



# Weddington High School Student Handbook 2023-2024

## **MISSION STATEMENT**

The mission of Weddington High School is to empower all students to meet their full potential so that they may become knowledgeable, responsible, ethical young adults who are prepared to meet life's challenges and responsibilities.

## **MANTRA**

Student Centered, Future Focused

## **NON-DISCRIMINATION NOTICE**

Weddington High School does not practice or condone discrimination in any form against students, employees, or applicants on the basis of race, color, sex, national origin, religion, age, or handicap.

## **GENERAL SCHOOL INFORMATION**

This student handbook is intended to provide basic information about Weddington High School and its policies and procedures. Parents and students are responsible for being familiar with the contents of the Weddington High School Student Handbook as well as the Union County Public Schools High School Student Handbook. Parents and students are also encouraged to visit the county and school websites ([www.ucps.k12.nc.us](http://www.ucps.k12.nc.us), and <https://www.ucps.k12.nc.us/Domain/55>) for more valuable information.

### **Telephone Directory**

Main Office (704) 296-6319  
FAX (Main Office) (704) 708-6218  
Counseling Office (704) 708-6246  
Cafeteria (704) 708-6266

### **Visitors at School**

All visitors must sign in and obtain a Visitor's Pass in the main office before being redirected.

**Students are not allowed to invite visitors to school (including lunch).**

### **Building Entrances**

The school day for WHS begins at 8:10 am and ends at 3:05pm. WHS students may enter the building each day at 7:15 a.m. Entrances will remain locked until that time. For security reasons, students may only enter the building via the front entrance or the bus lot prior to 8:10 am. After 8:10 am, all students will be required to enter the building through the front entrance.

### **Timeliness in Departure**

We encourage students to participate in extra-curricular and co-curricular activities; however, students may not stay on campus after school unless they are under the supervision of a faculty member.

### **2023-2024 Bell Schedule**

Doors Open	7:15 am	
Morning Bell	8:00 am	
First Block (Announcements)	8:10 am - 9:43 am	88 minutes
Second Block	9:49 am - 11:16 am	87 minutes
Third Block	11:22 am - 1:22 pm	90 minutes
Fourth Block	1:28 pm - 2:58 pm	90 minutes
End of Day Announcements	2:58 pm - 3:03 pm	5 minutes
Senior Dismissal	3:03 pm	
Dismissal	3:05 pm	

### **Lunch Schedule**

First Lunch	11:22 am - 11:49 am
Second Lunch	11:52 am - 12:19 pm
Third Lunch	12:22 pm - 12:49 pm
Fourth Lunch	12:52 pm - 1:22 pm

## Homeroom & Extended 2nd Block Bell Schedule

**\*Homeroom and Extended Blocks are mandatory**

Doors Open	7:30 am	
Morning Bell	8:00 am	
First Block (Announcements)	8:10-9:33	83 minutes
Second Block	9:38-11:01 (83)	83 minutes
Extension/Homeroom	11:06-11:36 (30)	30 minutes
Third Block	11:41-1:30 (81)	81 minutes
Fourth Block	1:35-2:58	83 minutes
End of Day Announcements	2:58-3:03	5 minutes
Senior Dismissal	3:03 pm	
Dismissal	3:05 pm	

## Lunch Schedule

First Lunch	11:41-12:06 (25)
Second Lunch	12:09-12:34 (25)
Third Lunch	12:37-1:02 (25)
Fourth Lunch	1:05-1:30 (25)

### **Delivery of Message/Forgotten Items**

Students are encouraged to arrive at school prepared. Should a student need an item brought from home, parents are permitted to do so. There will be a drop off table inside the main foyer. The school will not be responsible for any items left in this drop off area. Classes will not be interrupted for pick ups. Make sure to label them with your child's first and last name. Please plan ahead for events such as a forgotten lunch by arranging to have a balance in the student's cafeteria account. **No deliveries will be accepted for students...this includes food, flowers, and other gifts. Outside delivery services such as Door Dash, Uber Eats, etc will not be allowed access to drop off items for students.**

## **Bus Riders**

Bus assignments are made based on home address. Any student wishing to ride a bus that is not their normally assigned bus must provide the front office a signed parental note to that effect with parent contact information included. The note must be submitted to the front office prior to the beginning of the school day.

## **Dress Code**

Weddington High School has established a dress code that we feel is appropriate for an academic environment. We believe that students dressing in good taste and propriety and in appropriate clothing worn in a conventional manner help to create an environment conducive to learning. Clothing which is disruptive or which interferes with the normal operation of class or the school is not permitted. WHS Administration reserves the right to determine what is considered appropriate school attire. **More detailed information on what is and what is not appropriate attire is outlined in the Weddington High School Code of Conduct.**

## **Honor Code**

The Weddington High School Honor Code requires all students to do their own work. Students are expected to conduct themselves in an honest and honorable fashion in all curricular, co-curricular, and extra-curricular activities as long as they are students at Weddington High School. Developing a sense of honor and integrity is a vital part of a young person's development. Students understanding and embracing our Honor Code in an academic environment help to create and instill a sense of honor that can be extended to all aspects of their lives.

*WHS Honor Pledge: I have neither given nor received unauthorized aid on this work. The work I am submitting is genuinely mine and was not created through ChatGPT or any other artificial intelligence.* Students are expected to know our Honor Pledge and may be required to write the pledge on their work/tests, as required by teachers.

