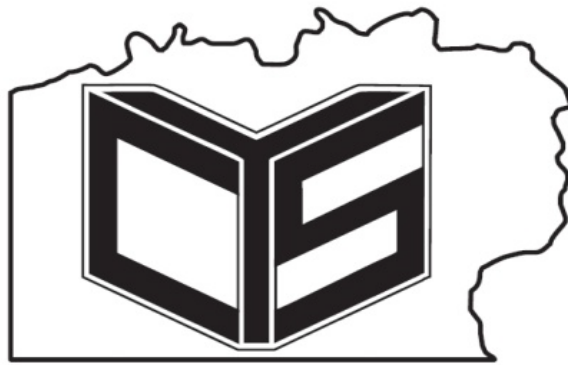


Yadkin County Schools

**STUDENT & PARENT
HANDBOOK**

2018-2019



Creative Thinkers Today. Innovative Leaders Tomorrow

YADKIN COUNTY SCHOOLS

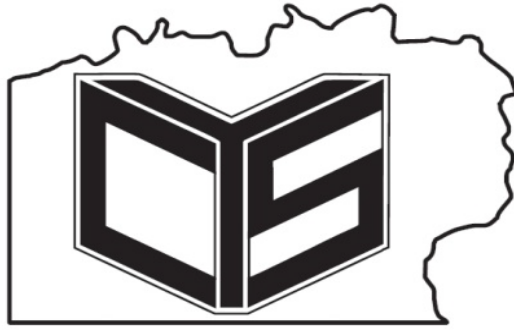
121 Washington Street

Yadkinville, North Carolina 27055

(336) 679-2051

www.yadkin.k12.nc.us

Dr. R. Todd Martin, Superintendent



YADKIN COUNTY BOARD OF EDUCATION

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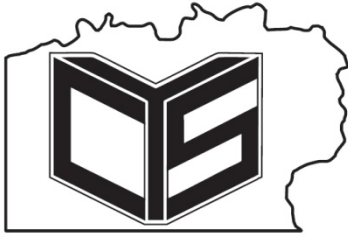
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Yadkin County Schools

*Creative Thinkers Today,
Innovative Leaders Tomorrow*

From Superintendent Todd Martin

Welcome to Yadkin County Schools and the beginning of the 2018-19 school year. The start of a new school year always brings a sense of excitement and possibility for our students and teachers. Our teachers, school administrators, and all instructional and support staff have worked very hard to prepare for the upcoming school year, and I am confident that this will be a year of great success for our students and schools as we work towards becoming the top rural school district in North Carolina.

As a school district, we are dedicated to our students and doing everything we can to help them achieve success. We recognize that our students are our most important resource and that our greatest responsibility is to them. We want every student to have opportunities to achieve and be successful in our schools. To accomplish this, it is always our goal to ensure that each student we serve works with excellent educators every day.

I thank all parents and guardians for entrusting us with your children. As partners in the education of the children of Yadkin County, I welcome the opportunity to work with each one of you. Because communication is so important we have developed this handbook as a resource for everyone associated with our school system. The handbook is available online on the Yadkin County Schools website (www.yadkin.k12.nc.us) under the Parent tab. Additionally, a paper copy is available anyone who needs one. You can obtain a paper copy of the handbook by contacting or stopping by your child's school.

This handbook was developed to provide better communication with parents and students. It has a great deal of information about our school system, our policies, and our procedures. Additionally, our Student Code of Conduct clearly explains our expectations along with rules and disciplinary consequences. I encourage all students and parents to familiarize themselves with the student handbook. The handbook also includes all forms that parents and students need to complete each year.

I want each of you to know that I am proud of our schools, our students and our employees, and it is my great fortune to be superintendent of this system. As superintendent, I am looking forward to continuing to work together to do what is best for our students. The 2018-19 school year promises to be an exciting year for everyone associated with our school system. I also want to thank each of you for your continuing support of our schools. Working together we will accomplish great things this year!

Respectfully,

Todd Martin, Ed. D.
Superintendent

Yadkin County Schools Student/Parent Handbook
Table of Contents

Mission Statement	3
Central Office Administrative Staff	3
Non-Discriminatory Policy/Disclaimer	3
Yadkin County Schools' Directory	4
Introduction	6
Statement of Rights and Responsibilities	7
Definitions.....	9
Abuse/Neglect Reporting.....	10
Asbestos	10
Athletics	10
Attendance/Tardies	81
Buses	12
Child Custody Issues.....	13
Child Nutrition/Meals Information	14
Class Parties/Snacks.....	16
Connect-Ed	16
Driver Education and Driver Eligibility	16
Emergency Information	18
English-as-a-Second-Language (ESL).....	18
Exceptional Children's EC Program	18
Family Education Rights and Privacy Act.....	18
Field Trips.....	20
Grading System/Report Card.....	20
Graduation Requirements	23
Homebound Services.....	24
Homeless Students	24
School Health Services	25
Illness: When to Keep Students at Home	25
Immunizations.....	28
Instructional Program Enrichment.....	32
IPM Annual Notification	32
Media and Instructional Technology	32
Parent-Teacher Conferences and Parent Nights.....	33
School Closings/Delays	33
School Insurance.....	33
Student Reassignment/Transfers.....	34
Technology: Acceptable Use.....	36
Textbooks/Supplies.....	41
Title I.....	42
Tobacco Free Schools	42
Visitors/Volunteers	43
Yadkin Success Academy - Referrals.....	44
Appropriate Use of Restraints (Administrative Procedures).....	45
Yadkin County Schools Student Code of Conduct Reference Guide.....	49
Testing Calendar for 2014-2015 and Guidelines	92
Forms.....	94

Yadkin County Schools' Mission Statement

Yadkin County Schools will prepare all students to be collaborative, life-long learners and responsible citizens.

Visit Yadkin County Schools
Web Site at <http://www.yadkin.k12.nc.us>

CENTRAL OFFICE ADMINISTRATIVE STAFF

Dr. Todd Martin	Superintendent
Mr. Wayne Duggins	Assistant Superintendent
Denise Bullin	Executive Director of Finance
Chris Lyon	Executive Director of Human Resources
Cindy Marion	Director of Child Nutrition
Kathy Hughes	Director of CTE/Instructional Technology/ Media Services
Denny Key	Director of Operations
Adam Harrelson	IT Manager
Chris Fowler	Director of Student Accountability
Kristi Gaddis	Executive Director of Student Support Services
James Sheek	Director Federal Programs/AIG
Jessica Stump	Director of K-6 Curriculum
Tim Speer	Transportation Supervisor
Jeff Adams	Maintenance Supervisor

Nondiscrimination Statement

In compliance with federal law, including the provisions of Title IX and Section 504 and Title II of the Education Amendments of 1972, N.C. Public Schools administers all state-operated educational programs, employment activities and admissions without discrimination because of race, religion, national origin, color, ancestry, age, military service, sexual orientation, disability, pregnancy, marital status, parental status or gender, except where exemption is appropriate and allowed by law. Inquiries or complaints should be addressed to: Kristi Gaddis, 504 Coordinator, or Kathy Hughes, Title IX Director, at the Board of Education Office, 121 Washington Street, Yadkinville, NC 27055, (336) 679-2051.

Disclaimer

This handbook may serve as a reference on important issues. The handbook only highlights county policies. The administration reserves the right to change policies stated in this handbook. Students will be notified of the changes prior to their enforcement. Other Board policies that may affect each student in Yadkin County are included in the Board Policy Manual, which is available for viewing at each school or on the Yadkin County School's website.

Yadkin County Schools' Directory

<u>School</u>	<u>Principal</u>	<u>Assist. Principal</u>	<u>Telephone/Fax</u>
Boonville Elementary (K-6) 232 E. Main Street Boonville, NC 27011	Annette Johnson	Brenna Dickerson	336-367-7021 336-367-5172-Fax
Courtney Elementary (K-6) 2529 Courtney-Huntsville Road Yadkinville, NC 27055	Amy Rankin		336-463-5510 336-463-2883-Fax
East Bend Elementary (K-6) 205 School Street East Bend, NC 27018	Emily Goins		336-699-3989 336-699-2607-Fax
Fall Creek Elementary (K-6) 2720 Smithtown Road East Bend, NC 27018	Lavonne Fortner		336-699-8257 336-699-2136-Fax
Forbush Elementary (K-6) 1400 Bloomtown Road East Bend, NC 27018	Jeff Maglio		336-699-8447 336-699-2793-Fax
Forbush Middle (7-8) 1431 Falcon Road East Bend, NC 27048	Jill Logan	Mike McCann	336-961-6360 336-961-6370-Fax
Forbush High (9-12) 1525 Falcon Road East Bend, NC 27018	Robert Kennedy	Candice Dinkins Dawn Huggins	336-961-4644 336-961-2575-Fax
Jonesville Elementary (K-6) 101 Cedarbrook Road Jonesville, NC 28642	Ida Weisner		336-835-3201 336-835-1882
Starmount Middle (7-8) 2626 Longtown Road Boonville, NC 27011	Jed Cockrell	Kendra Carroll	336-468-6833 336-468-6838-Fax
Starmount High (9-12) 2516 Longtown Road Boonville, NC 27011	Tracy Kimmer	Chris Petree Kelly Byrd-Johnson	336-468-2891 336-468-6434-Fax
West Yadkin Elementary (K-6) 4432 Old US 421 Highway Hamptonville, NC 27020	Cody Hemric	Abby Salas	336-468-2526 336-468-1178-Fax

School	Principal	Assist. Principal	Telephone
Yadkinville Elementary (K-6) 305 N. State Street Yadkinville, NC 27055	Kelly Kirkland	Eric Sorrell	336-679-8921 336-679-2909-Fax
Yadkin Early College High (9-12) 1001 College Drive Yadkinville, NC 27055 Mailing Address: PO Box 360, Yadkinville, NC 27055	Charles Garrett		336-386-3579 336-386-3597 336-679-3210-Fax
Yadkin Success Academy (K-12) 733 East Main Street Yadkinville, NC 27055	Rick Swaim		336-679-4888 336-679-6623-Fax

Introduction

The Student/Parent Handbook for the Yadkin County School System is designed to provide students, parents, guardians, school personnel, and the public with a concise, comprehensive description of the policies, rules, regulations and expectations for the behavior of all students enrolled in the public schools of Yadkin County and to ensure that everyone mentioned above has been fully apprised of their respective rights and responsibilities. All students must comply with the rules, regulations, and policies governing behavior and conduct. Unless otherwise specified, the contents of this handbook shall apply to all students who are attending any public school in Yadkin County before, during and after school hours in any school building and on any school premises, or in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities, events or functions, or during any period of time when students are subject to the authority of school personnel, or at any other time or place where the student's conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in schools.

The handbook also contains definitions of inappropriate student conduct and possible courses of action which may be utilized by school officials to discipline students who behave improperly. Unless this handbook requires that certain punishments be given for misconduct, principals and teachers may use their discretion in deciding which disciplinary actions to employ. However, only principals/assistant principals have authority to suspend students or to assign students to in-school suspension. All mandatory disciplinary measures explicitly stated in this handbook apply to students enrolled in grades 7-12. Elementary school principals may use their discretion in punishing students who violate the provisions of this handbook.

The Student/Parent Handbook is not intended to restrict in any way the authority of principals to make rules, not inconsistent with the contents of Board policies and this handbook, which they are authorized by law to make for the governance and operation of their respective schools, or with the authority of teachers to make such rules, not inconsistent with the contents of Board policies and this handbook, which they are authorized by law to make for their respective classes. Any student who refuses to comply with the reasonable rules, regulations or directives imposed by any principal, assistant principal, teacher, or authorized school employee shall be held in violation of the Yadkin County School System's policies, rules and regulations governing student conduct.

Cooperation between the home, the school, and the community is essential in order to ensure that all students attending Yadkin County Schools receive the full benefits of their education. Accordingly, all students, parents, guardians, school personnel, and concerned members of the public are strongly encouraged to be familiar with the entire contents of this handbook.

The Board strives to resolve concerns and complaints of students and parents whenever possible. To this end, the Board has provided opportunities for students and parents to express their concerns through processes established in Board policies. Policy 1742/5060, Responding to Complaints, identifies these different processes, including a mechanism for resolving complaints in an informal manner. This policy can be found on our website under Board Policies.

Statement of Rights & Responsibilities **Selected Definitions**

**Throughout this handbook, the masculine pronouns he, his, himself, etc., are used in a neutral sense. The pronouns are meant to refer to both male and female.*

Student Responsibilities

Each student has the right to attend the public schools of Yadkin County. Each student is responsible for knowing and following all rules, regulations and policies that may affect him and for accepting the consequences for his actions. Students share with school officials the responsibility of maintaining order at school through compliance with all lawful directions of principals, teachers, substitute teachers, teachers' assistants, and other personnel authorized to give directions.

The Student/Parent Handbook will be made available online and copies will be provided at the parent's request. The student and parents shall sign an acknowledgment to that effect (see page 94).

Teacher and Teacher Assistant Responsibilities

The teacher is primarily responsible for discipline in his classroom and shall establish clear and consistent rules and regulations pertaining to the behavior of the students he teaches. At the beginning of each school year, teachers shall review with students the school system's Student/Parent Handbook, the local school rules and regulations, and the teacher's individual classroom rules.

Each teacher and each assistant are responsible for having knowledge of all school system regulations and local school rules pertaining to student behavior. Each teacher and each assistant shall hold all students accountable for infractions of school system or local school rules that are brought to his attention.

Principal Responsibilities

Each principal is responsible for establishing clear and consistent rules and regulations pertinent to the behavior of students enrolled in his school and for interpreting such regulations for parents and for the public. Such rules shall be developed with input from parents and teachers. Student participation in the development of such regulations should be encouraged in middle and high schools. Local school rules shall not be inconsistent with the contents of Board policies and the Student/Parent Handbook.

At the beginning of each school year, each principal shall review with the faculty and staff the school system's Student/Parent Handbook and his school's rules and regulations concerning student behavior. Such rules and regulations shall be explained to students by faculty members on the students' first day of enrollment each year and shall be forwarded to parents during the first week thereafter.

The principal shall hold all students accountable for infractions of school system or local school rules. The principal shall investigate instances of alleged misconduct brought to his attention and endeavor, within reason, to hear every side of the controversy. The student shall be confronted with the allegations and be given an opportunity to present his version of the facts.

Parent Responsibilities

Parents have the responsibility to provide a home atmosphere that enhances the total development of the child. Parents should:

- Ensure that the student attends school regularly.
- Know school system and local school policies, rules and regulations.
- Attend scheduled parent-teacher conferences.
- Support the school's disciplinary efforts.
- Contact school officials whenever the need arises.
- Sign *Student/Parent Handbook Acknowledgment Form* (see page 94).

Parents and students in Yadkin County Schools have the right to know the professional qualifications of the classroom teachers who instruct their child. Federal law allows parents to ask for certain information about their child's classroom teachers, and requires the school system to give parents this information in a timely manner, when requested. Specifically, parents have the right to ask for the following information about each of their children's classroom teachers/teacher assistants:

- Whether North Carolina Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether North Carolina Department of Public Instruction decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

DEFINITIONS

Alternative Learning Program – any program designed by the Board to serve those students at risk of truancy, academic failure, behavior problems, and/or dropping out of school

Arson – the intentional burning or attempt to burn any building, structure, or property

Assault – an offer to do physical violence to another without striking, as well as the infliction of blows or any offensive touching, without the consent of the person to whom the offer of violence is made or who receives the blows or offensive touching

Assistant – the paraprofessional employed by the local Board of Education to assist the teacher

Board – the Yadkin County Board of Education

Classroom – the location over which school officials, primarily teachers, substitute teachers, and teacher assistants have supervisory responsibilities

Explosive – a substance that, on ignition by heat, impact, friction, or detonation, undergoes very rapid decomposition. This includes substances such as dynamite, dynamite caps, gun powder, etc.

Expulsion – “permanent” prohibition of a student from entering the school or the school grounds (except for a prearranged conference with an administrator), attending any day or night school function, or riding a school vehicle

In-School Suspension – the in-school suspension program is an alternative to out-of-school suspension. When placed in in-school suspension, the student is excluded from attending regular classes but not from attending school and is required to do assignments developed by his regular teachers

Long-Term Suspension – any suspension for a definite period of time longer than ten (10) school days up to 365 days (See definition of suspension)

Parent – includes the natural parent, legal guardian or person serving in loco parentis having charge or control of any child in attendance at a school of the system

Principal – the school principal, assistant principal, or any other school professional to whom the principal may officially delegate his authority

Short-Term Suspension – any suspension for any period of time up to and including 10 days (See definition of suspension)

SRO – School Resource Officer

Substitute Teacher – any person who is approved according to local policy to take the place of the teacher during his absence

Superintendent – the Superintendent of the Yadkin County Public Schools or his chosen representative

Suspension – prohibition of a student from entering the school, or school grounds (except for a prearranged conference with an administrator), attending any day or night school function or riding a school vehicle

Teacher – person under contract or pending contract with the local board of education who is responsible for instruction

Warning – to give advance notice of possible consequences for specific behavior

ABUSE/NEGLECT REQUIRED REPORTING

According to state law, public school employees are required to report suspected cases of child abuse or neglect to the proper authorities.

ASBESTOS

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), Yadkin County Schools has conducted inspections in each of our school buildings for the purpose of identifying building materials containing asbestos. The required inspections were initially conducted during the first semester of the 1988 school year. In accordance with state and federal law, the inspection findings and resulting Asbestos Management Plans have been on file in each school's administrative office since that time. We are required to send notification to all parents, students, and employees at the time of each new inspection.

The EPA requires school districts to perform periodic surveillances of asbestos materials every six months. **No significant changes in the asbestos materials were noted during the 2013-2014 school year.**

The EPA requires school districts to have asbestos materials re-inspected by an accredited asbestos inspector or management planner every three years. The management planner then reviews the results of the re-inspection and recommends actions we should take to safely manage each of the identified asbestos materials in our buildings.

Our last re-inspection was conducted in 2013. All asbestos materials were found to be in satisfactory condition and we plan to continue to manage them in place, as recommended by the accredited management planner. Our next re-inspection is scheduled for July 2017.

The results of the periodic surveillances and re-inspections are on file in the Management Plan in each school's administrative office. Everyone is welcome to view these anytime during normal school hours (Monday – Friday, 8:30 a.m. – 3:00 p.m.) The Asbestos Program Manager, Jeff Adams, Maintenance Supervisor, is available to answer any questions you may have about asbestos in our buildings (336) 679-3138.

ATHLETICS

The Yadkin County School System has a comprehensive athletic program for students. The high schools are members of the North Carolina High School Athletic Association (NCHSAA) and the middle schools are members of the Blue Ridge Middle School Athletic Conference.

The athletic program is an extension of the school, and the coach is the school representative in charge of the sports activity. Players are expected to treat the coach as a teacher and as a person of authority. An athlete is a leader in the school and must accept the responsibility of good citizenship at school. The Board of Education and the appropriate school authorities reserve the right to remove any student from an athletic team who does not exhibit proper discipline in school or on the field. The NCHSAA Handbook states that any player ejected from a *football game* shall be reprimanded and suspended for the next two games at “any level of play” (varsity, junior varsity, or middle school). For *all other sports*, the player shall be reprimanded and suspended for the next four games at “any level of play”. If

a player is ejected for a second time *in any sport* the player shall be suspended from all sports for the remainder of the year.

The Gfeller-Waller Concussion Awareness Act was drafted and implemented to protect the safety of student-athletes in North Carolina and was signed into law on June 16, 2011 by Governor Beverly Purdue. There are three major areas of focus in the law and these include: education, emergency action and post-concussion protocol implementation, and clearance/return to play or practice following concussion. A copy of the Gfeller-Waller Concussion Awareness Act is available at <http://www.gfellerwallerlaw.unc.edu/GfellerWallerLaw/gwlaw.html>. Each school should maintain documentation that they are in compliance with the law.

This web site contains information and materials to be used by high schools and middle schools and medical professionals to comply with the law. At the top of the page are links for each major requirement stated in the law. This website includes forms, materials, and examples for schools to enable them to implement these changes into their schools or practices.

1. High School Eligibility Requirements

According to the N.C. High School Athletic Association (NCHSAA), a student must (1) have satisfactory conduct, (2) have passed at least three subjects the previous semester, (3) be present at school the day of the game in order to play in that contest, (4) have the signed consent of his parents on file in the principal's office, (5) have a current physical examination by a doctor stating he is in good physical health, (6) have insurance, and (7) meet local promotion standards in order to be eligible to represent a school in athletic contests. All athletes and participants listed on the NCHSAA eligibility list and on the SDPI eligibility list must use county school transportation to go to and from athletic events unless they are released to the parent or guardian with a signed release.

In accordance with Yadkin County Schools Board Policy 4400---Student Attendance K-12 Requirements, in order to receive credit for a course or program of study, a student must attain a passing average and attend a minimum of ninety percent (90%) of scheduled class sessions. In accordance with the NCHSAA policy, after initial entry into the 9th grade, a student transferring from a member school to another member school within the same local educational agency (LEA) must sit out 365 days for athletic participation. A request for a waiver to this policy must be made to the Yadkin County Board of Education on an individual basis and produce extraordinary circumstances to receive immediate athletic eligibility.

