrator discretion for further action</p>
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### **DRESS CODE**

#### **Inappropriate Dress or Appearance for Secondary Students (Grades 6-12):**

- Clothing or attachments that are disruptive to the teaching learning process or are revealing, indecent, vulgar or obscene.
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols, or is of a disruptive nature.
- Hats, sweatbands, bandannas, or sunglasses inside school buildings.
- Shorts, skirts, and dresses shorter than mid-thigh.
- Shirts and blouses that do not cover the waist, midriff or go past the waistline.
- Clothing that contains profanity, nudity, depicts violence or is sexual in nature by words or symbols.
- Clothing that is sheer or mesh. Undergarments that are visible
- Pants worn in such a manner that underwear is exposed to view or which are generally revealing in nature
- Grooming accessories worn in the hair.
- Skin-tight clothing such as athletic/dance/exercise attire.
- Footwear that may present a hazard to health and safety.

The principal/administration may enforce additional guidelines for appropriate dress in their school.

### **TECHNOLOGY RESPONSIBLE USE (DCS Board of Education Policy 7.6.2)**

School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching.

- Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited.
- Under no circumstance may software be purchased by the school system be copied for personal use.
- Student and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incident of plagiarism, as stated in the Student Code of Conduct.
- No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.
- The use of anonymous proxies to circumvent content filtering is prohibited.
- Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
- Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
- Users must respect privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as home address or telephone number, credit or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 6.14.1, Confidentiality of Personal Identifying Information. Users also may not forward or post personal communications without the author's prior consent.
- Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
- Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.
- Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.
- Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
- Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
- If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

### **Parental Consent**

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel.

In addition, in accordance with the board’s goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

**Personal Websites**

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.

Though school personnel generally do not monitor students’ Internet activity conducted on non-school system devices during non-school hours, when the student’s online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy.

**Please see the Davidson County Schools website [www.davidson.k12.nc.us](http://www.davidson.k12.nc.us) for the Board Policy listings below:**

DCS Board of Education Policy 1.7 Prohibition Against Discrimination, Harassment, and Bullying

DCS Board of Education Policy 4.19 Prohibition Against Discrimination, Harassment, and Bullying

DCS Board of Education Policy 6.39 Student and Parent Grievance Procedure

**STUDENT CONDUCT (DCS BOARD OF EDUCATION POLICY 6.11)**

The following policy sets forth school rules prohibiting certain types of student conduct that constitute minor, serious, and major offenses. A student found to be in violation of any one of them may receive punishment as severe as a long-term suspension (over ten (10) days), an extended suspension for the remainder of the school year, or a 365 day suspension as prescribed by law. Less serious conduct can be dealt with by the principal under the disciplinary authority given to principals by the statutes or school board regulations dealing with short-term suspensions.

MINOR VIOLATIONS	MINIMUM CONSEQUENCES
<ul style="list-style-type: none"> <li>● Cheating/Plagiarism (may result in zero on work in addition to school discipline)</li> <li>● Classroom disruption or distraction</li> <li>● Leaving class without permission</li> <li>● Forgery</li> </ul>	<p>Parent contact for any violation and additional possible consequences include:</p> <ul style="list-style-type: none"> <li>● Warning</li> </ul>

<ul style="list-style-type: none"> <li>● Failure to comply with directive</li> <li>● Gambling</li> <li>● Horseplay/reckless play</li> </ul>	<ul style="list-style-type: none"> <li>● In-School Suspension (ISS)</li> <li>● Out of School Suspension (OSS)</li> </ul>
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SERIOUS VIOLATIONS	MINIMUM CONSEQUENCES
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<ul style="list-style-type: none"> <li>● Fighting/Assault</li> <li>● Leaving campus without permission</li> <li>● Possession of stolen goods</li> <li>● Possession of unsafe or dangerous items</li> <li>● Tampering with Fire Alarm/Fire Extinguisher</li> <li>● Theft/Possession of stolen property</li> <li>● Vandalism/Destruction of school property</li> <li>● Trespassing on school property</li> <li>● Repeat offender of any minor violation</li> </ul>	<p>Consequences include:</p> <ul style="list-style-type: none"> <li>● ISS/OSS</li> <li>● Any serious violation may also result in long-term suspension or expulsion and/or legal charges.</li> </ul>
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MAJOR VIOLATIONS	MINIMUM CONSEQUENCES
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<ul style="list-style-type: none"> <li>● Arson</li> <li>● Assault with a weapon</li> <li>● Assault causing serious injury</li> <li>● Threats or intimidation toward faculty/staff</li> <li>● Bomb Threat</li> <li>● Commission of a Felony</li> <li>● Consensual Sexual Activity on Campus</li> <li>● Gang Activity</li> <li>● Inappropriate exposure of body parts</li> <li>● Physical Violence against faculty/staff</li> </ul>	<p>Parent contact for any violation and...</p> <p>1st offense - 5 days OSS  2nd offense – 10 days OSS  3rd offense – 10 day suspension/referral for long-term suspension</p> <p>Major violations may also result in long-term suspension or expulsion and/or legal charges.</p>
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WEAPONS POLICY	MINIMUM CONSEQUENCES
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<p>Possession of a firearm or destructive device on educational property, including buses, or to a school-sponsored event off of educational property.</p>	<p>Parent contact for any violation and as required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days.</p> <p><i>DCS Board of Education Policy 6.11 Rule 5</i></p>
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SUBSTANCE ABUSE POLICY	MINIMUM CONSEQUENCES
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<p>Possession/Under Influence:</p> <ul style="list-style-type: none"> <li>● Alcohol</li> <li>● Drugs (real or counterfeit)</li> <li>● Prescription medication</li> <li>● Drug Paraphernalia</li> </ul> <p>Distribution, consuming excessive quantity or selling for money or otherwise over-the-counter (OTC) medication may also incur these same consequences, but it is not mandatory.</p>	<p>Parent contact for any violation and...</p> <p>1st Offense: 5 Day OSS Suspension and referral to student assistance team.</p> <p>2nd Offense: 10 Day OSS and referral to student assistance team.</p> <p>3rd Offense: subject to long-term suspension for the remainder of the school year.</p> <p><i>* Any student who violates the Substance Abuse Policy also incurs a disqualification of the student's athletic and/or extra-curricular</i></p>
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