In accordance with the NCHSAA policy, after initial entry into the 9th grade, a student transferring from a member school in one LEA to another member public school in another LEA (without a bona fide change of residence) must sit out 365 days for athletic participation. Exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by a special NCHSAA Transfer Committee. By mutual agreement that the transfer is not for athletic purposes, a student's first transfer from one member school to another member school within the same LEA or transferring from one member school in one LEA to another member school in a different LEA is not subject to the NCHSAA Transfer Policy.

2. Middle School Eligibility Requirements

A student must (1) have satisfactory conduct, (2) have passed all but one less than the number of classes offered the previous semester, (3) have attended school 90 percent of the previous semester, (4) be present at school the day of the game in order to play in that contest, (5) have the signed consent of his parents on file in the principal's office, (6) have a current physical examination by a doctor stating he is in good physical health, (7) have insurance, and (8) meet local promotion standards in order to be eligible to represent a school in athletic contests. All athletes and participants must be listed on an official eligibility list and must use county school transportation to go to and from athletic events unless they are released to the parent or guardian with a signed release.

****If a student with disabilities is receiving special services in the classroom setting, progress toward achieving his/her IEP goal must be evident in order for the student to participate in inter-scholastic athletics. Consequences for not attaining IEP goals may be a nine-week probation from the sport or complete ineligibility. ****

3. Athletic School Insurance

Athletic School Insurance will be purchased by the school for all student athletes. Athletic School Insurance is basic coverage and may not fully cover the cost of the medical services.

According to Yadkin County Board of Education policy, students who choose to participate in programs which "may have a higher risk of physical injury than most school activities, including off-site internship programs, football and other interscholastic sports, cheerleading, and optional field trips, are required to furnish proof of accident insurance through the group plan or furnish proof of comparable coverage through another plan." The Board will provide accident insurance coverage for students participating in field trips that are a part of the instructional program.

BUSES

The school system's policy on school bus scheduling and routing is available for review in the Superintendent's office. (YCS Transportation Department Form – see page 95). In general, the policy provides as follows:

- School buses shall be operated to and from school based on approved school bus routes. The Superintendent shall require routes to be established and pupils assigned to ride buses which travel the established routes.
- No person other than assigned students or authorized employees may board or ride school buses.
- With few exceptions, school buses will be routed on state maintained primary roads only and not on private roads. Bus service into housing developments will be limited to the main road into the development and not side roads or cul-de-sac streets within the development. "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". (State Board of Education Policy)
- Special routing of school buses will be arranged to provide appropriate transportation for exceptional children who, because of their handicapping condition, cannot walk to school or to a school bus stop.
- Bus stops will be at least .2 miles apart (or one city block), unless an exception is made because of safety factors.

Bus Conduct

Bus transportation is provided for many Yadkin County students. This service exists not only for the elementary, middle, and high school-aged youth to and from school, but also is available for instructional field trips, athletic trips, and special after-school activities. In addition, school buses transport children from their base schools to other locations where particular educational programs are available. As a result, the county's buses travel over 1 million miles annually in service to the youth of Yadkin County.

Of foremost importance is the realization that riding the bus, for whatever purpose, is a privilege. Should that privilege be abused, it may be revoked for a specified period of time or permanently. The safety and well-being of the driver and passengers cannot be jeopardized for any reason. Those few who do not subscribe to the rules governing behavior on the bus will not ride the bus.

The driver of the bus is responsible for the safe operation of the vehicle, and the driver's attention should not be distracted, particularly when the bus is in operation. Authority to maintain order and the resultant safe environment rests with the driver, and this represents an awesome task. When the driver requires assistance to resolve a potentially harmful or negative situation on the bus, the principal(s) of the school(s) served by the driver is/are charged with the obligation of rendering assistance. Proper behavior is required at bus stops to ensure that the property rights of others, residential or otherwise, are respected.

The following acts are prohibited:

- Delaying the bus schedule.
- Fighting, smoking, using profanity, or refusing to obey instructions.
- Tampering with the bus.
- Refusing to meet the bus at designated stops.
- Unauthorized leaving of the bus when in route.
- Distracting the driver's attention while the bus is in operation by playing, throwing trash, paper or other objects, or otherwise failing to observe established safety rules and regulations.
- Violating any other rule contained in the student handbook while on the bus.
- Riding a bus to which the student is not assigned.
- Entering a school bus or public school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public school bus or public school activity bus is assigned.
- Unlawfully and willfully stopping, impeding, delaying, or detaining any public school bus or public school activity bus being operated for public school purposes.
- Use of a cell phone by elementary school students while on the yellow school bus.

CHILD CUSTODY ISSUES

If there are court papers regarding the custody of a child or children, please see that the school's office has an official and current copy on file. Many parents verbally notify the school of issues, but it is important to remember that school personnel must have official documentation to support decisions that sometimes have to be made. It is also good practice to notify the principal of any concerns regarding difficult domestic affairs.

CHILD NUTRITION/CHARGE POLICY

Policy Statement

The Child Nutrition Program of Yadkin County Schools is a non-profit, self-supporting program. All proceeds are used to provide food, personnel, supplies, educational materials and equipment to operate the program. Providing high quality, nutritious meals in a pleasant environment is the mission of our Child Nutrition Department.

School and Child Nutrition personnel will work to ensure that students are treated with respect and dignity while being held responsible for any credit extended.

Procedures:

1. When a student comes through the line with a regular meal, the cashier will charge the meal to the student's account. Middle and High School students will sign the charge book.
2. A la carte items are not allowed to be charged at any time or purchased if there are outstanding charges.
3. At the end of each week, the manager will print a list of students who owe meal charges for cafeteria records and the principal. The manager will also print a letter for these students to take home, via the teacher mail box. The school personnel will make a Connect –Ed call once a week to the parent/guardian of each child who owes charges.
4. The principals/designee will be required to intervene with a phone call to the parent when charges reach \$7.00 to encourage payment of the owed charges. The principal/designee will inform the parent/guardian that the child/children will no longer be able to charge in the cafeteria when \$10.00 in charges are incurred and that the system reserves the right to serve an alternative meal until the charges are paid in full. The principal/designee will also remind the parent of the F/R application which may be filled out at any time during the school year.
5. When the student has charged \$10.00, they will no longer be allowed to charge a meal. The school system reserves the right to serve an alternate meal. The alternate meal consists of a vegetable/fruit plate with milk. The principal will be notified when the child begins to receive alternate meals.
6. All charges will be stopped the last 2 weeks of school.
7. Federal law strictly prohibits the charging of any adult meals. Adult meals are not subsidized and must be charged at the cost to produce them the meal. Money must be collected at the time of service or pre-paid.

Legal References: National School Lunch Act, as amended, 42 U.S.C. 1751. Et seq.; Child Nutrition Act of 1966, as amended. 42 U.S.C. 1771, et seq.; G.S. 143-64; 115C-47(22).-263,-264,-264.1,-426,-450,-522; art. 115C-31; N.C.A.C. 6H.0104; State Board of Education Policy EEO-S-000; Office of Management and Budget-2 CFR Part 225-Circular A-87

FNS Instruction 791-1, Rev. 1, prohibits the denial of meals and milk as a disciplinary action against any student who is enrolled in a school participating in the Child Nutrition Program.

Revision Date: 05/03/10

Procedure

- Pre-paid meal plan is encouraged. Efforts should be made by the school system and the individual schools to encourage students and parents to participate in the pre-paid meal plan as an alternative to the purchasing of meals on a daily basis in order to reduce the incidence of students forgetting or losing their meal money. As all school cafeterias possess computerized point of sale/cash register systems, it is recommended that parents be informed by the school that meals can be paid for in advance and maintained in their student's account so as to minimize the possibility that the student may be without meal money on any given day. The computerized system will maintain a record of all monies deposited and spent for each student. A copy of this report will be available to parents upon request.

School Meal Prices

Breakfast

\$1.20 Elementary and Middle School students

\$1.30 High School students

Adult – a la carte

Lunch

\$ 2.55 Elementary School students

\$ 2.75 Middle and High School students

Adult – a la carte

Every student has a choice of menu items. In addition to the meal, other items may be purchased. These include any menu selection, juice, bottled water and selected snack items that meet with the Federal Smart Snack standards. Prices vary according to the item purchased. Extra items cannot be charged. Each meal served in the school meals program is designed to provide adequate calories, nutrients and dietary fiber while reducing or limiting saturated fat and sodium.

Pre-Payment Option

Yadkin County Schools offers a debit system for your convenience. You may pay for lunch by the day or place money on the account for the week, month or longer. Cash, checks and money orders are acceptable forms of payment. When sending money with elementary students it is a good practice to place your payment in an envelope marked "lunch money" and with your student's name on it. Money on your student's account is kept until it is used and will carry over from one grade level to the next, even if the student is advancing to middle or high school. Each student is assigned an identification number that is unique so that each account is confidential.

Free and Reduced Meals

Free and reduced price meals (Free breakfast and \$.40 for lunch) are provided for those who qualify based upon income and family size. All information is strictly confidential. Applications are provided to all students the first day of school. Additional copies are available at the school office and online. **Families are encouraged to take advantage of this service. Only one application per family is required. You must complete a new Free and Reduced Lunch Application each year. If you need assistance, please contact the Child Nutrition Department (336-679-2051) or your school cafeteria manager.**

On-line Pre-Payment Option

Yadkin County Schools provides availability to an on-line account management service for school meals, *K12PaymentCenter.com*. This secure site allows parents the option to pay on line and to monitor student's account. *K12PaymentCenter.com* is an easy, secure and convenient way to pay for

lunch. To verify your students identification and get started please call 336-679-2051 and ask for the Child Nutrition Department. For more information go to www.K12PaymentCenter.com or visit our Yadkin County Schools web-site at www.Yadkin.k12.nc.us and click on Parent Tab or Quick Link.

CLASS PARTIES/SNACKS

In order to protect our students from as many diseases as possible (including food borne illnesses), the Yadkin County Health Department has recommended to the schools that parents send to school only items that are prepackaged, whole fruit, or commercially prepared foods. For example, snacks in small packages or whole fruit that can be washed thoroughly are fine if they have been purchased from a grocery store or other state inspected facility. For parties, rather than bring items from home, parents need to purchase food from a state inspected bakery or deli, or work with the cafeteria to make and bake the items for class parties. All packages must be unopened if they are to be served to the students. Parents must give the school 48 hour notice if they wish to bring food or snacks for their child's class. Parents must be sensitive to students with food allergies and work with the school to insure that all students are able to participate in the activities.

Store bought beverages need to be brought to school in sealed containers. We request that soft drinks not be sent to school as they are not in keeping with our district Wellness Policy for students. Please choose water or juice based beverages.

CONNECT-ED INFORMATION

Yadkin County Schools believes in keeping parents/guardians informed in a timely manner through a telephone messaging service. Connect-ED is a communication tool that allows schools to send attendance, emergency, and community outreach messages.

Attendance calls can be made due to a student being absent or tardy from school. The majority of calls are considered outreach messages. Outreach messages will dial the primary number and a second additional number simultaneously. The second additional number can be completed in a situation of divorced parents or a joint custody situation where a student may live with each parent part of the time.

An emergency call is made when notification is needed to inform parents/guardians quickly. Emergency calls will be placed if inclement weather may force schools to close early or if any type of emergency occurs that may justify placing an emergency call. When an emergency call is placed, all phone numbers provided will be called at the same time.

If personal information should change during the school year, it is parental responsibility to notify the school office. ***If the change of information is not provided to the school, please understand that information concerning school closings, events, etc. may not be received.***

DRIVER EDUCATION AND DRIVER ELIGIBILITY

Driver education is offered at each of the two traditional Yadkin County high schools and is scheduled before and after school hours and during the summer. No driver education classes are held during the school day. Eligible students must be at least 14.5 years of age. The driver education program at each

school consists of 30 hours of classroom instruction and six hours of behind-the-wheel instruction. Check with the driver education instructor at your student's high school for information about when classes are held. Students enrolled in any high school within our LEA or in private schools, home schools or Christian schools within Yadkin County may take driver education at the school that is most convenient to them. There is a \$65 fee to take Driver Education (State legislation could change this fee).

Upon satisfactory completion of both the classroom and behind-the-wheel instruction, students receive a Driver Eligibility Certificate. Students who are between the ages of 15 and 18 must present the Driver Eligibility Certificate to the North Carolina Division of Motor Vehicles in order to obtain a learner's permit.

Because North Carolina believes safe driving requires a combination of instruction in driving and experience, driving privileges are granted first on a limited basis and then expanded under the following graduated system:

Limited Learner's Permit

Students who are at least 15 years of age but less than 18 years of age may obtain a limited learner's permit after passing a driver's education course, obtaining the Driver Eligibility Certificate, and passing the written test administered by the NC division of Motor Vehicles. The limited permit allows the holder to drive between the hours of 5:00 a.m. and 9:00 p.m. for the first six months after the permit is issued. The student's parent or guardian must be seated beside the permit holder while the vehicle is in motion. Home school students must contact the NC Department of Motor Vehicles.

Limited Provisional License

Once the student is 16 years of age but less than 18 years of age, he may obtain a limited provisional license if he meets the following conditions:

- Has held a limited learner's permit for at least 12 months;
- Has not been convicted of a motor vehicle moving violation or seat belt infraction during the preceding six months;
- Passes a road test administered by the Division of Motor Vehicles;
- Has a Driver Eligibility Certificate or a high school diploma or its equivalent;

The limited provisional license authorized the license holder to drive without supervision between 5:00 a.m. and 9:00 p.m. and with supervision at any time.

Full Provisional License

A student who is at least 16 years of age but less than 18 years of age may obtain a full provisional license once he has held the limited provisional license for at least six months so long as the person has not been convicted of a motor vehicle moving violation or seat belt infraction during the preceding six months and has a Driver Eligibility Certificate or a high school diploma or its equivalent.

In addition, under North Carolina law, **in order to be eligible to obtain and maintain driver eligibility, students must be currently enrolled in school and "making progress toward obtaining a high school diploma," which is defined as passing at least 70% of the maximum possible courses each semester and meet promotion standards established by the LEA. Passing 70% of the maximum possible courses in Yadkin County high schools means students must pass three out of the four courses they are taking each semester and meet local promotion standards.** High schools are required by law to notify the Department of Motor Vehicles at the end of each semester of any students who have failed to "make progress toward obtaining a high school diploma" by failing to

pass 70% of the maximum possible courses in a semester, failing to meet local promotion standards, or if they drop out of school.

Lose Control, Lose License NCGS § 20-11(n) (1)

In addition, under North Carolina law, **in order to be eligible to obtain and maintain driver eligibility, a student may not have an** expulsion, a suspension for more than 10 consecutive days, or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following behaviors:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The bringing, possession, or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other school personnel on school property. See: **NCGS § 20-11(n)(1)**

EMERGENCY INFORMATION

Parents are required to complete a *Student Information Form* for their student. This form covers emergency information which must be kept up-to-date at all times. Items on this form include:

1. Name of parent or legal guardian
2. Complete up-to-date address
3. Home phone and daytime phone numbers
4. Mobile numbers
5. Email addresses
6. Physician’s name and number
7. Medical alert information
8. Custody information
9. Emergency contacts

Please notify the school immediately if any of the information on your child’s “Student Information Form” changes. *The Student Information Form* is located on page 96.

ENGLISH-AS-A-SECOND-LANGUAGE (ESL)

Certified ESL teachers work with the English Language Learners (ELL) and provide support to the content teachers to assist the ELLs in becoming English proficient. The students are provided different models of instruction including sheltered instruction, ESL classes and transition support. . Students who exit the program as a result of meeting proficiency requirements are monitored to ensure they are provided continued support through collaborative efforts. These models of instruction focus on the acquisition of English language skills across the four language domains of listening, speaking, reading, and writing.

EXCEPTIONAL CHILDREN’S (EC) PROGRAM

The Exceptional Children’s Program provides a full continuum of services for students with disabilities requiring specially designed instruction. The goal of the EC department is to ensure that students deemed eligible for EC services are provided a free and appropriate public education relevant to each student’s individual needs. Psychologists, special education teachers, regular education

teachers, related service providers, administrators, and the EC program specialists collaborate with parents in making exceptional children eligibility and programming decisions for students with disabilities.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - ✓ School officials with legitimate educational interest;
 - ✓ Other schools to which a student is transferring;
 - ✓ Specified officials for audit or evaluation purposes;
 - ✓ Appropriate parties in connection with financial aid to a student;
 - ✓ Organizations conducting certain studies for or on behalf of the school;
 - ✓ Accrediting organizations;
 - ✓ To comply with a judicial order or lawfully issued subpoena;
 - ✓ Appropriate officials in cases of health and safety emergencies; and
 - ✓ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. (Military Refusal Form – see page 97).

FIELD TRIPS

Field trips are designed to support and enhance the academic curriculum. Teachers will notify parents of field trips that are planned, and parents will need to sign a permission form for their child. The cost of field trips will be kept as low as possible. Parents wishing to transport their child back from the field trip must fill out a "Private Transportation Form" prior to the trip and have it approved by the principal. Only parents, grandparents, or guardians are allowed to transport students from field trips. All students must ride school-owned or school-approved vehicles to the field trip site.

Parents/guardians/or other volunteers who wish to chaperone fieldtrips shall be subject to criminal background checks. The school principal reserves the right to restrict field trip participation until lunch charges are cleared.

GRADING SYSTEM – REPORT CARDS

Elementary School Report Cards/Grading System

There are four nine-week grading periods. Report cards go out at the end of the nine weeks. Progress Reports will be given out at the mid-point of each quarter.

Student progress in grades K-2 is assessed using the following codes:

- 3 - Consistent performance on grade level
- 2 - Inconsistent performance on grade level
- 1 - Below grade level performance

Student progress in grades 3 through 6 is assessed using the following:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = below 59

Middle School and High School

Official report cards of student progress will be distributed after each quarter. Informal reports of student progress will be reported by the mid-point of each quarter for middle schools, and every three weeks for high schools. Students and parents should consult the district calendar or individual school calendar for dates when report cards and progress reports are scheduled to be released. Parents have access to Power School to view their child's progress. If you have questions concerning Power School, please contact the school office.

Grade points represent a numerical value (0-100) for all grades received on all courses taken in grades 9-12. No differentiation is made in the value of a grade earned in courses at various curriculum levels. Grade points provide an equal reward for achievement at all levels of the curriculum. At those grade levels where letter grades based on numerical averages are used for reporting purposes, the following grading scale will be in effect:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = below 59

Quality points represent a numerical value (0-6) for all grades received on all courses taken in grades 9-12, taking into account the level of difficulty of the course. Quality points provide a fair and equitable method of comparing the academic achievement of students who choose to take difficult courses with those who take regular or basic courses.

Due to the change of the 10 point grading scale, a scale will be developed that will be used in assigning quality points to numerical grades in a one (1) unit course.

Honors Courses:

Add one (1) quality point to the above scale for each passing grade (e.g., 96=5.00, 88=4.00, 80=3.00, 70=2.00, 69=0.00). Effective with freshman class of 2015-16, the weighting for Honors courses shall be one-half (.5) of a quality point.

Advanced Placement Courses:

Add two (2) quality points to the above scale for each passing grade (e.g., 96=6.00, 88=5.00, 80=4.00, 70=3.00, 69=0.00). Effective with freshman class of 2015-16, the weight for AP/IB courses shall be one (1) quality point.

**If a student with disabilities is mainstreamed into regular classes and is being graded on the same academic standards as a student without disabilities, the above standards apply, unless the student has been granted a waiver.

Honor Graduates

Honor graduates are designated as those students who have a weighted Grade Point Average of exactly 3.5 or above at the end of the first semester of their senior year. Recognition of honor graduates may be included in graduation programs.

NOTE: Jr. Marshalls are designated as those students who have a weighted Grade Point Average of exactly 4.2 or above at the end of the first semester of their junior year.

Beginning with the 2018-2019 graduation class, students having weighted Grade Point Average of exactly 3.5 or higher will receive one of the following designations:

- Cum Laude: 3.5-3.9
- Magna Cum Laude: 4.0-4.18
- Summa Cum Laude: 4.2 or higher

CREDIT BY DEMONSTRATED MASTERY (CDM)

All students in North Carolina Public Schools for high school courses in grades 9-12 and high school courses offered in grades 6-8 in middle school.

Credit by Demonstrated Mastery is the process by which LEAs shall, based upon a body-of-evidence, award a student credit in a particular course without requiring the student to complete classroom instruction for a certain amount of seat time.

“Mastery” is defined as a student’s command of course material at a level that demonstrates a deep understanding of the content standards and application of knowledge. Students shall demonstrate mastery through a multi-phase assessment, consisting of (1) a standard examination, which shall be the EOC/EOG where applicable, or a final exam developed locally and (2) an artifact which requires the student to apply knowledge and skills relevant to the content standards. LEAs may require additional requirements, such as performance tasks. This multi-phase assessment process builds a body-of-evidence that allows a committee to determine if the student has a deep understanding of the standards for the course or subject area, as defined by the North Carolina Standard Course of Study, thereby earning credit for the course without experiencing it in the school setting.

The following courses are excluded from Credit by Demonstrated Mastery:

- Career and Technical Education (CTE) work-based learning courses (co-op, internship, apprenticeship)
- CTE courses that have a clinical setting as a requirement of the course, such as ProStart, Early Childhood Education I/II and Nursing Fundamentals
- CTE Advanced Studies course
- English Language Learner (ELL) courses
- Healthful Living required courses
- AP/IB Courses

Please see your local guidance counselor or school administrator for additional information.

Yadkin County High School Graduation Requirements
(Meets or exceeds North Carolina graduation Requirements)

High School Graduation Requirements

From the time students enter kindergarten, they are preparing for high school graduation.

To make sure students stay on track for a high school diploma, please remember that every high school student must meet state course and credit requirements in addition to any local requirements. To view the state course and credit requirements, look below for the section that matches when a student entered ninth grade for the first time. School counselors are available to answer any questions you may have about what is needed to reach the goal of high school graduation.

1. Future-Ready Core Course of Study Credits Required for Students Entering Ninth Grade for the First Time in 2012-2013 and Thereafter

<i>Subject</i>	<u>NC Graduation Requirements</u> Minimum for NC High School Diploma		<u>North Carolina Universities</u> Minimum for 4-year college admission	
	<i>Credits</i>	<i>Courses</i>	<i>Credits</i>	<i>Courses</i>
English	4	English I, II, III, IV	4	English I, II, III, IV
Math	4	Math I, II, III and a fourth math course aligned with the student's post high school plans.	4	Math I, II, III and 1 unit of advanced mathematics.
Science	3	A physical science course, Biology, Earth/Environmental Science*	3	Physical Science or Chemistry and Biology & Earth Science* *(in 9 th grade)
Social Studies	4	Civics and Economics, American History I and American History II, World History or AP US History	2	One credit must be American History
Health/PE	1			
Electives	6	Two elective credits of any combination from either Career and Technical Education, Arts Education, Second Languages. Four elective credits strongly recommended from one of the following: Career and Technical Education, JROTC, Arts Education, any other subject area. (e.g. mathematics, science, social studies, English)	2	Two levels of same Foreign Language
NC =	22	NC Required Credits		
Local =	28	Yadkin County Schools require 28 credits for graduation		
CPR: <i>HB 837, Completion of CPR by Students Required Training in CPR is part of the State Board's essential standards and is currently taught in the 9th grade. HB 837 strengthens the requirement by requiring school districts to document the successful completion of this unit for each student. HB 837 requires successful completion of cardiopulmonary resuscitation instruction (CPR) for graduation by the 2014-2015 school year.</i>			It is strongly recommended that students take 1 foreign language and 1 mathematics unit in grade 12.	

2. Future-Ready Occupational Course of Study Credits Required (only available to certain students with disabilities who have an IEP)

Courses Required	State Requirements	Local Requirements
English	4 (including English I, II, III, and IV)	
Mathematics	3 (including Introduction to Math, Math I, and Financial Management)	
Science	2 (including Applied Science and Biology)	
Social Studies	2 (including American History I and II)	
Health/P.E.	1	
Career/Technical	4 (Vocational Education electives)	
Occupational Preparation	6 (including Occupational Preparation I, II, III, and IV, which require 150 hours of school-based training, 225 hours of community-based training, and 225 hours of paid employment*)	
Electives	0	12
Other Requirements	<ul style="list-style-type: none"> • Completion of IEP objectives • Career Portfolio 	
Total Credits	22	28

*Paid employment is the expectation; however, when paid employment is not available, 225 hours of unpaid vocational training, unpaid internship experience, paid employment at community rehabilitation facilities, and volunteer and/or community service hours may substitute for 225 hours of paid employments.

HOMEBOUND SERVICES

The purpose of Homebound Services is to provide education to students of Yadkin County who cannot attend school due to an acute illness, disease, accident or other health condition. The student must be examined by a licensed medical doctor who certifies that the student is unable to attend regular classes.

A student is medically eligible for homebound services if the absence from school is anticipated to be more than two (2) weeks. Extending homebound services beyond six weeks (or anticipated date of return) may require a doctor's reassessment (at the cost of the parent/guardian) of the student's medical condition with written recommendations sent to the Homebound Coordinator.

Homebound services are provided through arrangements made jointly by the Principal, Student Services Director, School Social Worker, E.C. Data Manager, and Homebound Teacher on a case-by-case basis. Parents may obtain the appropriate homebound referral paperwork from the School Social Worker. Homebound services will not be started after May 10, 2018 for the 2017-2018 school year.

HOMELESS STUDENTS

In accordance with the McKinney Vento Act P.L. 107-110, the *Every Student Succeeds Act of 2015*, any homeless student, as defined by federal law, will be enrolled without delay in the school to which he or she presents himself or herself for enrollment. If feasible, homeless student will be enrolled even if he or she does not have proof of residency, birth certificate, immunization or other medical records, school records, or other documents normally required for enrollment, and even if he or she is not

accompanied by a parent, guardian, or other adult. Once a homeless student is enrolled, the district liaison for homeless students will provide assistance in obtaining the necessary records.

When feasible, a student who becomes homeless during the school year will be allowed to remain in the school he or she attended prior to becoming homeless or the school he or she was enrolled in last, even if the student resides outside the school's attendance area. A homeless student may finish the school year in his or her school of choice even if he or she subsequently loses homeless status. Feasibility will be determined by the district liaison for homeless students.

The district liaison for homeless students will resolve any questions or disagreements about the eligibility of a homeless student to attend a particular school.

SCHOOL HEALTH SERVICES

As part of our ongoing efforts to identify student needs, the following services are provided to students in the Yadkin County Schools as needed: (1) Vision, (2) Hearing, (3) Dental, (4) Healthcare. These services are provided at no cost to you. You will be notified if your child needs additional health services. Parents who choose to opt out of any of the above services must send written notification to the school.

ILLNESS: GUIDE FOR WHEN STUDENTS SHOULD NOT BE AT SCHOOL

Deciding if a child should be sent to school or stay home due to illness can be a difficult task. Our goal is to protect students from communicable disease and have students return to school as soon as possible when they are no longer ill. The following guidelines will make the decision easier for both parents and school officials:

1. **APPEARANCE/BEHAVIOR:** Unusually tired, pale, lack of appetite, difficulty waking up, confused /irritable, may or may not be a reason to keep your child home. If student has had an injury, please see health care provider.
2. **EYES:** Thick mucus or pus draining from the eye(s) or pink eye (conjunctivitis).
3. **FEVER:** Temperature of 100 degrees Fahrenheit or higher within the past 24 hours without fever reducing medications.
4. **GREENISH NOSE DISCHARGE AND /OR CHRONIC COUGH /OR WHEEZING:** Should be seen by a health care provider. These conditions may be contagious and require medical treatment.
5. **SORE THROAT:** especially with fever and or swollen glands in the neck.
6. **DIARRHEA:** Three or more watery stools in a 24 hour period especially if the child acts or looks ill.
7. **VOMITING:** Vomiting 2 or more times within the past 24 hours.
8. **RASH:** Body rash, especially with fever or itching. Skin sores that or oozing or crusted with dry drainage. May be contagious and require medical treatment.
9. **EAR INFECTIONS WITHOUT FEVER:** Student may not need to be excluded, but student does need to get medical treatment. Untreated ear infections can cause hearing loss.
10. **LICE/SCABIES:** children may not return to school until they have been treated and are free of lice and efforts made to remove nits (eggs). Students with scabies can return to school after treatment.

If your son or daughter should become sick at school with any of the above symptoms, it will be necessary to pick him/her up from school.

Chronic Health Conditions (Example: Asthma, Seizures, Diabetes, Allergic Reactions, Cardiac)

Please inform your child's teacher and school nurse of any medical conditions your child has and any medication being taken. The Yadkin County Schools' Student Health History form is sent home each year. This information is essential for providing adequate care in case of illness or injury at school. If medication is needed at school daily or as needed, please contact your school nurse for a Student Medication Authorization form, to be signed by parent/guardian and student's health care provider. (See attached YCS Medication Policy) If your child has nutritional needs, please contact the Child Nutrition Director.

Communicable Diseases

Some medical conditions will require an exam by student's health care provider and treatment. The school may request you to furnish proof of treatment. Please follow the medical advice about safe return to school. If a communicable disease is suspected, students may be required to be excluded from school for a certain period of time. When a student is suspected of having one or the following communicable diseases or even a less common communicable disease, it is the parent's responsibility to take the child to their health care provider for verification and treatment before the student may return to school.

1. Chicken Pox: Student is excluded after the rash appears and until the blisters have formed scabs.
2. Measles/ Rubella /Mumps: Student is excluded until health care provider's approval is given and student is no longer contagious.
3. Scabies: Student is excluded until one treatment with prescription medication and health care provider's approval.
4. Pink eye (Conjunctivitis): Student is excluded if eye is swollen, draining, redness, excessive itching and or burning, until treatment is started and health care provider's approval.
5. Impetigo: Student is excluded if he has draining sores and until seen by health care provider and treatment for 24 hours.
6. Strep Throat: Student is excluded until treated with a prescription antibiotic for 24 hours and released by the health care provider.
7. Strep or Staph Infections: Student is excluded until treatment with a prescription antibiotic for 24 hours or released by the health care provider. If skin rash or sores on the skin are involved the areas must be covered with bandage, if open and or draining.

Head Lice/ Pediculosis

Due to the favorable environment for head lice transmission in the school setting, procedures have been developed to quickly address the issue and have students in school. Students may be screened by members of the school staff for head lice infestation at any time during the school year. Students found to have lice are to be excluded from school until treatment has been provided. Lice eggs, called nits, are seen as tiny white objects that are "glued" to the hair and cannot be brushed off.

Yadkin County Schools observe the following measures to prevent the spread of head lice/pediculosis in the classroom:

1. School staff will examine students suspected of having head lice. Documentation will be completed and siblings and classmates of infested students will be screened.

2. Any student found to have head lice will have an excused absence from school for the day the lice are discovered and the following day, if needed.
3. Upon discovery of pediculosis, the parent/guardian will be notified to pick the student up from school, and parents should contact their primary health care provider. Appropriate school staff will be notified.
4. In the event that a parent/guardian cannot be reached by phone or home visit, the child will be sent home at the usual time in the usual manner with appropriate documents informing the parent that the child cannot return to school until treated.
5. Upon return to school, parent/guardian shall accompany the student and remain with him/her until student has been reexamined. In the event that the student still has head lice, he/she will be excluded again. Students who return with nits (eggs) remaining in the hair after treatment may be excluded again.

Health and Safety Information (Garrett's Law)

1. **Meningitis** is an infection of the fluids and covering of the brain or spinal cord that can be caused by bacteria. While viral meningitis is fairly common, and people usually recover fully, bacterial meningitis is very rare, but much more serious. Meningitis is spread by close exchange of saliva and respiratory secretions through sharing of drinking glasses, cigarettes or kissing. Symptoms of bacterial meningitis include severe headache, high fever and stiff neck. Symptoms can worsen very quickly, leading to unconsciousness, and even death. Children with any of these symptoms should be checked by a doctor right away. A vaccine against meningitis is available through private physicians and is recommended for students entering college. (NC G.S. 115C-375.4)
2. **Influenza (the Flu)** is a viral infection that can cause severe illness and life-threatening complications in many people. Symptoms of the flu include fever, headache, extreme tiredness, muscle aches, dry cough, sore throat and runny, stuffy nose. Children sometimes also have nausea, vomiting or diarrhea. Flu is spread through respiratory droplets from a cough or sneeze or from droplets on unwashed hands. Vaccine against the Flu is usually available every year beginning in October through private physicians and the YadkinMedical Clinic. The vaccine is recommended for people at high risk for complications of the flu (the elderly and those with chronic illnesses) and people in close contact with them (this includes household contacts). (NC G.S. 115C-375.4)
3. **HPV (Human Papillomavirus)** is a common virus that is spread from one person to another through intimate contact. Some types of HPV can cause cervical and oral cancer in women and genital warts in men. Most men and women who have HPV do not know they are infected. A vaccine is now available to protect children (ages 9 to 26) from some major types of HPV. For more information, please contact your doctor or local health department. Additional information is available from the NC Immunization Branch's website www.immunizenc.com or from Centers for Disease Control (CDC) www.cdc.gov/std/hpv or 1-800-232-4636. (NC G.S. 115C-47 #51)
4. **NC Safe Haven Law (G.S. 7B-500)** A parent cannot be charged with a crime for voluntarily leaving an unharmed infant under 7 days old with a Safe Haven. Parents leaving the infant do NOT have to provide any information or name. They can be asked for this but must be told they are not required to give it. Safe Havens that MUST accept the infant include: a hospital, health department, nonprofit health center, law enforcement

officer (sheriff or police), social services worker or certified EMS worker for a fire or EMS station. Any other adult CAN accept such infant but is under no requirement to do so. (NC G.S. 115C-47 #52)

5. MRSA, (Methicillin Resistant Staphylococcus Aureus) is an infection, caused by skin bacteria, “staph” that usually starts as a pimple or boil on the skin and must be treated with special antibiotics. MRSA has become a growing problem in students, especially athletes who are involved in contact sports, but anyone can become infected. Important tips about MRSA include:

- Everyone should wash hands frequently with water and soap.
- All athletes should shower thoroughly with antibacterial soap immediately after work-out or practice.
- Athletes should wash all athletic clothing and towels after each use. Do not share personal items.
- Carefully self check all skin daily for rashes, pimples or boils that get worse instead of better.
- Report rashes, open sores, pimples and boils to the team trainer or school nurse.
- Any suspicious rashes, boils or pimples should be checked by the student’s health care provider to determine proper treatment.
- Avoid direct contact with others and do not share equipment if rash or pustules are present.
- All skin sores should be covered with an adhesive bandage and clothing for athletes.
- Students with MRSA should not participate in contact sports until released by a doctor.

IMMUNIZATIONS REQUIRED AND HEALTH ASSESSMENTS

Yadkin County Schools requires all students to meet the eligibility requirements for school admission established by the state of North Carolina and YCS Board of Education, including immunizations and health assessments.

Within thirty calendar days of the first enrollment date, all students enrolling in Yadkin County Schools must show evidence of age appropriate immunizations. The number of doses for each vaccine is recommended by the state. Such evidence must be shown in the form of a certificate furnished by a licensed physician or the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of G.S. 130A-145(b).

Within thirty calendar days a health assessment is required for children enrolling in North Carolina public schools for the first time.

Principals are required to refuse admittance to any child whose parent or guardian does not present a required health assessment and or certification of completed immunizations within the allotted 30 days of enrollment. Exception to the immunization requirement is made only for those students with religious or medical exemptions.

Immunizations Requirements for Entering Seventh Grade

Prior to the start of school, students entering the 7th grade are required to receive a booster dose of Tdap (Tetanus, Diphtheria, Pertussis) and Meningococcal vaccines. Parents are responsible for presenting proof of vaccination on or before the first day of school attendance in the 7th grade. Students without proof of vaccination, within thirty calendar days of enrollment in 7th grade, will be suspended from school until documentation of immunization is provided. Please contact your school nurse if questions regarding this vaccine requirement.

Medication Administration

A. Administration of Medications by School Personnel – YCS Policy 6125

Schools attempt to discourage administration of medications for students during the school day. However, if a Health Care Provider decides it is necessary for a student to receive medication during the school day, specific guidelines must be followed.

N. C. General Statute 115C-307 provides that school employees may administer any prescribed medication upon the written request of the health care provide and the parent. The employee must be designated by the principal to administer medications, but he/she cannot be required to administer them.

The superintendent shall develop procedures for the implementation of this policy. These rules and a copy of this policy must be made available to all students and parents each school year. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

Students who are at risk for medical emergencies, such as those with asthma or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medicine.

Yadkin County School employees will be trained by the school nurse prior to giving medication. Principals will designate appropriate school staff to be responsible for giving medication.

1. School Staff
 - a. Responsible for keeping medication authorization form on file.
 - b. Responsible for receiving medication from parent/guardian and appropriate storage for safety.
 - c. Responsible for administering the medication pursuant to the written instructions provided by the student's parent or legal guardian.
 - d. Responsible for recording when medication given with date, time medication given, and initials.
 - e. Responsible for keeping the information provided to the school by the student's parent or guardian on file in a location that is easily accessible in the event of a medical emergency.
 - f. Responsible for having Poison Control and local emergency room/911 telephone numbers accessible to school staff giving medication.
2. Parent/Guardian

- a. Responsible for bringing medication authorization form completed and signed by health care practitioner and signed by parent/guardian for all medications, prescription or nonprescription (over the counter). Examples of nonprescription medications are Tylenol, Advil, and Benadryl.
- b. Responsible for renewing medication authorization form annually.
- c. Responsible for bringing/providing school with the medication as prescribed.
- d. No student may possess, use or transmit any drug or counterfeit drug prohibited by Policy 4325, Drugs and Alcohol.
- e. Parent/Guardian responsible for notifying and providing school staff with any necessary medications needed for before/after school activities and/or bus transportation.

B. SELF-MEDICATION BY STUDENTS

Per North Carolina General Statute 115C-375.3(diabetes) and General Statute 115C-375.2 (asthma/anaphylaxis), a student with asthma or diabetes or a student subject to anaphylactic reactions may possess and self-administer medication on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events.

The policy shall include a requirement that the student’s parent or guardian provide to the school:

- 1. A completed medication authorization form, signed by the health care provider and the parent/guardian, for the student to possess and self-administer asthma medication, epinephrine auto-injector, or diabetes medication;
- 2. 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;
- 3. A statement from the health care provider that prescribes the asthma medication or diabetes treatment, verifying that the student has been instructed in self-administration of the medication and has demonstrated the skill level necessary to use the medication and any device that is necessary to administer the medication;
- 4. A written emergency plan will be formulated and made available to the school by the health care provider who prescribed the medication for managing the student’s asthma, anaphylaxis episodes, and/or diabetes and
- 5. The student’s parent or guardian shall provide annually the school self-medication and backup medication for their child that shall be kept at the school in a location to which the child has immediate access in the event of an asthma or anaphylaxis emergency or insulin reaction.

As required by General Statute 115C-375.2, before a student will be allowed to self-administer medication on school property the student must demonstrate to the school nurse or the nurse’s designee the skill level necessary to use the asthma medication and any device necessary to administer the medication. Students who self-medicate are responsible for self-administering medications. If medications are used in a manner other than prescribed, the school may impose disciplinary action according to the school’s disciplinary policy. (Disciplinary action may not limit or restrict the

student's immediate access to the prescribed medication.) Students may not self-administer medications outside of the aforementioned asthma/diabetic/anaphylactic uses on school property.

Yadkin County Schools and its employees and agents are not liable for any injury arising from a student's possession and self-administration of asthma/allergy or diabetes medication.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12134, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g. Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), -794, 34 C.F.R. pt. 104; G.S. 115C-36, -307(c), - 375.2; *Policies Governing Services for Children with Disabilities*, State Board of Education Policy GCS-D-000.

(YCS Medication Authorization form see page 98)

INSTRUCTIONAL PROGRAM ENRICHMENT 2018-2019

The Board recognizes that some courses and programs cost more to operate than others and cannot be fully supported by standard instructional funds. Each year, the Board approves an instructional program enrichment schedule for those courses. No other costs are to be collected without Board approval. Instructional program enrichment costs collected from students are to be used only to support the program for which they are collected. See your student’s school if you need waiver information for school instructional program enrichment costs.

Yadkin County Schools Instructional Program Enrichment 2018 – 2019			
<i>Subject</i>	<i>Elementary School</i>	<i>Middle School</i>	<i>High School</i>
AIG	\$15.00		
Class Activities			\$10.00 per year
Community College Book(s)			\$50.00 to \$150.00
Computer (School Decision)	\$2.00		
Chrome Book Lease		\$20.00 per year	\$40.00 per year
Instructional Enrichment	\$10.00 per year	\$25.00 per year	\$40.00 per year
Insurance: Shop Insurance			\$11.00
Locks: Replacement of Locks			\$5.00
Parking			\$40.00 per year

INTEGRATED PEST MANAGEMENT ANNUAL NOTIFICATION

See details and form on pages 99-100.

MEDIA AND INSTRUCTIONAL TECHNOLOGY

The Yadkin County School System has made the planning, implementation, and support of technology a priority. Administrators, teachers and media coordinators are working diligently to integrate technology into the instructional program at all grade levels. In order to enable both students and teachers to meet the challenges of our ever-changing globally competitive environment, Yadkin County Schools, Yadkin County Commissioners, community organizations, and the State of North Carolina continue to work to provide funding for technology. The school system has received grants that have increased the opportunity to provide technology to our students and staff. Students, teachers, administrators and staff are benefiting from the commitment to technology:

- The Yadkin County School System has an Instructional Technology Plan that is located on the county website.
- The goal of our Instructional Technology Plan is to support student achievement.
- All school facilities and administrative offices have wireless capabilities.
- The ratio of the number of students per instructional computer 1.34 students to 1 computer.
- The percentage of classrooms connected to the internet is 99%.

- Our high schools/middle schools are a 1:1 environment.
- Each high school has distance learning capabilities with access to NC Virtual Public School (NCVPS), NC School of Math and Science, and Surry Community College Core 44 Programs and Career Technical Education Certification Programs.

Each Student should have on file at their respective school a Technology Responsible Use Form. This allows the student to access the filtered internet at school and gives the school permission to promote student achievement by posting student work on a blog, website or newspaper. This also allows teachers to set up student accounts in schoolnet, canvas and other programs to improve and enhance learning. A student TUP will remain in effect at their current school for the years they attend the school (see page 101-102).

PARENT-TEACHER CONFERENCES AND PARENT NIGHT ACTIVITIES

All schools encourage parent attendance at parent-teacher conferences and at parent night activities. This is the best way for parents to determine the progress students are making and to learn first-hand the school's student expectations. There are several conference days and parent nights set up in each school's calendar. Please take note of these special opportunities whenever they are announced. In addition, parents may call for an appointment to talk with the teacher whenever parents have questions.

SCHOOL CLOSING/DELAYS

The Superintendent will make a determination by 6:00 am as to whether schools will be (a) open, (b) delayed in opening, or (c) closed, whenever inclement weather exists. The superintendent will send a Connect-Ed telephone message to notify students and parents of the operating status of school for the day. The following radio and television stations will be notified to make public announcements regarding school operations for the day:

- WFMY TV (Channel 2)
- WGHP TV (Channel 8)
- WXII TV (Channel 12)
- News 14 Carolina
- WXLN TV (Channel 45)

In the event a decision is made to close school during the school day due to inclement or hazardous weather, parents will be notified via a Connect-Ed message to all emergency telephone numbers provided by the parents.

SCHOOL INSURANCE

Optional school insurance will be offered at the beginning of each school year. Payments need to be mailed directly to the insurance company, **NOT** to the school.

According to Yadkin County Board of Education policy, students who choose to participate in programs which "may have a higher risk of physical injury than most school activities, including off-site internship programs, football and other interscholastic sports, cheerleading, and optional field trips, are required to furnish proof of accident insurance through the group plan or furnish proof of

comparable coverage through another plan.” The Board will provide the option to purchase accident insurance coverage for students participating in field trips that are a part of the instructional program.

Insurance can be purchased at www.k12studentinsurance.com

STUDENT REASSIGNMENT/TRANSFERS TO A DIFFERENT SCHOOL IN THE DISTRICT

No student will be enrolled in a school other than the one to which he or she has been assigned without the approval of the principal, superintendent, and Board. Requests for reassignments are granted on a temporary basis subject to enrollment (available space) at the receiving school. Students or parents may petition the Board of Education for reassignment based on the following reasons only:

- For reasons of medical hardship, including physical or mental disabilities.
- Students whose parents or legal guardians are full time/permanent employees of the Yadkin County Board of Education.
- Students whose parents show documented proof of hardship circumstances resulting in the need for the student to attend another school.
- Parents or legal guardians (as determined by the courts) of a student who has not yet entered the 9th grade may request reassignment if the working hours of the parents are such that if the pupil is not reassigned, the pupil would be unsupervised either before or after school hours. Pupils entering the 9th grade are no longer considered to be in need of child care that requires school reassignment, absent a satisfactory showing of extraordinary circumstances.

Requests for renewal of transfers/reassignments must be completed on an annual basis, according to the timeline specified by the district, and will be considered only for the reasons listed above. Applications for student reassignment can be obtained at any school in the district and can be downloaded from the district website (www.yadkin.k12.nc.us). Along with the application, the parents or guardians should include a written statement which explains why, in the opinion of the parents or guardians, the student needs to attend another school. The application must include the signature of the principal at the sending school and the signature of the principal at the receiving school. The parent/guardian’s signature on the application must be notarized.

The following conditions apply in regard to any reassignments or transfers that are approved.

- The parents or guardians are responsible for transportation to the school or to a designated daycare within the school's geographical assignment area.
- The reassignment or transfer is valid for no more than one school year. A new application must be submitted each year that reassignment or transfer is requested. Requests that do not meet the specified timetable will be denied.
- Students who are reassigned or transferred based upon false or misleading information on the application will have their application voided and the reassignment or transfer rescinded.

Students must remain in good standing at the school during the term of the transfer. Good standing includes, but is not limited to, attendance and punctuality, academic performance, student behavior, and meeting the standards set by the student/parent handbook. If a student is deemed not to be in good standing due to any factor, the principal, in consultation with the superintendent or his/her designee shall have the authority to revoke the transfer and the student shall return to the school to which he or she was originally assigned.

The Board will not approve the reassignment of a student on the basis of athletic participation. A

student is eligible to participate at the school to which he or she is assigned by the local Board of Education, within the administrative unit of residence, if the student meets all North Carolina High School Athletic Association requirements. (See pages 103-104 for form)

In accordance with the NCHSAA policy, after initial entry into the 9th grade, a student transferring from a member school to another member school within the same local educational agency (LEA) must sit out 365 days for athletic participation. A request for a waiver to this policy must be made to the Yadkin County Board of Education on an individual basis and produce extraordinary circumstances to receive immediate athletic eligibility.

In accordance with the NCHSAA policy, after initial entry into the 9th grade, a student transferring from a member school in one LEA to another member public school in another LEA (without a bona fide change of residence) must sit out 365 days for athletic participation. Exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by a special NCHSAA Transfer Committee.

By mutual agreement that the transfer is not for athletic purposes, a student's first transfer from one member school to another member school within the same LEA or transferring from one member school in one LEA to another member school in a different LEA is not subject to the NCHSAA Transfer Policy.

TECHNOLOGY: INTERNET/NETWORK AND
THE EDUCATIONAL PROGRAM –
ACCEPTABLE USE POLICY

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. 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. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students 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 strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. 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.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the 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 the 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 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable,

- private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. 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.
 10. 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.
 11. 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.
 12. 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.
 13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.
 14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
 15. 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.
 16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.
 17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources,

including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic, or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile device technology (e.g., 3G, 4G service).

D. 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.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned computer.

F. 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.

1. Students

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 (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

RESTRICTIONS:

Yadkin County School students are presented with acceptable use upon entry into the school system. Signatures are required for students to utilize the internet and/or use school technology equipment.

The board is aware that there is information on the Internet/Network that is not related to the educational program. The board also is aware that there is information and opportunities to communicate on subjects that are not suitable for school-aged children and that many parent/guardians would find objectionable. The school district will take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity, or graphic language which does not serve a legitimate pedagogical purpose, but the primary responsibility for teaching children about Internet safety belongs to the parents. Yadkin County Schools will install or will ensure that its Internet/Network service provider installs a technology protection measure that blocks or filters Internet/Network access to audio or visual depictions that are obscene, that are considered child pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for a bona fide research or other lawful educational purpose. The school district shall not seek to limit access to the Internet/Network for the purpose of restricting access to political ideas or social perspectives if the action is not rated simply by a school district official's disapproval of the ideas involved. However, the user is ultimately responsible for his or her activity on the Internet/Network.

Yadkin County Schools reserves all rights to intellectual properties created on its Internet/Network system.

RESPONSIBILITIES AND CONSEQUENCES:

Enforcement of the tenets of this policy within the school system is the responsibility of the superintendent or his/her designee.

Enforcement of the tenets of this policy within the school buildings is the responsibility of the superintendent or his/her designee. School officials retain reasonable discretion in dealing with employees and students.

School personnel must ensure that all students have Acceptable Use Policy Form signed by a parent/guardian. (See form on page 101-102)

Students and employees can be disciplined for activities completed on their personal technology during non-school hours if it causes a substantial disruption of the learning environment within the school.

Failure of staff to comply with any of the above requirements can result in disciplinary action up to and including dismissal by the Superintendent and Board of Education and/or appropriate legal action. Failure of a student to comply with any of the above requirements can result in disciplinary action up to and including suspension from school and/or appropriate legal action. Parents of the student will be notified.

Students will be held financially responsible for any damages they inflict including vandalism. A loss of all Internet/Network privileges may result from improper or malicious use of the school system's technology.

The appropriate authorities will be notified of any illegal activities by students or employees. Employees, who improperly use the school system's Internet/Network, will be subject *to but not limited to*, a letter of reprimand being placed in their personnel folders.

Employees are responsible for any financial damage they cause.

Yadkin County Schools can seek civil or criminal actions against people or organizations that cause harm or threaten to cause harm.

DISCLAIMERS:

Yadkin County Schools is not responsible for employee maintained websites.

Yadkin County Schools is not responsible for any damages or losses suffered from use of its Internet/Network systems.

Yadkin County Schools is not responsible for the content of any external link found within its websites.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Textbooks are systematically organized materials comprehensive enough to cover the primary objectives outlined in the current statewide instructional standards for a grade or course. Formats for textbooks may be print, non-print or digital media, including hardbound books, softbound books, activity-oriented programs, classroom kits and technology-based programs or materials that require the use of electronic equipment in order to be used in the learning process. Students are expected to use reasonable care in handling books, instructional materials and electronic equipment; however, reasonable wear and tear is expected as a result of normal daily use. Unreasonable damage to or loss of textbooks, instructional materials and electronic equipment will result in fines.

TITLE I

The Yadkin County School System receives Title I funding from the State Educational Agency to ensure that all children meet challenging state academic content and student academic achievement standards. Title I is designed to support state and local school reform efforts tied to challenging state academic standards in order to reinforce and amplify efforts to improve teaching and learning for students farthest from meeting state standards. The elementary schools in Yadkin County with poverty rates above 35 percent use Title I funds, along with other federal, state, and local funds, to operate a "school-wide program" to upgrade the instructional program for the whole school. The program must be based on effective means of improving student achievement and include strategies to support parental involvement. Please contact the Title I Director for the Yadkin County Schools at (336) 679-2051, for more information.

This statement concerns your child, if they are attending Boonville Elementary, Courtney Elementary, East Bend Elementary, Fall Creek Elementary, Jonesville Elementary, West Yadkin Elementary, or Yadkinville Elementary.

As the parent of a child served in a Title I school, you have the right to be involved in your child's education. We encourage you to become an active participant. If you have specific questions or concerns about this involvement, please speak to your child's principal.

Please complete the Student Accountability Agreement (see pages 105) and submit that to your child's teacher.

TOBACCO FREE SCHOOLS

The Yadkin County Board of Education is required to adopt written policies prohibiting the use of tobacco products in school buildings, in school facilities, on school campuses, at school-related or school sponsored events, and in or on other school property. The Board acknowledges that adult employees and visitors serve as role models for students and recognizes it has an obligation to promote positive role models in schools and provide a healthy learning and working environment, free from second-hand smoke and tobacco use for the students, employees and visitors on the school campuses.

A student may not possess, display or use tobacco products (including cigarettes, cigars, electronic cigarettes, vapes/facsimile thereof, blunts, pipes, chewing tobacco, snuff and any other item containing or reasonably resembling tobacco or tobacco products) at any time in any building, facility, or vehicle owned, leased, rented or chartered by the Board or a school, on any school grounds and property, including athletic fields and parking lots, owned, leased, rented or chartered by the Board, or at any school-sponsored or school-related event on-campus or off-campus, including school trips. This prohibition applies even when a student is on school grounds as a visitor or spectator.

School employees, contractors, volunteers, community groups and visitors are prohibited from displaying or using tobacco products (smoking, chewing or dipping) at any time in any building, facility, vehicle owned, leased, rented or chartered by the Board or a school or privately owned vehicles, on any school grounds and property, including athletic fields, gymnasiums and parking lots, owned, leased or rented by the Board, or at any school-sponsored or school-related event on-campus

or off-campus, including school trips. This prohibition applies even when such persons are on school grounds as a visitor or spectator, during school hours, after school hours and on weekends.

Students and school employees will not be permitted to leave the school campus or school property during the school day for the purpose of using tobacco products.

Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Principals and assistant principals shall be responsible for the enforcement of this policy at their school. Consequences for students engaging in the prohibited behavior shall be as provided in accordance with the county's Student Code of Conduct or Parent/Student Handbook. Students who violate the school district's Tobacco Free Policy will be referred to a guidance counselor, a school nurse, or other health or counseling services for health information, counseling and referral. Parents/guardians will be notified of all violations and actions taken by the school.

The highest ranking administrator at a non-school facility or his/her designee shall be responsible for the enforcement of this policy. Failure to adhere to this policy may end the contractual agreement with the school system. Visitors using tobacco products will be asked by school administrators or their designees to refrain from the use of tobacco products while on school property or to leave school property if they need to smoke or use tobacco. School Resource Officers and other law enforcement officers may be notified if the person refuses to comply with the policy. Visitors who repeatedly and intentionally violate the policy may be barred from school property.

Yadkin County Schools Administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products. Administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

VISITORS AND VOLUNTEERS

Parents are welcome to visit the schools and/or volunteer anytime. However, please do not go directly to a classroom. Sign in at the office upon arrival. Parents will be given visitor's and/or a volunteer's badge to wear while in the building. Parents wishing to visit or volunteer in a classroom should contact the teacher prior to the visit. If your volunteer activity includes direct contact with and supervision of students, a **Background Authorization & Release** form must be completed and returned to Yadkin County Schools Superintendent's Office before participation. Examples may include reading buddies, instructional volunteers, before or after school tutors, or field trip chaperones. Many schools provide parents with a volunteer survey to complete and return to the child or children's teachers. If you do not receive a volunteer survey and are interested in opportunities to volunteer, please contact the school.

YADKIN SUCCESS ACADEMY - REFERRALS

The Yadkin County School system offers an alternative school setting, Yadkin Success Academy, for students in grades 7-12. The alternative school setting may be considered when a student has been unsuccessful in a traditional school for a variety of reasons. Students may be transferred to Yadkin Success Academy on a voluntary or involuntary basis or as an alternative to long-term suspension or expulsion. In addition, students who have been in a residential facility for behavior reasons, have dropped out of school, enrolling from another system with suspension, re-enrollee who is 17 with six or less high school credits, or who have been suspended long-term must re-enter the system through Yadkin Success Academy. A student's placement and return to the home school will be determined by the Yadkin Success Academy Placement Committee.

Voluntary Referral

The board encourages parental involvement in decisions regarding the child's education and in identifying effective options for addressing concerns regarding the child's behavior or academic performance.

Voluntary transfers are encouraged whenever possible. A voluntary transfer begins with an agreement by the parent or guardian, principal and the Yadkin Success Academy placement committee that the transfer is an appropriate option for the particular student. After agreement has been reached, the principal of the regular educational setting and Yadkin Success Academy Placement Committee will maintain documentation on decisions. Principal of Yadkin Success Academy and the traditional high school will arrange the process and time for the transfer.

Referral as Option to Long-Term Suspensions, 365 Days Suspensions and Expulsion

A student may be given the option or may be required to attend Yadkin Success Academy for violation of board policies, school standards or rules that could result in a long-term suspension, 365 days suspension or expulsion. All decisions will be made by Superintendent and/or Yadkin Success Academy Placement Committee.

Board policies will be followed for any student who may have engaged in behavior that could result in long-term suspension, 365 days suspension or expulsion. Yadkin Success Academy placement may be considered as an option for a portion or the full duration of the period of suspension or expulsion. Yadkin Success Academy may be an option to a long-term suspension or 365 days suspension if approved by the superintendent.

Once approved by the Superintendent, the student may be transferred to the alternative school. If the alternative school does not have the capacity to accept the student immediately, the student may be suspended from school until the alternative school can accept the student.

Involuntary Referral

A student may be required to be transferred from the regular educational setting to Yadkin Success Academy under any of the following circumstances:

- the student presents a clear threat to the safety of other students or personnel;
- the student is a significant disruption to the educational environment at the regular educational setting;
- the student is at risk of dropping out or not meeting standards for promotion and additional or different resources from what is available at the regular educational setting are needed to address the issue; (the student has been charged with a felony or a crime that allegedly

endangered the safety of others and it is reasonably foreseeable that the educational environment at the regular educational setting will be significantly disrupted if the student remains).

Prior to an involuntary transfer, the principal or disciplinary committee of the referring school will document efforts to assist the student, including a Behavior Intervention Plan if appropriate, in the regular educational environment. The principal or disciplinary committee must also document the student's behavior and academic performance. Since a voluntary transfer is preferable to an involuntary transfer, the school will meet with the parents to try to reach consensus on resolution of the performance or behavior issues.

If an agreement is not reached and a basis for involuntary transfer exists, the principal may recommend transfer to Yadkin Success Academy to the Yadkin Success Academy Placement Committee. The principal must provide in writing (1) an explanation of the student's behavior or academic performance which is at issue, (2) documentation or a summary of the documentation of the efforts to assist the student, (3) student transcript, and (4) other existing circumstances which support an involuntary transfer.

A copy of the recommendation must be provided to the parents by Email, U.S. Mail, or in person. The parent may request an informal meeting with the Yadkin Success Academy Placement Committee to discuss the transfer. The superintendent has the authority to determine who may be present at the meeting.

If the Yadkin Success Academy Placement Committee approves the transfer, the principals of the regular educational setting and alternative school are to make all necessary arrangements. The parent may appeal the Yadkin Success Academy Placement Committee's decision to the board. The board will hear the appeal in closed session. The board will follow its procedures as provided in Policy 2500, *Hearings Before the Board*. During the period of the appeal, the student may be transferred to the alternative school.

Transition from Yadkin Success Academy

In most instances, the goal of Yadkin Success Academy will be to return the student to the regular educational setting as soon as practicable with the skills necessary to succeed in that environment. Personnel at Yadkin Success Academy and the regular educational setting will work together to help create successful transition for the student.

If the student is not returned to the regular educational setting, the alternative school will assist in the transition of the student to other educational settings, including any other programs offered by the school district, community colleges or vocational schools.

APPROPRIATE USE OF RESTRAINT/SECLUSION/TIME-OUT

Administrative Procedures: 4302-R

The Yadkin County Board of Education believes that all public school students should be treated with dignity and respect in the delivery of discipline, use of restraints or seclusion, and use of reasonable force as permitted by law. These procedures and regulations apply to all students including regular education students and students with disabilities. Nothing stated in these procedures shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties. As well, nothing in this section modifies the rights of school personnel to use

reasonable force as permitted under G.S. 115C-390 or modifies the rules and procedures governing discipline under G.S.115C-391(a).

The two goals that these administrative procedures enforce, only after less intrusive methods have been attempted or considered are:

1. To administer a restraint only when needed to protect a student or member of the school community from imminent, serious physical harm: and,
2. To prevent or minimize any harm to the student as the result of the use of restraint.

Definitions

1. **Physical restraint** may be defined as “the use of physical force to restrict a student’s freedom of movement.”
2. **Mechanical restraint** may be defined as “the use of any device or material attached or adjacent to a student’s body that restricts freedom of movement or normal access to any portion of the student’s body and that the student cannot easily remove.”
3. **Assistive technology device** may be defined as “any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.”
4. **Seclusion** may be defined as “Confinement of a student alone in an enclosed space from which the student is:
 - a. Physically prevented from leaving or
 - b. Not capable of leaving due to physical or intellectual incapacity.”
5. **Isolation** may be defined as “a behavior management technique in which a student is placed alone in an enclosed space from which the student is *not* prevented from leaving.”
6. **Time-out** may be defined as “a behavior management technique in which a student is separated from other students for a *limited* period of time in a *monitored* setting.”
7. **Aversive procedure** may be defined as “a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:
 - a. Significant physical harm
 - b. Serious, foreseeable long-term psychological impairment.
 - c. Obvious repulsion on the part of the observers who cannot reconcile extreme procedures with acceptable, standard practice.”
8. **Behavioral intervention** may be defined as “the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.”
9. **IEP** may be defined as “a student’s Individualized Education Program.”
10. **School personnel** may be defined as:
 - a. Employees of a local board of education.
 - b. Any person working on school grounds or at a school function under contract or written agreement with the public school system to provide educational or related services to students.
 - c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.

Physical Restraint

The Yadkin County Board of Education believes that all public school students should be treated with dignity and respect in the delivery of discipline. According to public school law (G.S.115C-390) school personnel may use “reasonable force” to maintain discipline. North Carolina G.S. 115C-391.1

describes the following situations in which restraint or reasonable force could be used to remove a person from the scene:

1. To obtain possession of weapons or other dangerous objects on the person or within the control of the person;
2. To maintain order or prevent or break up a fight;
3. For self-defense;
4. To ensure the safety of any student, school employee, volunteer or other person present; to teach a skill, to calm or comfort a student, or prevent self-injurious behaviors
5. To escort a student safely from one area to another
6. As provided in a student's IEP or Section 504 plan or behavior intervention plan.
7. As needed to prevent imminent destruction to school or another person's property

The Yadkin County Board of Education has developed procedures requiring the following: physical restraint documentation, parent notification of such events and a staff training system with emphasis on effective verbal intervention practices. The Board of Education has authorized the superintendent of the Yadkin County Schools to develop, as needed, administrative regulations for the implementation of the Deborah Greenblatt Act (House Bill 1032), which was adopted June 5, 2006

Mechanical Restraint

Mechanical restraint of students by school personnel is permissible only in the following circumstances:

1. When properly used as an assistive technology device included in the student's IEP or Section 504 Plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
2. When using seat belts or other safety restraints to secure students during transportation.
3. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a student.
4. As reasonably needed for self-defense.
5. As reasonably needed to ensure the safety of any student, volunteer or other person present.

Seclusion

Seclusion of students by school personnel must be monitored by an adult in close proximity who is able to see and hear the student at all times. The student should be released from seclusion upon cessation of the behaviors that led up to the seclusion or as otherwise specified in the student's IEP or Section 504 Plan or behavior intervention plan. The space in which the student would be confined has been approved for such use by the Yadkin County Schools and is appropriately lighted, ventilated, heated or cooled. The space should be free of objects that unreasonably expose the student or others to harm. Seclusion of students by school personnel may be used in the following circumstances:

1. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
2. As reasonably needed to maintain order or prevent or break up a fight.
3. As reasonably needed for self-defense.
4. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
5. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan.

Isolation

Isolation is permitted as a behavior management technique provided that:

1. The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
2. The duration of the isolation is reasonable in light of the purpose for the isolation.
3. The student is reasonably monitored while in isolation.
4. The isolation space is free of objects that unreasonably expose the student or others to harm.

Time-Out

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

Notice, Reporting, and Documentation

School personnel shall promptly notify the principal or principal's designee of:

1. Any use of aversive procedures.
2. Any prohibited use of mechanical restraint.
3. Any use of physical restraint resulting in observable physical injury to a student.
4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan.

When a principal or principal's designee has personal knowledge or actual notice of any of the above mentioned events, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee whom the parent can contact regarding the incident.

As used in these procedures, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of the following workday.

The parent or guardian of the student shall be provided with a written incident report for any incident reported in these procedures within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:

1. The date, time of day, location, duration, and description of the incident and interventions.
2. The event or events that led up to the incident.
3. The nature and extent of any injury to the student.
4. The name of a school employee the parent or guardian can contact regarding the incident.

Adopted: December 5, 2011

Yadkin County Student Code of Conduct Reference Guide

<u>Section I: Student Code of Conduct</u>	51
<u>Section II: Student Disciplinary Records</u>	52
<u>Section III: Disciplinary Procedures</u>	53

Type I Offenses

Physical Assault/Physical Harm.....	54
Written or Verbal Assault on Adults.....	54
Written, Verbal and Violent Physical Assault on Student.....	55
Narcotics, Alcohol, Controlled Substances, Drugs.....	55
Possession of Weapons.....	58
Facsimiles of Weapons.....	58
Commission of Sexual Assault, Sexual Offense, or Rape.....	59
Taking Indecent Liberties with a Minor.....	59
Commission of Kidnapping.....	59
Robbery, Burglary, Breaking/Entering Destroying Property.....	60
Communicating a Bomb Threat, Rioting, Disrupting School Activities.....	60
Fighting or Abetting a Fight Among Students.....	60
Violation Of NC Criminal Statutes.....	61

Type II Offenses

Disorderly Conduct.....	62
Noncompliance with Directives and Disrespect of Authority.....	62
Intentional Destruction of School Property.....	63
Extortion.....	64
Gang Related Activity.....	64
Possession of "Look Alike" Weapons.....	64
Hazing, Harassment, Bullying, Intimidation of a Student.....	65
Sexual, Racial, Gender, or Disability Harassment.....	66
Inappropriate Sexual Conduct.....	67
Inappropriate or Unacceptable Computer/Electronic Device Usage.....	67

Type III Offenses

Skipping Class/In Unauthorized Area.....	68
Skipping School/Leaving Campus Without Permission.....	68
Bus Misbehavior.....	69
Possession of Tobacco Products or Related Items.....	70
Stealing/Theft of Damage to School Property.....	70
Defamation/Disrespect to a Staff Member or Student.....	71
Gambling.....	71
Forgery.....	72
Possession of Sexually Explicit Material.....	72
Using Profanity or Vulgar Language.....	72
Issues of Integrity.....	73
Inappropriate of Unacceptable Computer/Electronic Device Usage.....	73

Type IV Offenses

Inappropriate Interpersonal Behavior.....74
Possession of or Consuming Food or Drinks in Restricted Areas.....74
Inappropriate or Rowdy Behavior74
Littering74
Disruption of Class74
Loitering74
Skateboarding/Skating.....74
Inappropriate or Unacceptable Computer/Electronic Device Usage.....74
Dress Code.....75

Type V Offenses

Minor Disruptions of Class78
Prohibition of the Use of Portable Electronic Devices.....78
Electronic Devices for High School Students79

Important Guidelines79

Section IV: Mandatory Reporting to Law Enforcement of Certain Offenses79

Section V: Personal Searches80

Section VI: Attendance.....81

Rationale.....82
Procedure for Recording Attendance82
Early Dismissal.....83
Extracurricular Activities83
Make-Up Work.....83
Class Participation.....84
Attendance Requirement for Receiving Credit84
Excessive Absences.....84
Review Process.....85
Appeal Process85
Exam Exemptions.....86

Section VII: Tardiness Guidelines86

Tardiness.....86
Tardiness: High School Guidelines86
Tardiness: Elementary and Middle School Guidelines.....88

Section VIII: Appeals Process.....89

Short-Term Suspension89
Long-Term Suspension89
365-Day Suspension/Expulsion.....90
Procedures for Appellate Review Hearings by Board.....90

YADKIN COUNTY SCHOOLS

SECTION I. STUDENT CODE OF CONDUCT

The ability of the teacher to plan, organize and diagnose pupil strengths and weaknesses and to prescribe a learning program are essential if effective learning is to take place. Equally important is the teacher's ability to maintain classroom order. The underlying factors in maintaining classroom order are teacher planning, organization, diagnosis and prescription, effective communication, and mutual respect between teacher and pupil. Discipline should be viewed as a part of the total learning process and not simply as a negative reaction to a negative act. The future should be considered when disciplining in the present. It is suggested that teachers and principals use constructive measures to deal with discipline problems.

In all cases, the punishment must be reasonable. Neither the law nor the above precautions protect the teacher when a pupil is unreasonably punished. Some practices which are to be avoided include:

1. Punishment of a group for an offense committed by an individual or a few pupils;
2. The lowering of a pupil's subject matter grade as a means of punishment.
3. Suddenly disciplining a pupil for an act which he has been allowed to commit without punishment on previous occasions.

Discipline should be consistent, although the means may vary with regard to the degree and type of misbehavior.

The discipline of all pupils is the responsibility of the total faculty. Cooperation among teachers is a must if school discipline and order are to be maintained. The pupil is a member of the school first and of the class second, with the discipline of students being the responsibility of the total faculty. The individual school shall be responsible for developing its philosophy and system of teacher cooperation pertaining to the subject of school discipline. Responsibility for each pupil's conduct shall be assumed by all teachers in a school. Teachers should accept this responsibility wherever they are—in the hallways, restrooms, auditoriums, classrooms or on the school grounds. It should be communicated to pupils that teachers have this responsibility and authority. Every teacher is on duty for any situation which needs attention. In keeping with Public School Law G.S. 115C-390 and the regulations stated above, the principal or teacher shall not be inhibited from taking whatever action is necessary in case of an attack on his person for the purpose of self-defense.

**"ALL OF THE TEACHERS ARE RESPONSIBLE FOR ALL OF THE STUDENTS...
ALL OF THE TIME"**

School disciplinary rules must be reasonable. A rule is reasonable if it is essential in maintaining order and discipline on school property and it significantly contributes to the maintenance of order and discipline within the school. School disciplinary rules must serve some legitimate educational purpose and must be reasonably related to the achievement of that educational purpose. Rules should be limited to those that are necessary to allow teachers to perform their duties, to create an educational environment that is conducive to learning, and to ensure the safety of students, staff, volunteers, and teachers for the school to achieve its educational purposes. Student conduct rules should be clear. They should be understandable by parents, students and school staff who administer them, identifying

the specific conduct that is prohibited and indicating the specific consequences that result from the conduct. School conduct rules should not be limited to negative consequences for improper behavior. They should also reward proper behavior through positive discipline. School disciplinary plans must include the restriction of privileges for students who behave inappropriately. Other measures should be considered on a continuum before immediately resorting to the most drastic measures.

The policies and procedures for the discipline of students with disabilities shall be consistent with federal and state laws and regulations. It is the responsibility of Yadkin County Schools to provide a Free and Appropriate Public Education for a student with disabilities under the provisions of state and federal laws. (G.S. 115C-111) A student with disabilities may be expelled only if it is determined that the student's misconduct was not caused by or related to the student's disability. If the student is expelled, the school system will continue to provide instruction in a setting deemed appropriate by school officials.

SECTION II. STUDENT DISCIPLINARY RECORDS

A student's official record shall include, at a minimum, notice of any suspension for a period of more than 10 days or of any expulsion and the conduct for which the student was suspended or expelled. The superintendent or the superintendent's designee shall expunge from the record the notice of suspension or expulsion if the following criteria are met:

1. One of the following persons makes a request for expungement:
 - a. The student's parent, legal guardian, or custodian.
 - b. The student, if the student is at least 16 years old or is emancipated.
2. The student either graduates from high school or is not expelled or suspended again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension.
3. The superintendent or the superintendent's designee determines that the maintenance of the record is no longer needed to maintain safe and orderly schools.
4. The superintendent or the superintendent's designee determines that the maintenance of the record is no longer needed to adequately serve the child.

If the student's parent or the student (if he/she is at least sixteen years of age or older or emancipated) does not request that the record be expunged, the superintendent or the superintendent's designee may expunge from a student's record provided that all other criteria are met.¹

Records of short term suspensions and other disciplinary actions shall be placed in a student's discipline folder or in a student's discipline database such as NCWise and maintained for up to four years or until a student is promoted to a school serving a higher grade level (whichever occurs first) and then destroyed. These records shall be transferred with a student when he/she transfers to another school at the same grade level (elementary, middle or high school but shall not be transferred when a student promoted to middle or high school.

¹NCGS § 115C-402

SECTION III. DISCIPLINARY PROCEDURES

ELEMENTARY, MIDDLE, AND HIGH SCHOOL

Every student can learn, and effective discipline is essential to learning. Students can expect a positive, nurturing relationship with faculty, staff, and administration. Each student has the right to an education, free from distractions caused by inappropriate behavior. One role of the school, in cooperation with parents, guardians, and the community, is to teach responsible behavior. This discipline policy is one strategy toward achievement of these goals. The Yadkin County Board of Education has established a Code of Student Conduct through School Board Policy, which sets forth rules of student conduct that the Board deems appropriate and necessary for the government and operation of the schools. The Yadkin County Schools Code of Student Conduct shall apply to any student in any building or on any school premises before, during, and after school hours; on any school bus or vehicle on which the student is being transported as part of any school activity; during school functions, activities, or events, or at any time the student is subject to the authority of school personnel, either on or off school property; and to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools. School discipline offenses are cumulative for the school year.

The Code of Student Conduct is not intended to restrict in any way the authority of the principal to make such rules, not inconsistent with this code, as they are authorized by law to make for the government and operation of the school, or with the authority of teachers to make such rules, not inconsistent with this code, as they are authorized by law for their respective classes.

- A. **Components of the Plan: TYPE I OFFENSES.** Acts covered under the School Board Policy (Student Code of Conduct).

Responsibility - Administration / Law Enforcement

Consequences - These offenses warrant out-of-school suspension (or possible expulsion) and the degree of seriousness as perceived by the school administration and School Board Policy (Student Code of Conduct) will determine the action taken. (*Gravity and severity of the situation may dictate a higher level of action for any offense*).

Procedure - Due process

****Expulsion may only be used with students aged 14 and older****

Long-term suspension. - The exclusion for more than 10 school days of a student from school attendance for disciplinary purposes from the school to which the student was assigned at the time of the disciplinary action. If the offense leading to the long-term suspension occurs before the final quarter of the school year, the exclusion shall be no longer than the remainder of the school year in which the offense was committed. If the offense leading to the long-term suspension occurs during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.

- 1. Physical Assault or Physical Harm to School Employees and Other Adults**---Students shall not cause or attempt to cause physical or bodily harm to principals, assistant principals, teachers, substitute teachers, student teachers, teacher assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors, athletic officials, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function, during any period of time when students are subject to authority of school personnel, or at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
1 to10 days OSS with possibility of long term suspension. Law enforcement will be contacted. ²	10 days OSS and possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.	10 days OSS and possible YSA ³ placement, long-term suspension or expulsion. Law enforcement will be contacted.

- 2. Written or Verbal Threats of Assault on School Employees and Other Adults**---Students shall not, through written, electronic⁴ or oral communication, threaten to cause, cause or attempt to cause serious bodily harm to principals, assistant principals, teachers, substitute teachers, student teachers, teacher assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function, during any period of time when students are subject to the authority of school personnel, or at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

<i>CONSEQUENCES</i>		
Elementary School	Middle School	High School
1 to10 days OSS with possibility of long term suspension. Law enforcement will be contacted.	10 days OSS and possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.	10 days OSS and possible YSA placement long-term suspension or expulsion. Law enforcement will be contacted.

²NCGS § 114C-288(g)

³YSA = Yadkin Success Academy. An alternative school.

⁴The term “electronic” means and includes: email, voice mail, text messages, web postings, blogs and any other means of communicating via the internet, computers or hand held electronic devices.

3. **Written Threats, Verbal Threats and Violent Physical Assault Upon a Student**---Students shall not cause, attempt to cause, or threaten through verbal, electronic, or written means to cause serious bodily harm of any kind to a student while a student is at school in any school building and on any school premises, off school property at any school-sponsored or school-approved activity or function, during any period of time when students are subject to the authority of school personnel, or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

CONSEQUENCES		
Elementary School	Middle School	High School
1 to 10 days OSS with possibility of long term suspension. Law enforcement will be contacted.	10 days OSS and possible YSA placement, long-term suspension or expulsion. Law enforcement may be contacted.	10 days OSS and possible YSA placement long-term suspension or expulsion. Law enforcement will be contacted.

4. **Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia**---No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, rolling papers, anabolic steroid, or any other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or any other alteration or change in the student's mood or behavior.

For the purpose of the Student Code of Conduct the following definitions apply:

- a. **Possess**: Having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to, the possession of a prohibited substance in a student's automobile, locker, book-bag, or desk, or on a student's person
- b. **Use**: The consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means
- c. **Under the influence**: The use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior, or learning to any degree
- d. **Sell**: The exchange of a prohibited substance for money, property, or any other benefit or item of value
- e. **Distribute**: To give, share, or pass a prohibited substance
- f. **Possess with intent to distribute/sell**: Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to distribute or sell
- g. **Counterfeit Substance**: Any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy
- h. **Unauthorized Prescription Drug**: Any drug or medication that has not been prescribed for the student

Possession and Personal Use

<i>CONSEQUENCES</i>		
Elementary School	Middle School	High School
1 st Offense---Up to five days OSS. Parents will be notified. Law enforcement will be contacted.	1 st Offense---5 days OSS; possible YSA. Parents will be notified. Law enforcement will be contacted.	1 st Offense---5 days OSS; possible YSA. Parents will be notified. Law enforcement will be contacted.
2 nd Offense---10 days OSS, Law enforcement will be notified, and may be referred to an appropriate alcohol and drug agency.	2 nd Offense---10 days OSS and YSA placement, long-term or expulsion. Law enforcement will be contacted.	2 nd Offense---10 days OSS and YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.

Sell or Distribution of Schedule I or Schedule II Controlled Substance

<i>CONSEQUENCES</i>		
Elementary School	Middle School	High School
<u>First Offense: Sale or Distribution.</u> Law enforcement shall be notified. Any student who is fourteen (14) years of age or older and who distributes, sells, possesses with intent to sell, or conspires to distribute or sell any controlled substance as defined by the North Carolina Controlled Substances Act will receive a long-term suspension or expulsion where permitted by law.	<u>First Offense: Sale or Distribution.</u> Law enforcement shall be notified. Any student who is fourteen (14) years of age or older and who distributes, sells, possesses with intent to sell, or conspires to distribute or sell any controlled substance as defined by the North Carolina Controlled Substances Act will receive a long-term suspension or expulsion where permitted by law.	<u>First Offense: Sale or Distribution.</u> Law enforcement shall be notified. Any student who is fourteen (14) years of age or older and who distributes, sells, possesses with intent to sell, or conspires to distribute or sell any controlled substance as defined by the North Carolina Controlled Substances Act will receive a long-term suspension or expulsion where permitted by law.

Sell or Distribution of ANY Drug

CONSEQUENCES		
Elementary School	Middle School	High School
<p><u>First Offense: Sell or Distribution of ANY Drug.</u> Any student who distributes, sells, possesses with intent to sell, or conspires to distribute or sell a controlled substance as defined by the North Carolina Controlled Substances Act will receive a long-term suspension.</p>	<p><u>First Offense: Sell or Distribution of ANY Drug.</u> Any student who distributes, sells, possesses with intent to sell, or conspires to distribute or sell a controlled substance as defined by the North Carolina Controlled Substances Act will receive a long-term suspension.</p>	<p><u>First Offense: Sell or Distribution of ANY Drug.</u> Any student who distributes, sells, possesses with intent to sell, or conspires to distribute or sell a controlled substance as defined by the North Carolina Controlled Substances Act will receive a long-term suspension.</p>

Prescription Medications and Over-the Counter Medications (non-controlled substance).

The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed. In accordance with the school's medical authorization policy, all prescription medicines must be dispensed through the school office. (refer to guidelines on pages 29-32) Like prescription medicines, over-the-counter medications must be dispensed through the school office in accordance with the school's medical authorization policy as well. Improper use or distribution of prescription medication and/or over-the-counter medication will be considered a violation of this policy.

CONSEQUENCES		
Elementary School	Middle School	High School
<p>1st Offense---Up to five days OSS. Parents will be notified. Law enforcement will be contacted.</p> <p>2nd Offense---10 days OSS, Law enforcement will be notified, and may be referred to an appropriate alcohol and drug agency.</p>	<p>1st Offense---Up to five days OSS; possible YSA. Parents will be notified. Law enforcement will be contacted.</p> <p>2nd Offense---10 days OSS, long-term or expulsion. Law enforcement will be contacted.</p>	<p>1st Offense---Up to five days OSS; possible YSA. Parents will be notified. Law enforcement will be contacted.</p> <p>2nd Offense---10 days OSS, long-term suspension or expulsion. Law enforcement will be contacted.</p>

5. Possession or having brought a firearm or destructive device on educational property, or to a school-sponsored event off of educational property---Firearm means any of the following:

- a. A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- b. The frame or receiver of any such weapon.
- c. Any firearm muffler or firearm silencer.

The term firearm shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

Destructive devices include: An explosive, incendiary, or poison gas such as: a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, a mine or device similar to any of the devices listed in this subdivision.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
Confiscate weapon. 1 to 10 days OSS with possibility of long-term suspension. Law enforcement will be contacted	Confiscate weapon. 1 to 10 day suspension; YSA placement, long-term suspension for up to 365 days or expulsion. Law enforcement will be contacted.	Confiscate weapon. 1 to 10 day suspension; YSA placement long-term suspension for up to 365 days or expulsion. Law enforcement will be contacted.

6. Possession or Use of any other type of Weapon, Dangerous Object, Firearm or Facsimile Thereof ---

- a. Law enforcement shall be notified. Students shall not possess, conceal, bring or transport any weapon or instrument that could cause or that is intended to cause bodily injury or other harm to another including any air gun, BB gun, pellet gun, pocket knife, bowie knife, switchblade, dirk or dagger, slingshot or slung shot, leaded cane, blackjack, metal knuckles, stun gun or other electric shock weapon, ice pick, razor or razorblade, (except solely for personal shaving) fireworks or any sharp or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance; moreover, students shall not possess, conceal, or transport any gun facsimile or incidental items relating to firearms use such as bullets, magazine clips, gun powder, ammunition, bullets or projectile items at any time while a student is at school in any school building and on any school premises, off school property at any school-sponsored or school-approved activity or function, during any period of time when students are subject to the authority of school personnel, or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.
- b. Students shall not possess any "look-alike" gun (such as a plastic gun, toy gun, rubber gun, candy gun, water pistol, etc.), knives, poppers, firecrackers, and other items deemed by the administration to be a threat to the safety and well being of students and staff. Possession of these prohibited items will be addressed under Type I or II Offenses.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
Confiscate weapon. 1 to 10 days OSS with possibility of long-term suspension. Law enforcement will be contacted	Confiscate weapon. 1 to 10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.	Confiscate weapon. 1 to 10 day suspension; possible YSA placement long-term suspension or expulsion. Law enforcement will be contacted.

- 7. Commission of Sexual Assault, Sexual Offense, or Rape---**Any form of sexual assault, sexual offense, or rape, as defined by NC General Statue, is prohibited by law in all Yadkin County Schools. Mandatory out-of-school suspension will occur and law enforcement shall be notified immediately. Students are encouraged to report any forms of sexual assault to school officials immediately.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
1 to 10 days OSS with possibility of long-term suspension. Law enforcement will be contacted.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.

- 8. Taking Indecent Liberties with a Minor or Indecent Liberties between Children---**Students are restricted from any sexual contact on school grounds with a minor or adult. Sexual relationships with a minor or between minors, whether consensual or not, is a felony. Mandatory out-of-school suspension is required and law enforcement shall be notified immediately.⁵

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
1 to 10 days OSS with possibility of long-term suspension. Law enforcement will be contacted.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.

- 9. Commission of Kidnapping---**Students are prohibited from holding anyone against their will on school grounds, on school property, on buses, or on school sponsored activities/trips. Mandatory out-of-school suspension is required and law enforcement shall be notified immediately.

⁵See NCGS § 14-202.1, 202.2 and 202.4

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
1 to 10 days OSS with possibility of long-term suspension. Law enforcement will be contacted.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.

10. Robbery, Burglary, Breaking & Entering/Larceny on School Grounds or of School Owned Property, Taking or Destroying Property, Using Violence or Threat of Violence--- Felony robbery, burglary, breaking and entering, larceny on school grounds or school owned property is prohibited by NC General Statute. Students shall not use threats of bodily harm to steal or attempt to steal, damage, or destroy property of others.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
1 to 10 days OSS with possibility of long-term suspension. Law enforcement will be contacted. Restitution will be required.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted. Restitution will be required.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted. Restitution will be required.

11. Communicating a False Bomb Report or Perpetrating a Bomb Hoax, Inciting or Participating in Student Disorder or Rioting So as to Cause or be Likely to Cause Other Students to Join in Disruption of School; Disruption of School/Disorderly Conduct so as to Cause Any Major Disruption of School Activities Which Results in Substantial Loss of Instructional Time or Property and/or Which Creates a Threat to the Safety and Well-Being of Students---Students shall not lead or participate in any activity that has as its purpose the disruption of school business or that significantly affects the educational process. In the event that the disruption does not abate immediately or if the principal deems it appropriate, law enforcement will be contacted.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
1 to 10 days OSS with the possibility of long-term suspension. Law enforcement will be contacted.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.	10 day suspension; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.

12. Fighting and/or Abetting a Fight Among Students on School Property or Buses, in a Private Vehicle in a School Parking Lot, or at Any School Function Wherever Held--- Students shall not fight or attempt to cause bodily harm to another student. If one student is attempting to involve another student in a fight, the other student should walk away and report

it to a teacher, assistant principal or principal. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting.

CONSEQUENCES		
Elementary	Middle School	High School
<p>1st Offense---3 Days OSS Law enforcement may be contacted.</p> <p>2nd Offense---5 Days OSS Law enforcement may be contacted.</p> <p>3rd Offense---10 Days OSS Law enforcement may be contacted.</p>	<p>1st Offense---3 – 5 Days OSS Law enforcement may be contacted.</p> <p>2nd Offense---5 - 10 Days OSS Up to long-term suspension or expulsion, possible YSA placement. Law enforcement will be contacted.</p> <p>3rd Offense---10 Days OSS Up to long-term suspension or expulsion, possible YSA placement. Law enforcement will be contacted.</p>	<p>1st Offense---3 – 5 Days OSS Law enforcement may be contacted.</p> <p>2nd Offense---5 - 10 Days OSS Up to long-term suspension or expulsion, possible YSA placement. Law enforcement will be contacted.</p> <p>3rd Offense---10 Days OSS Up to long-term suspension or expulsion, possible YSA placement. Law enforcement will be contacted.</p>

13. Violations of North Carolina Criminal Statutes---Students shall not violate any criminal statute or local ordinance or commit any act which could result in criminal prosecution or juvenile proceedings not previously covered elsewhere in these rules at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function, during any period of time when students are subject to the authority of school personnel, or at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

- a. Any student who commits a crime of violence, felony or misdemeanor, against another student or a school employee off campus may be suspended or expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees.
- b. Any student who commits a felony on or off campus and whose continued presence in school constitutes a clear threat to the safety of other students or employees may be suspended or expelled.

CONSEQUENCES		
Elementary	Middle School	High School
<p>1 to 10 days OSS with possibility of long-term suspension. Law enforcement will be contacted.</p>	<p>10 days OSS; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.</p>	<p>10 days OSS; possible YSA placement, long-term suspension or expulsion. Law enforcement will be contacted.</p>

B. Components of the Plan: TYPE II OFFENSES. Acts covered under the School Board Policy (Student Code of Conduct).

Responsibility - Administration / Law Enforcement

Consequences - These offenses warrant out-of-school suspension (or possible expulsion) and the degree of seriousness as perceived by the school administration and School Board Policy (Student Code of Conduct) will determine the action taken. (*Gravity and severity of the situation may dictate a higher level of action for any offense*).

Procedure - Due process

- 1. Disorderly Conduct / Creating a Disturbance---**Students shall not engage in any disorderly conduct or inappropriate language/disrespect, on or off school premises, which creates a disruption to the school environment to unreasonably impair the operations of the school. Students shall not, on or off school premises, engage in any protest, march, picket, or sit-in or similar activity which has its purpose the disruption of any lawful function, mission, or process of the school to which the student is assigned or any other school in the school system.

CONSEQUENCES		
Elementary	Middle School	High School
1 st Offense---School Discipline	1 st Offense---1-3 Days OSS	1 st Offense---1-3 Days OSS
2 nd Offense---1 Day OSS	2 nd Offense---3-5 Days OSS	2 nd Offense---3-5 Days OSS
3 rd Offense---3 – 5 Days OSS	3 rd Offense---5-10 Days OSS and/or long-term suspension, possible YSA placement. Law enforcement may be contacted.	3 rd Offense---5-10 Days OSS and/or long-term suspension, possible YSA placement. Law enforcement may be contacted.

- 2. Noncompliance with Directives from Principals, Teachers and Other School Personnel to Include Disrespect to Faculty, Staff Member, Acting School Official---**Students shall comply with the directives of all school personnel at all times while a student is at school, in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function, or during any period of time when a student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. Students shall be respectful to faculty, staff, and acting school officials at all times.

CONSEQUENCES		
Elementary	Middle School	High School
1 st Offense---School Discipline	1 st Offense---1-3 Days OSS	1 st Offense---1-3 Days OSS
2 nd Offense---School Discipline	2 nd Offense---3-5 Days OSS	2 nd Offense---3-5 Days OSS
3 rd Offense---1-3 Days OSS	3 rd Offense---5-10 Days OSS and/or Long-Term Suspension, possible YSA placement. Law enforcement may be contacted.	3 rd Offense---5-10 Days OSS and/or Long-Term Suspension, possible YSA placement. Law enforcement may be contacted.
4 th Offense---3-5 Days OSS		

3. Intentional Destruction of School or Private Property (Repairs Required)---Students shall not intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

CONSEQUENCES		
Elementary	Middle School	High School
1 st Offense---School Discipline	1 st Offense---3-5 days OSS	1 st Offense---3-5 days OSS
2 nd Offense---1 Day OSS	2 nd Offense--5-10 Days OSS	2 nd Offense---5-10 Days OSS
3 rd Offense--3 Days OSS	3 rd Offense--10 Days OSS and/or Long-Term Suspension, possible YSA placement.	3 rd Offense10 Days OSS and/or Long-Term Suspension, possible YSA placement.
Law enforcement may be contacted	Law enforcement may be contacted.	Law enforcement may be contacted.
Restitution will be required for any offense.	Restitution will be required for any offense.	Restitution will be required for any offense.

4. **Extortion**---Students shall not extort through verbal, written or physical threats, coercion or intimidation anything of value (personal property, money, or information) from any other student or school employee.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
1 st Offense---School Discipline	1 st Offense---School Discipline, possible OSS	1 st Offense---School Discipline, possible OSS
2 nd Offense---1 Day OSS	2 nd Offense---3-5 Days OSS	2 nd Offense---3-5 Days OSS
3 rd Offense---3 Days OSS	3 rd Offense---5-10 Days OSS and/or Long-Term Suspension, possible YSA placement. Law enforcement may be contacted.	3 rd Offense---5-10 Days OSS and/or Long-Term Suspension, possible YSA placement. Law enforcement may be contacted.
4 th Offense---5 Days OSS		

5. **Gang Activity or Gang-Related Activity**---No student shall commit any act that furthers gangs or gang-related activities. A student shall not threaten or intimidate another individual, or disrupt the learning environment including, but not limited to, displaying gang colors, logos or jewelry on one's person or possessions, using gang gestures ("throwing" gang signs) or handshakes, or verbal communications, for the purpose of gang identification, or "tag" or deface school or personal property with gang-related symbols, drawings, or slogans. A student shall not incite other students to intimidate or to act with physical violence upon any other person related to gang activity, solicit others for gang membership, or commit any other illegal act or other violation of school district policies that relates to gang activity. This rule will only apply when the behavior does not meet the standards of any other violation. If gang-related activity is associated with another act of misconduct, evidence of gang activity shall be considered an aggravating factor.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
1 st Offense---Warning	1 st Offense---Warning	1 st Offense---Warning
2 nd Offense---School Discipline	2 nd Offense---1-3 Days OSS	2 nd Offense---1-3 Days OSS
3 rd Offense---1 Day OSS	3 rd Offense---3-5 Days OSS	3 rd Offense---3-5 Days OSS
4 th Offense---3 Days OSS	4 th Offense---5-10 Days OSS and/or Long-Term Suspension, possible YSA placement. Law enforcement may be contacted.	4 th Offense---5-10 Days OSS and/or Long-Term Suspension, possible YSA placement. Law enforcement may be contacted.
5 th Offense---5 Days OSS		

6. **Possession of Other "Look-alike" Firearms, Weapons, Explosives, or Incendiary Devices**---Students shall not possess any other "look-alike" guns, such as a plastic gun, toy gun, rubber gun, candy gun, water pistol, etc., and students shall not possess knives, poppers, firecrackers, etc.

CONSEQUENCES		
Elementary	Middle School	High School
1 st Offense---School Discipline 2 nd Offense---1 Day OSS 3 rd Offense---3 Days OSS 4 th Offense---5 Days OSS For any offense, "look-alike" weapons will be confiscated. Repeated offenses will result in longer OSS terms.	1 st Offense---School Discipline 2 nd Offense---1-3 Days OSS 3 rd Offense---3-5 Days OSS 4 th Offense---5-10 Days OSS For any offense, "look-alike" weapons will be confiscated. Repeated offenses will result in longer OSS terms. Law enforcement may be contacted.	1 st Offense---School Discipline 2 nd Offense---1-3 Days OSS 3 rd Offense---3-5 Days OSS 4 th Offense---5-10 Days OSS For any offense, "look-alike" weapons will be confiscated. Repeated offenses will result in longer OSS terms. Law enforcement may be contacted.

7. **Hazing, Harassment, Bullying or Intimidation of a Fellow Student**---It shall be a violation of board policy for any student to engage in what is known as hazing or to aid or abet any other student in hazing. For the purpose of this policy, hazing is defined as follows: “to annoy any student by playing abusive or ridiculous tricks on him/her; to frighten, scold, beat, harass him/her; or to subject him/her to personal indignity.” Furthermore, deliberate intimidation, bullying or harassment in any form is prohibited. Harassment is unwanted, unwelcome, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe. Bullying includes, but is not limited to a reported pattern documented by school administration of or a persistent engagement in name-calling and put downs, verbal taunts, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, implied or stated threats, impeding or blocking movement, offensive touching, teasing, physical abuse, written or oral messages or visual images that deliberately intimidate, harass, or embarrass another individual. Such messages or images, which occur during the school day or negatively impact the school day, may include direct conversation, telephone messages, text messages, instant messages, internet postings, emails, photographic images, posters, signs, and other means of disseminating hurtful, embarrassing, vicious, or scurrilous remarks or content. (G.S. 14-36 & 115C-407.15)

CONSEQUENCES		
Elementary	Middle School	High School
1 st Offense---School Discipline 2 nd Offense---1 Day OSS 3 rd Offense---3 Days OSS 4 th Offense---5 Days OSS	1 st Offense---1-3 Days OSS 2 nd Offense---3-5 Days OSS 3 rd Offense---5-10 Days OSS 4 th Offense---10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	1 st Offense---1-3 Days OSS 2 nd Offense---3-5 Days OSS 3 rd Offense---5-10 Days OSS 4 th Offense---10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

Students are responsible for reporting to any school official any actual or suspected incidents of discrimination, harassment, or bullying.

8. Harassment on the Basis of Sex, Race, Color, National Origin, Ancestry, Religion, Gender, Socio-Economic Status, Academic Status, Physical Appearance, Gender Identity, Sexual Orientation, Mental, Physical, Developmental or Sensory Disability Is Prohibited--Students have a right to be free from harassment at school or while attending school activities.

a. Definition of Sexual Harassment.

1. Sexual Harassment - It is sexual harassment when a student or an adult explicitly or implicitly conditions a student's participation in an educational program or activity or bases an educational decision on the student's submission to unwelcomed sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.

2. Hostile Environment Sexual Harassment. Sexual harassment also means and includes any unwelcomed sexual advances, requests for sexual favors, and any other non-consensual and/or offensive verbal, nonverbal or physical contact of a sexual nature by another student that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive environment. It includes misconduct by males against females, by females against males and between students of the same gender.

b. Harassment on the Basis of Race, Color, National Origin, Ancestry, Religion, Gender, Socio-Economic Status, Academic Status, Physical Appearance, Gender Identity, Sexual Orientation, Mental, Physical, Developmental or Sensory Disability. Harassment means and includes any pattern of gestures, written, electronic or verbal communication or any physical act or any threatening communication that: 1) places a student in actual and reasonable fear of harm to his/her person or damage to his/her property; or 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. It includes, but is not limited to, abusive jokes about a student's race, national/ethnic origin, religion, gender or disability, crude name-calling, threats, and bullying.

CONSEQUENCES		
Elementary	Middle School	High School
1 st Offense---School Discipline	1 st Offense---1-3 Days OSS	1 st Offense---1-3 Days OSS
2 nd Offense---1 Day OSS	2 nd Offense---3-5 Days OSS	2 nd Offense---3-5 Days OSS
3 rd Offense---3 Days OSS	3 rd Offense---5-10 Days OSS	3 rd Offense---5-10 Days OSS
4 th Offense---5 Days OSS	4 th Offense---10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4 th Offense---10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

- 9. Inappropriate Sexual Conduct**---Students will not engage in any consensual sexual activity or inappropriate touching.

CONSEQUENCES		
Elementary	Middle School	High School
1 st Offense---School Discipline	1 st Offense---1-3 Days OSS	1 st Offense---1-3 Days OSS
2 nd Offense---1 Day OSS	2 nd Offense---3-5 Days OSS	2 nd Offense---3-5 Days OSS
3 rd Offense---3 Days OSS	3 rd Offense---5-10 Days OSS	3 rd Offense---5-10 Days OSS
4 th Offense---5 Days OSS	4 th Offense---10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4 th Offense---10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

- 10. Inappropriate or Unacceptable Computer/Electronic Device Usage**---Students will use computers and other electronic devices provided or approved by Yadkin County Schools in accordance with Yadkin County Policy #3220 (Technology in the Education Program and Policy #3225 Internet and the Educational Program). Unacceptable use may include but is not limited to: possession or manufacturing or distributing gang related images or documents, hacking or similar computer crime, using a computer to plan a fight, cause harm or commit a crime, profanity directed to faculty or staff or threats, cyber bullying, possession, manufacturing or distributing of pornography (real life or cartoon), possession, manufacturing or distributing images of weapons, possession, manufacturing or distributing bootleg or illegal movies or music.

CONSEQUENCES		
Elementary	Middle School	High School
1 st Offense---School Discipline	1 st Offense---1-3 Days OSS	1 st Offense---1-3 Days OSS
2 nd Offense---1 Day OSS	2 nd Offense---3-5 Days OSS	2 nd Offense---3-5 Days OSS
3 rd Offense---3 Days OSS	3 rd Offense---5-10 Days OSS	3 rd Offense---5-10 Days OSS
4 th Offense---5 Days OSS	4 th Offense---10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4 th Offense---10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

The superintendent or designee reserves the right to transfer any student who commits a Type II offense to Yadkin Success Academy, if he/she feels it would be beneficial to all concerned.

C. Components of the Plan: TYPE III OFFENSES. Acts covered under the School Board Policy (Student Code of Conduct).

Responsibility - Administration/Teachers

CONSEQUENCES – In accordance with Student Code of Conduct as prescribed below. (Gravity and severity of the situation may dictate a higher level of action for any offense).

- Procedures**
- a. **Teacher notification to administration.**
 - b. **Administrator assigned disciplinary actions and notification of actions sent to parents.**
 - c. **Due process**

1. **Skipping Class/In Unauthorized Areas off Limits to Students During School---**Students shall come to school and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to be absent by the principal or his/her designee or they have an absence that is excused pursuant to state guidelines and local board policy for attendance. Students shall not be in any unauthorized areas which are off limits to students during the school day.

CONSEQUENCES		
Elementary	Middle School	High School
School Discipline	1 st Offense---1 Day ISS 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS 4 th Offense---3 Days OSS and parent conference	1 st Offense---1 Day ISS 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS 4 th Offense---3 Days OSS and parent conference

2. **Skipping School/Leaving Campus Without Permission---**Students shall come to school, and remain at school once they have arrived, and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to be absent by the principal or his/her designee or they have an absence that is excused pursuant to State guidelines and Board policy for attendance.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
School Discipline	1 st Offense---3 Days ISS. 2 nd Offense---3 Days ISS 3 rd Offense---3 Days OSS- parent conference 4 th Offense---5 Days OSS- parent conference	1 st Offense---3 Days ISS-Loss of driving privileges for 1 week. 2 nd Offense---3 Days ISS-Loss of driving privileges for 2 weeks. 3 rd Offense---3 Days OSS- Loss of driving privileges for remainder of year and parent conference 4 th Offense---5 Days OSS- Loss of driving privileges for remainder of year and parent conference

3. Bus Misbehavior---At all times while riding a school bus or other school-owned or operated vehicle, students shall observe the directives of the school bus driver and/or bus monitor. The following conduct is specifically prohibited and may result in revocation of transportation privileges provided by the school system: delaying the bus schedule; fighting, smoking, using profanity or refusing to obey the driver’s instructions; tampering with or willfully damaging the school vehicle; getting off at an unauthorized stop; distracting the driver’s attention by participating in disruptive behavior while the vehicle is in operation; throwing objects from the bus; failing to observe and obey safety regulations; willfully trespassing on a school-owned or operated vehicle; or violating any other Code of Conduct rule while on the school bus. The use of a cellular phone while on an activity bus will be at the discretion of the supervising coach or teacher. **If a violation of this code also violates other rules, consequences in addition to those listed below may be and can be implemented.**

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
1 st Offense--- School Discipline 2 nd Offense---1-3 Days Off Bus 3 rd Offense---4-10 Days Off Bus 4 th Offense---Possible Expulsion from Bus for Remainder of School Year/School Discipline	1 st Offense---School Discipline 2 nd Offense---3 Days Off Bus 3 rd Offense---5 Days Off Bus 4 th Offense---10 Days Off Bus 5 th Offense---Expulsion from Bus for Remainder of School Year	1 st Offense---School Discipline 2 nd Offense---3 Days Off Bus 3 rd Offense---5 Days Off Bus 4 th Offense---10 Days Off Bus 5 th Offense---Expulsion from Bus for Remainder of School Year

- 4. Possession of or Use of Tobacco Products, Lighters, Matches, Pipes, or Any Other Related Items---**Students are prohibited from the use and/or possession of tobacco products, meaning any product that contains or is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and related paraphernalia, and shall not possess, smoke, dip, chew or otherwise use any tobacco products at any time while a student is at school in any school building and on any school premises, off school property at any school-sponsored or school-approved activity or function, or during any period of time when students are subject to the authority of school personnel maintaining order and discipline and protecting the safety and welfare of students and staff. Students shall not use or threaten to use a lighter or matches to start a fire.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
School Discipline	1 st Offense---1 Day ISS 2 nd Offense---2 Days ISS 3 rd Offense---1 Day OSS/ 4 th Offense---3 Days OSS/	1 st Offense---School Discipline 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS and school driving privileges revoked for 5 days 4 th Offense---3 Days OSS and school driving privileges revoked for 10 days

- 5. Stealing/Theft (Misdemeanor), Damage to School or Personal Property---**Students shall not steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage, either accidentally or intentionally, any school or private property while under school jurisdiction. Students shall not vandalize or damage or attempt to damage property belonging to others.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
School Discipline Law enforcement may be notified Restitution may be required	1 st Offense---3 Days ISS 2 nd Offense---1 to 3Days OSS 3 rd Offense---3 to 5 Days OSS 4 th Offense---5 to 10 Days OSS Law enforcement may be notified. Restitution may be required	1st Offense---3 days ISS 2 nd Offense---1 to 3 Days OSS 3 rd Offense---3 to 5 Days OSS 4 th Offense---5 to 10 Days OSS Law enforcement may be notified. Restitution may be required

- 6. Defamation, Disrespect or Aggressive Behavior to a Staff Member or Student---** Students shall not make or publish false statements on the internet, by FAX or by any other means of communication that defame the character or reputation of a school employee or student. While students have a constitutional right to criticize school personnel or students, that right does not include making false statements accusing school personnel or students of engaging in criminal or immoral acts that are intended to injure, harass and/or harm an individual. Students shall respect other students, visitors, school employees, and other persons by utilizing appropriate language and behaviors at all times. Any action which is insulting, physically aggressive, abusive, harassing, profane, obscene, or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person is specifically prohibited. In addition, any act of retaliation against an individual for reporting insulting, abusive, or harassing actions is expressly prohibited.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
School Discipline	1 st Offense---1 Day ISS 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS 4 th Offense---3 Days OSS 5 th Offense---5 Days OSS 6 th Offense---10 Days OSS	1 st Offense---1 Day ISS 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS and parent conference 4 th Offense---3 Days OSS and parent conference 5 th Offense---5 Days OSS and parent conference 6 th Offense---10 Days OSS and parent conference

- 7. Gambling---**Students shall not engage in any form of games of chance or gambling for money and/or objects of value.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
School Discipline	1 st Offense---1 Day ISS 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS 4 th Offense---3 Days OSS 5 th Offense---5 Days OSS 6 th Offense---10 Days OSS	1 st Offense---1 Day ISS 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS 4 th Offense---3 Days OSS 5 th Offense---5 Days OSS 6 th Offense---10 Days OSS

8. **Forgery**---Students shall not provide false information to school officials and/or parents or guardians with regard to any report card, attendance matter, grades or progress reports, discipline matters, or any other school business.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
School Discipline	1 st Offense---School Discipline 2 nd Offense---1 Day ISS 3 rd Offense---3 Days ISS 4 th Offense---1 Day OSS	1 st Offense---School Discipline 2 nd Offense---1 Day ISS 3 rd Offense---3 Days ISS 4 th Offense---1 Day OSS

9. **Possession of Sexually Explicit Material**---Students shall not possess any lewd or sexually explicit materials on school property or while under the jurisdiction of school personnel. This rule applies not only to printed matter, but also to sexually explicit material that is stored in or transmitted or viewed through electronic devices.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
School Discipline	1 st Offense---School Discipline 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS 4 th Offense---3 Days OSS Law Enforcement may be contacted.	1 st Offense---School Discipline 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS 4 th Offense---3 Days OSS Law Enforcement may be contacted.

10. **Using Profanity or Vulgar Language**---Students are prohibited from using any form of profanity or vulgar language on school property or at any time and place they are under the authority of school personnel. Students are expected to act in a proper and respectable manner at all times.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
School Discipline	1 st Offense---School Discipline 2 nd Offense---1 Day ISS 3 rd Offense---3 Days ISS 4 th Offense---1 Day OSS	1 st Offense---School Discipline 2 nd Offense---1 Day ISS 3 rd Offense---3 Days ISS 4 th Offense---1 Day OSS

11. Issues of Integrity---Cheating, plagiarism, falsification of notes or documents will result in disciplinary measures. A student’s grade will be adversely affected if any of the mentioned actions are observed.

CONSEQUENCES		
Elementary	Middle School	High School
School Discipline	1 st Offense---School Discipline 2 nd Offense---1 Day ISS 3 rd Offense---3 Days ISS 4 th Offense---1 Day OSS	1 st Offense---School Discipline 2 nd Offense---1 Day ISS 3 rd Offense---3 Days ISS 4 th Offense---1 Day OSS

12. Inappropriate or Unacceptable Computer/Electronic Device Usage---Students will use computers and other electronic devices provided or approved by Yadkin County Schools in accordance with Yadkin County Policy ##3226/4205 (Internet Safety) and Policy #3225/4312/7320 (Technology Responsible Use). Unacceptable use may include but is not limited to: using another student’s or teacher’s login, or cheating.

CONSEQUENCES		
Elementary	Middle School	High School
School Discipline	1 st Offense---1 Day ISS 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS 4 th Offense---3 Days OSS 5 th Offense---5 Days OSS 6 th Offense---10 Days OSS	1 st Offense---1 Day ISS 2 nd Offense---3 Days ISS 3 rd Offense---1 Day OSS 4 th Offense---3 Days OSS 5 th Offense---5 Days OSS 6 th Offense---10 Days OSS

**The superintendent or designee reserves the right to transfer any student who commits a Type III offense to Yadkin Success Academy, if he/she feels it would be beneficial to all concerned.*

Components of the Plan: TYPE IV OFFENSES. Acts covered under the School Board Policy (Student Code of Conduct).

Responsibility – Teachers/Administrators

Consequences – In accordance with Student Code of Conduct as prescribed above. (*Gravity and severity of the situation may dictate a higher level of action for any offense*).

Procedures

- a. **Teacher notification to administration.**
- b. **Administrator assigned disciplinary actions and notification of actions sent to parents.**
- c. **Due process**

1. **Inappropriate Interpersonal Behavior---**Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection, as determined by the principal, will not be allowed.
2. **Possession or Consuming Food or Drinks in Restricted Areas---**Students shall not consume food or drink in areas where consumption is restricted by the administration.
3. **Inappropriate and Rowdy Behavior which Impedes the Teaching Process, Including Sleeping, Card Playing, Horse-Playing, Talking Aloud, etc.---**Students are prohibited from inappropriate and rowdy behavior that disrupts the educational setting.
4. **Littering on School Property---**Students shall not litter on school property or public and private property while under jurisdiction of the school.
5. **Disruption of Class, Creating a Disturbance, or Failure to Follow Classroom Rules Resulting in Office Referral---**Students shall follow all classroom rules and regulations as set by the classroom teacher.
6. **Loitering After School on School Property---**Students shall only be on school property during a regular school day or during approved extracurricular activities.
7. **Skateboarding/Skating---**Due to the risk or injury to the student and others, students shall not ride a skateboard, roller skate or in-line skate on school property, unless approved in advance by the principal or designee as a school sponsored program or activity.
8. **Inappropriate or Unacceptable Computer/Electronic Device Usage---**Students will use computers and other electronic devices provided by Yadkin County Schools in accordance with Yadkin County Policy #3220 (Technology in the Education Program and Policy #3225 Internet and the Educational Program). Inappropriate use may include but is not limited to: using proxy sites, using computer not assigned to student, videoing or taping on school property when not related to school assignment, e-mailing or chatting during class when not related to school assignment, use of profanity or gaming when not related to school assignment.

<i>CONSEQUENCES</i>		
Elementary	Middle School	High School
School Discipline	1 st Offense School Discipline	1 st Offense School Discipline
	2 nd Offense School Discipline	2 nd Offense School Discipline
	3 rd Offense 1 Day ISS	3 rd Offense 1 Day ISS
	4 th Offense 3 Days ISS	4 th Offense 3 Days ISS

9. Dress Code and Appearance---The Yadkin County Board of Education respects a student’s right to choose his or her dress or appearance. However, the Board of Education will require that students adhere to standards of dress that are compatible with the requirement of a good school environment. All students are expected to be groomed and dressed appropriately for school and school activities. If, in the opinion of the principal or his/her designee, a student’s dress or appearance is such that it (1) disrupts the learning environment, (2) constitutes a threat to health or safety, (3) is construed as provocative or obscene, or (4) is lacking in cleanliness, the principal or the principal’s designee may require the student and student’s parent or guardian to take appropriate action to remedy the situation.

The principal shall have the authority to implement the school dress code and appearance policy in a manner that is age appropriate. Reasonable consideration will be made for those students who, because of sincerely held religious beliefs, cultural heritage, or medical reasons, request, in writing, a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would include, but is not limited to athletics, vocational classes and projects, P.E. classes, special events, science activities/labs, or other activities that would allow for non-conforming dress.

a. Guidelines: All students are expected to adhere to the following guidelines.

1. Shorts, skirts, and dresses should be no shorter than mid-thigh, including those worn over leggings, and applies to slits in dresses and skirts. Tops and shirts worn over leggings must be no shorter than mid-thigh.
2. Sleeveless shirts, tops, and dresses that do not cover the top of the shoulder (i.e. tank tops, spaghetti straps, halters, etc.) are not allowed unless worn with a top that has sleeves.
3. Shirts and tops should be long enough to cover the midriff when sitting or standing, and shirts, tops and dresses must cover the back and chest area.
4. Sagging pants and pants worn below the hipbone are not allowed.
5. Undergarments are not to be visible whether sitting or standing.

6. Clothing is not to be sheer, mesh, have holes higher than mid-thigh, or designed in such a manner as to reveal the body or undergarments.
7. Neither oversized clothing (jackets, pants, shirts, pajamas, etc.) nor tight fitting clothing (i.e. knits, spandex bicycle pants, or overly tight pants, jeans, skirts, shirts, and dresses) is allowed.
8. Attire is not allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, is gang related, is cult related, is of a disruptive nature, or is demeaning or degrading to a particular group or individual. This includes, but is not limited to jewelry, bandanas, tee-shirts, etc.
9. Appropriate footwear should be worn at all times. Shoes having laces must be laced, tied, and worn in an appropriate manner.
10. Clothing must be worn appropriately (i.e. belts, nothing inside-out, backwards, rolled up pant legs, unfastened bib overall, etc.)
11. Hats, caps, toboggans, bandanas, hoods and sweatbands will not be worn inside school buildings, unless they have been approved by the administration. Sunglasses will not be worn inside the school building.
12. No Pajamas unless approved by the Administration.

b. Dress Code Violations: Consequences

CONSEQUENCES		
Elementary	Middle School	High School
<p>Elementary schools will follow as closely as possible standards outlined above, but each individual K-6 school will have the option of supplementing age-appropriate consequences for dress code violations as deemed necessary.</p>	<p>1st Offense---Warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation. Parent must be notified that dress code policy has been violated.</p> <p>2nd Offense---Warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation.</p>	<p>1st Offense---Warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation. Parent must be notified that dress code policy has been violated.</p> <p>2nd Offense---Warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation.</p>

	<p>Parent must be notified that dress code policy has been violated and the next violation will result in ISS placement.</p> <p>3rd Offense---1 Day ISS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation. Parent must be notified of ISS placement.</p> <p>4th Offense---3 Days ISS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation. Parent must be notified of ISS placement and informed that future dress code violations will result in OSS.</p> <p>5th Offense---1 Day OSS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation. Parent must be notified of OSS placement.</p>	<p>Parent must be notified that dress code policy has been violated and the next violation will result in ISS placement.</p> <p>3rd Offense---1 Day ISS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation. Parent must be notified of ISS placement.</p> <p>4th Offense---3 Days ISS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation. Parent must be notified of ISS placement and informed that future dress code violations will result in OSS.</p> <p>5th Offense---1 Day OSS and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation. Parent must be notified of OSS placement.</p>
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E. Components of the Plan: TYPE V OFFENSES. Acts covered under the School Board Policy Student Code of Conduct).

Responsibility – Teachers/Administrators

Consequences – In accordance with teacher’s classroom rules and regulations (*Gravity and severity of the situation may dictate a higher level of action for any offense*).

Procedures – In-class consequences assigned by teacher (warning, counseling, detention, parent contact, parent conference, student contract, referral to school counselor, individual conference with student)

1. **Any Type of Very Minor Disruption Not Defined in Prior Section---**Teachers will follow a classroom discipline procedure which may include, but is not limited to: warning, parent contact, isolation and referral to office.
2. **Prohibition of the Use of Portable Electronic Devices by Elementary and Middle School students---**With the exception of a laptop/notebook computer, calculator, or other similar item either furnished by Yadkin County Public Schools for the purpose of educational instruction or similar personal items with the express permission of the principal for the purpose of educational instruction, use of any Portable Electronic Device, examples of which include but are not limited to cellular phones, digital cameras, and IPODs, during the school day (beginning bell to ending bell) is strictly prohibited. No student shall use, display, transmit or have in the “on” position any wireless communication device or personal entertainment device during the instructional day. The use of cellular phones while on an activity bus will be at the discretion of the supervising coach or teacher. Students and their parent(s)/guardian(s) are solely responsible for any loss or damage to their portable radio, tape recorders, tape/CD/DVD players, cell phone or any other similar electronic equipment in school while it is in their care, custody or control. Yadkin County Schools accepts no responsibility for theft, loss or damage to a student's personal electronic equipment.

<i>CONSEQUENCES</i>	
Elementary	Middle School
1 st Offense---Warning. Student may pick up device.	1 st Offense---Warning. Student may pick up device.
2 nd Offense---Warning. Parent must pick up device.	2 nd Offense---Warning. Parent must pick up device.
3 rd Offense---Confiscation of the device until the end of the semester	3 rd Offense---Confiscation of the device until the end of the semester

Any subsequent infractions will result in confiscation of the electronic device and/or loss of use privilege. OSS may ultimately be required. The decision will be made at the discretion of the principal or his/her designee.

3. **Electronic Device Use for High School Students**---With the exception of electronic devices furnished by Yadkin County Schools for the purpose of educational instruction or similar personal items with the express permission of the principal, no student shall use any electronic device including but not limited to cellular phones, digital cameras, and IPODs, during instructional time. Students may use electronic devices during their lunch time, break and between classes. Students and their parent(s)/guardian (s) are solely responsible for any loss or damage to the electronic equipment in school while it is in their care, custody or control. Yadkin County Schools accepts NO responsibility for theft, loss or damage to a student’s personal electronic equipment.

<i>CONSEQUENCES</i>
1 st Offense---Warning. Student may pick up device.
2 nd Offense---Warning. Parent must pick up device.
3 rd Offense---Confiscation of the device until the end of the semester

Any subsequent infractions will result in confiscation of the electronic device and/or loss of use privilege. OSS may ultimately be required. The decision will be made at the discretion of the principal or his/her designee.

F. Components of the Plan: Important Guidelines

Gravity and severity of the situation may dictate a higher level of action for any offense.

1. With each out-of-school suspension, parents or guardians will be notified prior to suspension.
2. A parent/guardian conference with the school administrator shall be held prior to suspension for ten days or longer. The conference, or notification, can be held by phone upon request of the parent/guardian.
3. All disciplinary actions are cumulative for the entire school year unless otherwise stated.
4. Students are not allowed to participate in any extra-curricular activities during the period of suspension, either ISS or OSS. Students will be allowed to resume these activities on the day after the suspension or the one-half day suspension ends.

Section IV. Mandatory Reporting to Law Enforcement of Certain Offenses

- A. All Principals must report immediately to law enforcement agencies the following acts:
1. Assault resulting in serious personal injury
 2. Assault involving use of a weapon
 3. Assault on School Officials, Employees, and Volunteers
 4. Making bomb threats or engaging in bomb hoaxes

5. Willfully burning a school building
6. Homicide
7. Kidnapping
8. Unlawful, underage sales, purchase, provision, possession, or consumption of alcoholic beverages
9. Possession of controlled substance in violation of law
10. Possession of a firearm
11. Possession of a weapon
12. Rape
13. Robbery with a dangerous weapon
14. Sexual assault (not involving rape or or sexual offense)
15. Sexual offense
16. Taking indecent liberties with a minor

Section V. Personal Searches

A. A search of a student's person and/or personal belongings is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule. A search of a student is permissible in scope when measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

1. If a frisk or "pat down" search of a student's person is conducted, it must be conducted in private by a school official of the same sex and with an adult witness present, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.
2. If the school official has reasonable grounds to suspect that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may be conducted only in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or his or her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

B. Use of Metal Detectors

- a. A metal detector can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, when feasible.
- b. A school is authorized to conduct general searches of students and their personal effects with a metal detector before a student can gain entry to the school campus or any school-sponsored extra-curricular activity. The search must be conducted in accordance with procedures established by the superintendent or his or her designee. Prior to initiating general searches, the school must:
 - (1) Substantiate to the superintendent the need for general searches based upon a pattern or expectation of violence or disruption; and

(2) Provide written notice, if feasible, to students and parents of the school policy governing general searches, but not of specific times or places where searches will be conducted. Any search conducted pursuant to this policy must be conducted by a school official.

C. Locker Searches. Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time, without notice, without consent, and without a search warrant. A student's personal belongings found in a locker may be searched only pursuant to guidelines for personal searches described above.

D. Searches of Student Motor Vehicles. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol student parking lots at any time, without notice or consent. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

E. Use of Trained Dogs in Conducting Searches. With the prior approval of the superintendent, school officials may use trained dogs in inspections for illegal, unauthorized or contraband materials in school facilities, grounds and school parking lots. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the dog's reliability and accuracy in sniffing out contraband. Trained dogs may sniff lockers, student motor vehicles and other inanimate objects. Such inspections are not considered searches and do not require notice or consent. Dogs may not be used for random searches of students or other persons.

Section VI. Attendance

For a detailed account of how attendance is handled, please refer to the Yadkin County Schools Attendance Manual located on our website. The Yadkin County Board of Education believes that regular school attendance is of crucial importance to the educational achievement of each student. Further, the Yadkin County Board of Education believes that the primary responsibility for regular school attendance resides with the parents and the individual student. Creating and maintaining an atmosphere conducive to student learning is the responsibility of the school staff. It is also the responsibility of all school personnel to promote and encourage regular school attendance.

North Carolina law provides in pertinent part, as follows:

Every parent, guardian or other person legally domiciled in Yadkin County and having charge or control of a child between the ages of seven and sixteen years will cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned will be in session. (NC G.S. 115-378) Every parent, guardian or other person having charge or control of a child under the age of seven who is enrolled in a public school in grades kindergarten through second grade will cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned will be in session unless the child has been officially withdrawn from school.

In accordance with the mandate of the above law, the Board of Education expects all students to be present at school each day and to be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

A. RATIONALE

Students need to attend school on a regular basis. Continuity of instruction, communication of knowledge through well-planned and well-taught lessons, participation in class discussions, and social interaction with fellow students are vital elements of a student's education. While home study and make-up work aid in continuing a student's instruction, they are not substitutes for these essential elements of education. Based on this principle, the Yadkin County Board of Education adopts this attendance policy.

B. PROCEDURE FOR RECORDING ATTENDANCE

1. Attendance must be taken each day and, if appropriate, each instructional period.
2. To be counted present, a student must be in attendance at school or an authorized school activity approved by the principal; the only exceptions to this rule are staggered kindergarten and hospital/homebound.
3. For official accounting purposes, a student must be present at least one-half of the instructional day to be recorded present for the entire day, unless there are extenuating circumstances which will be determined on a case-by-case basis by the principal.
4. In high schools, attendance is recorded in each class period. Students must be in attendance for at least 67%(one hour) of scheduled class time to be counted present for that class period.
5. When a student returns to school following an absence, he or she should present a signed written note, or electronic communication stating:
 - a. student's full name,
 - b. date(s) of absence
 - c. reason for absence, including official documentation, if available.
 - d. parent daytime phone number(s)If a written note is not received within 3 school days of the absence, the absence will be unexcused.
6. All student absences shall be recorded and classified as either excused or unexcused. Any absence which is not excused shall be classified as an unexcused absence.
7. Pursuant to regulations established by the State Board of Education, absences are excused if caused by one of the following reasons:
 - a. illness or injury;
 - b. quarantine;
 - c. death in immediate family;
 - d. medical or dental appointments;
 - e. court or administrative proceedings;
 - f. religious observances; and
 - g. educational opportunities (prior approval of the principal required).
 - h. pregnancy and related conditions to parenting, when medically necessary

Upon the written request of a parent or guardian and in a reasonable period of time in advance of the absence, a student may be excused by the principal to participate in any activity having substantial educational value, such as: (a) a documented educational trip; (b) a visit to a college or military facility; or (c) or participation in civic or community events.

8. Absences due to out-of-school suspension are neither excused nor unexcused.

C. EARLY DISMISSAL

1. Students will be permitted to leave school before the end of the school day only in the company of a parent or guardian or in accordance with specific written instructions from a parent or guardian. Within the last 45 minutes of the end of the school day students will only be dismissed for a medical appointment or an emergency situation. Documentation will be required.
2. Students must sign out in the office when leaving school before the end of the school day.
3. Students who leave early will be recorded as absent from any classes missed.
4. Absences will be excused or unexcused as defined in B and C above.
5. To be counted present, a student must be in attendance at least 50% of the school day.

D. EXTRACURRICULAR ACTIVITIES

1. The value of extracurricular activities to the total curriculum of the school and to the education of the student cannot be denied. Missing class due to a school-sponsored activity, therefore, will not count as an absence.
2. Each student will be responsible for notifying the teacher prior to missing class to participate in a school-sponsored activity. The student will be responsible for obtaining assignments and completing make-up work in accordance with a plan developed with the teacher. If the student fails to notify the teacher prior to missing class, then the missed class will be treated in the same manner as an unexcused absence.
3. Students may not be counted present when away from class/school participating in non-school sponsored activities. Such absences may be recorded as excused based on educational opportunity if approved in advance by the principal.

E. MAKE-UP WORK

1. Upon request from the student or his or her parents, faculty members will assist students in arranging make-up work when absences are excused or unexcused.
2. Within three days after returning to school following an absence, a student and his or her teachers may develop a written plan for the student to make up missed assignments; this plan may outline the work to be made up and include due date(s). (Under extenuating circumstances, the principal or Student Assistance Team may modify this requirement.)
3. Make-up work may not be completed during regularly scheduled instructional time. Any written plan for make-up work should specify that the work must be completed before or after the instructional day or at home, as appropriate to the situation.
4. Students will be allowed to make up work when they are absent from school while doing a job shadow or while participating in Career and Technical Education student

organization activities.

F. CLASS PARTICIPATION

1. To emphasize the importance of attendance and the relationship between attendance and achievement, class participation will be considered in the calculation of students' grades.
2. The superintendent will develop such procedures as may be appropriate to provide for the inclusion of class participation in the grading process.

G. ATTENDANCE REQUIREMENT FOR RECEIVING CREDIT

1. In order to receive credit for a course or program of study, a student must attain a passing average and attend a minimum of ninety percent (90%) of scheduled class sessions.
2. All absences will be counted in computing the ninety percent (90%) attendance requirement.
3. Individual schools, K – 12, may establish student academic recovery session due to absences.
4. Students who fail to meet the attendance requirement in a course or program of study and elect not to attend make-up sessions will receive no credit. If a student has a failing average regardless of the attendance requirement, then the actual grade will be recorded. If a student fails to meet the attendance requirement, but otherwise has a passing average, then a grade of "FF", (no credit), will be recorded.

H. EXCESSIVE ABSENCES

1. If a student accumulates three unexcused absences in a school year, the principal or designee will notify the student's parents/guardians.
2. If a student, who falls in the compulsory attendance age, accumulates six unexcused absences in a school year, the principal will notify the student's parent/guardian by mail that the parent or guardian may be in violation of the Compulsory Attendance Law and may be subject to prosecution.
3. If students are absent or are expected to be absent for three consecutive days, parents/guardians should notify the school (in writing, email or by telephone) to explain the cause for the absence.
4. Maximum Number of Absences:

Grades K-8: Parents of a student who has accumulated 10 unexcused absences will be sent a warning notice by US mail of the student's excessive absences and possible retention. Students who accumulate 14 days of unexcused absences will be required to bring a note from a licensed health care professional for any further absences from school. If no note is provided, all subsequent absences will be counted as unexcused. When the student has accumulated 12 unexcused absences another notice will be sent to the parent. Students will be retained when they accumulate more than 18 unexcused absences (excused or unexcused), except for those absences that are excused for medical reasons, so that, where appropriate documentation is provided from a parent/guardian, absences for medical reasons will not be counted toward the maximum number of absences permitted before the student is retained. The parents shall be

notified by first class mail of the retention and the appeals procedure.

High School: After three (3) unexcused absences are accumulated a warning notice will be sent out to the student's parents. A second notice will be mailed after six (6) unexcused absences. The student also shall be notified in person. Credit will be denied after a student accumulates 9 unexcused absences in a semester-long class, except for those absences that are excused for medical reasons, so that, where appropriate documentation is provided from a parent/guardian, absences for medical reasons will not be counted toward the maximum number of absences permitted before credit is denied. The student and his parents shall be notified of credit denial and the appeal procedure. Such notice shall be given in person to the student and by US mail to the student's parents.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

I. REVIEW PROCESS

1. Students, who have accumulated excessive absences, may appeal to the student assistance team or attendance committee for a finding of extenuating circumstances (e.g. illness or hospitalization). It is the responsibility of students/parents to file an appeal according to the procedures of the school's attendance waiver plan.
2. Each school's Student Assistance Team (or separate Attendance Committee) will review the academic and attendance records of any student who appeals and who otherwise has a passing average but who receives "no credit" based on failure to meet the attendance requirement.
3. The review panel will take into consideration all factors that may be relevant to each student's situation, including but not limited to, the reasons for the student's absences, quantity and quality of make-up work, exam grades, standardized tests, and teachers' statements.
4. In high school, each teacher who awards a grade of "FF"(no credit) will forward to the review panel a statement explaining the reasons for the student's passing average.
5. After considering each case, the review panel will make a recommendation to the principal to award credit, not to award credit, or to require the student to follow an established make-up plan to receive credit.
6. The principal will review the recommendation of the review panel and the basis for its recommendation and make a decision to award credit, not award credit, or to require students to follow an established make-up plan to receive credit. If denial of credit would result in non- promotion, the principal should also consider all factors involved in placement decisions as outlined in the board's "Promotion and Retention of Students" policy.
7. If the principal decides to award credit for a course, then the student's actual passing average will be recorded as the final grade.
8. The superintendent will develop such other procedures as may be appropriate for the

conduct of the school-level review process.

J. APPEAL PROCESS

1. A student or his or her parents may appeal to the superintendent a principal's decision to deny credit based on the attendance policy. A written request for appeal must be submitted to the superintendent within ten working days following notification of the principal's decision. Any additional documentation in support of the appeal must be submitted in writing with the notice of appeal.
2. The superintendent will review each appeal based on the written documentary record and make a decision to award or not award credit.
3. A decision by the superintendent will be considered final. Any further action on the part of the parent or student should follow the grievance procedure.

K. EXAM EXEMPTIONS

1. To promote exemplary attendance, conduct, and punctuality, students may be exempt from taking exams in certain courses. No students may be exempt from taking final exams in courses requiring North Carolina mandated tests. Students in grades 9-12 may be exempt from the locally developed final exam in a course, provided one of the following criteria is met:
 - a) The student maintains an "A" average and accumulates no more than 4 excused absences per semester;
 - b) The student maintains a "B" average and accumulates no more than 3 excused absences per semester;
 - c) The student maintains a "C" average and accumulates no more than 2 excused absences per semester;

In addition, the principal has the authority to adjust the policy on an individual basis in the event of extenuating circumstances.

2. Students whose behavior results in out-of-school suspension will automatically lose exam exemption privileges for the semester in which the suspension occurs.
4. Students who are assigned to in-school suspension more than once during a school semester will lose exam exemption privileges for the semester in which the suspension occurs.
5. Students who accumulate five tardies in one class during a semester will lose exam exemption privileges for that class.
6. Students are encouraged to take all exams, regardless of their exam exemption status. Students who meet exam exemption criteria may choose to take the exam in that course. If a student chooses to take the exam, the exam grade will be counted as 25% of the semester grade only if it improves the student's grade. A student's grade cannot be lowered because he/she chooses to take an exam if exemption is granted and not taken.

Section VII. Tardiness Guidelines

A. Tardiness

The Yadkin County Board of Education expects all students to be on time for school and to

participate in the entire school day. In order to benefit from the instructional program, students should develop habits of punctuality, self-discipline and responsibility.

B. Tardiness: High School Guidelines

1. Yadkin County Schools believe that each student should receive ninety minutes of uninterrupted instruction each class period. Each student, therefore, is expected to be in class and prepared to receive instruction. Each student should arrive at school by the designated start time. Any student who has to go to the Counseling Center, Administrative Offices, or any other area must report to their assigned class to receive permission and a visible hall pass to be dismissed from class. Students will be readmitted to class with an appropriate pass for the school-related appointment.
2. Students should be in their assigned seats, ready to begin class when the tardy bell rings. Students who have classes in the gym or any other areas outside the main building should be in the proper building and in their seats, or assigned area, by the ringing of the tardy bell. **All tardies will be counted unless the student has a doctor's note or a note from the courts.**
3. Sufficient warnings have been placed throughout this policy to cover unexpected emergencies. Disciplinary consequences for tardiness are cumulative for each semester. After the first semester, a student's tardy record will be cleared.

- **Tardy to Class:**

Responsibility - A. Students, B. Parents, C. Teachers and D. Administration

Consequences

1st Offense---Warning by the teacher and documentation

2nd Offense---School detention (may include before school, after school, lunch, Saturday, or ISS) as determined by school administrators.

3rd Offense---School detention (may include before school, after school, lunch, Saturday, or ISS) as determined by school administrators.

4th Offense---School detention (may include before school, after school, lunch, Saturday, or ISS) as determined by school administrators.

5th Offense---School detention (may include before school, after school, lunch, Saturday or ISS) as determined by school administrators **and loss of exam exemption.**

Any offense after the 5th will result in additional assignments to detention.

Procedures –

1. Teacher notifies student and administrator of each tardy.
2. Administrator carries out disciplinary action.
3. Due process

- **Tardy to School (Drivers):** If a student drives and is tardy to school, the discipline actions listed above will be in effect as well as the following consequences:

- 1st Offense---Warning by teacher/Administrative notification
- 2nd Offense---Warning by teacher/Administrative notification
- 3rd Offense---Parent Notification by Administrator
- 4th Offense---5 Days—Loss of Parking Permit
- 5th Offense---10 Days—Loss of Parking Permit
- 6th Offense---Loss of Parking Permit for the semester

Procedures –

- 1. Office writes tardy slips and gives copy to student.
- 2. Administrator carries out disciplinary action.
- 3. Due process

C. Tardiness: Elementary and Middle School Guidelines

- 1. Yadkin County Schools believe that each student should receive uninterrupted instruction each class period. Each student, therefore, is expected to be in class and prepared to receive instruction. Each student should arrive at school by the designated start time. Any student who has to go to the Counseling Center, Administrative Offices, or any other area must report to their assigned class to receive permission and a visible hall pass to be dismissed from class. Students will be readmitted to class with an appropriate pass for the school-related appointment.
- 2. Students should be in their assigned seats, ready to begin class when the tardy bell rings. Students who have classes in the gym or any other areas outside the main building should be in the proper building and in their seats, or assigned area, by the ringing of the tardy bell. **All tardies will be counted unless the student has a doctor’s note or a note from the courts.**
- 3. Sufficient warnings have been placed throughout this policy to cover unexpected emergencies. Disciplinary consequences for tardiness are cumulative for each semester. After the first semester, a student’s tardy record will be cleared.

- **Tardy to Class/School**

Responsibility - A. Students, B. Parents, C. Teachers and D. Administration

Consequences

- 1st Offense---Warning and documentation
- 2nd Offense---Warning by the teacher and documentation/school discipline
- 3rd Offense---Parent Notification by Administrator or his/her designee/school discipline
- 4th Offense---Student academic recovery sessions (may include before school, after school, lunch, Saturday, or ISS) as determined by school administrators.

Any offense after the 4th will result in additional assignments to academic recovery sessions.

Procedures –

- 1. Teacher notification to administration
- 2. Administrator carries out disciplinary action

3. Due process

Section VIII. Appeals Process

A. Short-Term Suspensions

The principal has the authority to short-term suspend a student. For the duration of a suspension of 10 days or less, students will have the opportunity to take textbooks home and to inquire about homework assignments. Students suspended for 10 days or less will also have the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period. Students and parents have no right to appeal a short-term suspension except as provided in Yadkin County Grievance Procedures.

B. Long-Term Suspensions

1. Parents will be notified by registered mail of the principal's recommendation to the superintendent to long-term suspend the student.
2. Within 5 days following the receipt of the letter, parents may give written notice to the superintendent or the superintendent's designee of their intention to appeal the principal's recommendation.
3. Upon notification of appeal, the superintendent or his/her designee shall convene a central office appeals committee to hear the appeal, establish a date and time agreeable to the parent for the appeals hearing, and give notification of the appeals hearing date and time to all parties involved.
4. The appeals hearing committee shall allow the school to present a summary report regarding the nature of the offense(s), provide the results of the school's investigation and outline the penalties the principal has recommended. The student and his/her parents will have access to all the information shared with the appeals committee and will be provided opportunity to present evidence and be allowed to call witnesses and ask questions of the school's staff. The school's staff may ask questions of any witnesses called by the parent or student.
5. The "Rules of Evidence" of the North Carolina Rules on Civil Procedures shall not apply. The hearing committee may admit, consider and give probative weight to any evidence or information that is relevant to the matter at issue and is the kind of information commonly relied upon by reasonably prudent persons in the conduct of serious affairs. The hearing committee may refuse to admit evidence or information that is irrelevant, repetitive or the kind not commonly relied upon when making serious decisions.
6. An audio recording shall be made of the hearing.
7. The central office appeals committee, after hearing all the evidence and witnesses, shall decide whether or not the grounds for the principal's recommendation are true and have been substantiated by the greater weight of the evidence or information presented at the hearing. It

will make findings of fact and render one of two decisions: (a) to affirm the decision of the principal or (b) to make a recommendation to the Superintendent for an alternative.

8. If the committee affirms the principal's recommendation, it will be forwarded to the superintendent for approval. The parent will be notified by letter of the central office appeals committee's findings and superintendent's decision.
9. If the superintendent approves the principal's and appeals committee's recommendation to long-term suspend, the parents will be notified and advised of their right to appeal the superintendent's decision to the board of education. Parents shall, within 5 days, give written notice to the superintendent of their intention to appeal the superintendent's recommendation to the Board of Education.
10. The decision of the board of education is subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes.

C. 365-Day Suspension and Expulsion Recommendations

1. Parents will be notified by registered mail of the principal's recommendation to the superintendent to suspend the student for 365 days or to expel the student.
2. The due process procedures for a long term suspension set forth above shall apply to the recommended disciplinary action.
3. The superintendent shall suspend for 365 days any student who brings a firearm as defined in NCGS § 115C-390.1(b)(6) or a destructive device as defined in NCGS § 115C-390.1(b)(3) on school property or to a school sponsored event off campus. The board may also elect to provide educational services in an alternative setting.
4. The local Board of Education may, upon the recommendation of the principal and superintendent, expel any student 14 years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students and employees. (G.S. 115C-391 (d))
5. The superintendent's decision may be appealed to the Board of Education.
6. The decision of the Board of Education is subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes.

D. Procedures for Appellate Review Hearings by the Board

1. An appeal must be submitted in writing to the superintendent within three (3) days of the receipt of the superintendent's decision. The appeal shall state the reason(s) why the student and/or the student's parents/guardians are appealing the superintendent's decision.
2. Within 10 days of the receipt of an appeal, the Chairperson of the Board shall appoint a hearing panel of not less than three members of the Board to hear the appeal in the name and in behalf of the Board as authorized by N.C.G.S. § 115C-45. The hearing shall be scheduled as soon as practicable but in no event more than 30 days after the receipt of the appeal. The decision of the hearing panel shall be final. There shall not be a right of appeal to the full Board.

3. The appeal shall be based on the record of the hearing before the hearing committee appointed by the superintendent. A copy of the record shall be compiled by the superintendent or school attorney and submitted to the parents/student and hearing panel in advance of the hearing.
4. The appeals hearing shall be conducted as follows:
 - a. The school administrator and the student or the student's parent/representative each shall be allowed up to 15 minutes to make an oral presentation to the hearing panel.
 - b. Members of the panel may ask questions of the school administrator and the student and/or the student's representative.
 - c. Both parties may then make brief concluding or rebuttal statement not to exceed five minutes.
 - d. The school attorney shall act as legal advisor to the hearing panel.
 - e. No new or additional evidence may be presented at the hearing unless a written request is made not less than three days prior to the hearing. The hearing panel, at its discretion, may permit either party to submit new or additional evidence or information at the hearing that was not known or available at the time of the hearing before the hearing committee. Any witnesses presented may be cross-examined by the opposing party and questioned by the hearing panel.
 - f. At the conclusion of the hearing, the hearing panel shall determine based on a review of the whole record whether or not there was substantial evidence in the record to support the decisions of the hearing committee and superintendent.

2018 – 2019 TESTING CALENDAR

Test dates are subject to change.

Calendar may be revised after the state releases the test and testing dates.

Test	Test Window	Schools	Notes
W-APT	8/20/2018 - 9/20/2018	All	Within 30 days at beginning of year or 14 days after enrollment
Beginning-of-Grade 3 ELA	9/4/2018 - 9/10/2018	Grade 3	ELA BOG Grade 3
Credit by Demonstrated Mastery (CDM)	9/10/2018 - 9/21/2018	All	As Required
PreACT	10/15/2018 - 11/30/2018	Grade 10	Curriculum-based educational and career planning program for 10th graders.
College and Career Readiness Alternate Assessment	10/15/2018 - 11/30/2018	Grade 10	Grade 10 as Required
NC Check-in 1	10/16/2018 - 10/18/2018	Grades 3 - 8	Grades 4-8 ELA & 3-8 Math
Read to Achieve Grade 3	TBD	Grade 3	Optional by November 1
ACT WorkKeys paper/Pencil Grade 12	12/3/2018 - 12/7/2018	Grade 12	Students enrolled in grade 12, who are identified as Career and Technical Education concentrators, are required to complete the WorkKeys assessments
EOC Exams	12/13/2018 - 12/19/2018	High School	YEC High School as Required
NC Final Exams	12/13/2018 - 12/19/2018	High School	YEC High School as Required
EOC Exams	12/17/2018 - 12/21/2018	High School	High School as Required
NC Final Exams	12/17/2018 - 12/21/2018	High School	High School as Required
NC Check-in 2	1/9/2019 - 1/10/2019	Grades 3 - 8	Grades 4-8 ELA & 3-8 Math
NAEP	1/28/2019 - 3/8/2019	Grade 12	SHS
Access for ELLs	1/28/2019 - 3/8/2019	All	For limited English Proficiency
Credit by Demonstrated Mastery (CDM)	TBD	All	As Required
ACT	2/20/2019	Grade 11	Initial Test date p/p
ACT Online	2/20-22, 26-28, 2019	Grade 11	Online Testing Window
ACT - Accommodations	2/20-22, 25-28, 3/1, 4-6, 2019	Grade 11	Grade 11 as Required
College and Career Readiness Alternate Assessment	2/20-22, 25-28, 3/1, 4-6, 2019	Grade 11	Grade 11 as Required
NCEXTEND1 Alternate Assessment	2/20-22, 25-28, 3/1, 4-6, 2019	Grade 11	Grade 11 as Required
NC Check-in 3	3/13/2019 - 3/14/2019	Grades 3 - 8	Grades 4-8 ELA & 3-8 Math
ACT Makeup	3/12/2019	Grade 11	1st Make up date p/p
ACT - Accommodations Makeup	3/12-15, 18, 2019		Grade 11 as Required
ACT WorkKeys paper/Pencil Grade 12	4/1/2019 - 4/12/2019	Grade 12	Students enrolled in grade 12, who are identified as Career and Technical Education concentrators, are required to complete the WorkKeys assessments

NCEXTEND1 Alternate Assessment	5/9/2019 - 5/22/2019	Grade 3 - 8	Reading, Math, and Science
NCEXTEND1 Alternate Assessment	5/9/2019 - 5/22/2019	Grade 10	Biology, Eng II, and Math I
Ready EOG Tests	5/9/2019 - 5/22/2019	Grade 3 - 8	Reading, Math, and Science
NC Final Exams	5/9/2019 - 5/22/2019	Grade 3 - 8	As Required
Read to Achieve Grade 3	5/9/2019 - 5/22/2019	Grade 3	Students at Grade 3 who failed EOG as Required
Grade 3 EOG Retest	5/9/2019 - 5/22/2019	Grade 3	Students at Grade 3 who failed EOG as Required
Ready EOC Exams	5/16/2019 - 5/22/2019	HS	YEC High School as Required
NC Final Exams	5/16/2019 - 5/22/2019	HS	YEC High School as Required
Ready EOC Exams	5/16/2019 - 5/22/2019	HS	High School as Required
NC Final Exams	5/16/2019 - 5/22/2019	HS	High School as Required

Guidelines and Information Regarding End-of-Grade and End-of-Course Assessments

The mission of the Yadkin County Schools is to promote the academic achievement of all students in Yadkin County and to assist parents and community leaders in understanding and gauging the achievement of the schools against state and national standards. As a measure of achievement, the state has designed assessments to be administered at various grade levels that assist in the collection of the needed data.

Students in grades 3 – 8 are required to take End-of-Grade (EOG) assessments in reading and math at the end of the year to help determine proficiency. Students in grades 5 and 8 are also required to take an EOG assessment in science. Students in alternate learning programs such as the Exceptional Children's Program may be administered an alternative version of a state assessment based on the academic needs of the student provided they meet the necessary criteria for these assessments. These assessments are administered within the last ten days of the school year based on state testing guidelines.

Students in grade 3 must demonstrate proficiency in reading before being promoted to fourth grade based on the Read to Achieve Law passed by the North Carolina General Assembly in 2013. Students may demonstrate proficiency by earning a level 3 or higher on the Third Grade Reading EOG or passing local alternative assessments approved by the State Board of Education.

Students in grades 9 -12 are required to take an End-of-Course (EOC) assessment for certain specified high school courses. Students that are taking Math I, Biology, and English II are required to be administered the appropriate state assessment at the end of the semester in which the class was held.