## **Securing Personal Items**

Students are encouraged to leave valuable items at home. Students are responsible for the safekeeping and securing of their personal belongings while on campus. Lockers are available in the hallways and in the locker rooms. Students should always lock valuables in a locker and should not leave valuables unattended. WHS is not responsible for lost, stolen, or broken/damaged items. Students who need a lock for the locker room should speak to Mr. Grexa.

## **Absences**

All students and parents are responsible for being familiar with Union County Public Schools high school attendance policies as outlined in the UCPS High School Student Handbook. Attendance is taken daily in each class. A student must be present 75 of the 90 minutes of a class to be counted present for that class.

- A student is considered tardy if they are not **in class** when the bell rings at the beginning of a block.
- Students who are late for school because the school bus was late are to receive a late bus pass on the lot prior to entering the building and will not be counted as tardy.

## **Student's Responsibilities for Absences/Tardies/Early Dismissals**

1. Absence Excuses: Students absent from any or all classes are required to abide by the following procedures:

a. Written documentation by the parent or guardian stating the dates absent must be presented to the attendance office, immediately upon returning to school, stating the reason(s) the absence(s) was necessary. If the absence is for a doctor's appointment, a note from the doctor's office is required. Remember, a parent note will **ONLY** be accepted during the current 6-week period of the absence.

b. Documentation (handwritten note from parent or doctor) of absence should be given to the attendance office.

c. Excuses for tardies which result in a missed class(es) and early dismissals are handled in the same manner as any other absence.

## **WHS Tardy Policy 2023-2024**

At Weddington High School, we believe that teachers have a right to teach and students have a right to learn. Instructional time must be protected and without interruption in order to assure that quality teaching and learning are taking place in every classroom, every day. Instruction should and will be conducted from the time students enter the classroom through the time the bell rings and they are released by their teacher. Doors should remain closed and locked during instruction. Please remember, the bell doesn't end classroom instruction the teacher does. At the beginning of class when the bell rings, teachers are to mark students arriving late to class tardy in PowerSchool. This applies to ALL blocks and lunches. Students missing more than 15 minutes of class, will be marked absent for the block. Keep in mind, students who leave a class should have a pass to avoid being marked incorrectly. \*

***At the beginning of each semester, student tardies will reset\****

Tardies will be handled in the following way:

\*For each tardy beyond the 1st, the teacher will notify the parent\*

**1<sup>st</sup> Tardy** Teacher Warning (*Add to Educator Handbook as a Minor*)

**2<sup>nd</sup> Tardy** Teacher Warning & then notifies parent (*Add to Educator Handbook as a Minor*)

**3<sup>rd</sup> - 5<sup>th</sup> Tardy** Parent Contact by the teacher & 2 days of After School Detention (Tuesday and Thursday only, ½ hour each day) assigned by admin (*Add to Educator Handbook as a referral*)

**6<sup>th</sup> - 8<sup>th</sup> Tardy** 2 hours Saturday Work Detail/Parent Contact (*Referral*)

**9<sup>th</sup> - 11<sup>th</sup> Tardy** 4 hours of Saturday Work Detail and if you have a parking spot assigned to you, you will also lose parking privilege for a week (*Referral*)

**12<sup>th</sup> - 14<sup>th</sup> Tardy** 1 day of ISS/Parent Contact and if you have a parking spot assigned to you, you will also lose parking privileges for 2 weeks (*Referral*)

**15<sup>th</sup> Tardy** 3 days of ISS/Parent Contact and if you have a parking spot assigned to you, you will also lose parking privilege for the remainder of the semester (*Referral*)

\*\*Anything after 15 tardies will result in one day of Out of School Suspension per tardy for the remainder of the semester (this includes Student Drivers). (Each time is a Referral)

\*\*As included in the parking agreement, Administration may revoke parking privileges to students who are chronically tardy.

\*\*The student will be assigned Saturday Work Detail if he/she does not attend after school detention. If they fail to attend, ISS and/or OSS may be assigned.

2. Early Dismissal: Students needing to be dismissed prior to the end of the school day must bring written parental permission to leave school and receive an early dismissal pass from the front office or attendance office at the beginning of the school day. A signed note from a parent for early dismissal is NOT considered an excused absence. A note is still needed, when the student returns to school, in order to excuse the absence.

- Present early dismissal slip to the teacher prior to the beginning of the class you will be leaving. Report to the front office at the designated dismissal time. **Under no circumstances can a student leave campus without signing out and without appropriate permission.**

OR

- **If sick, go to the main office to be excused and to be signed out properly. Your parents will have to fax or email permission for you to leave school or come to the office to sign you out.**
- Students with WHS Parking Passes may sign themselves out in the front office with written parent permission. Parents who will be picking their student up must come into the front office to check them out.

**\*Parents** – please be prepared to show proper picture identification when coming into the office to check out your student\*

- Marketing/Co-op students should see the Work-Based Learning Coordinator for check-out procedures.
- Work release students must leave the campus immediately after their last class or lunch, whichever is deemed appropriate. Students are expected to sign out in the front office prior to leaving.
- Seniors participating in flex scheduling must leave the campus immediately after their last class or lunch, whichever is deemed appropriate. Students are expected to sign out in the front office prior to leaving.

### **School Nurse**

The school nurse's office is located in the main office. Though adhesive bandages and basic first aid are available in the nurse's office, please note the school does not supply any medications (i.e. ointments, creams, pain relievers, eye drops, etc.). A student who is injured at school must immediately report the injury to their teacher, regardless of whether or not the student visits the school nurse as a result of the injury.

Students are NOT allowed to possess **any** drugs (prescription or over the counter) at any time at school. (Students are allowed to carry EpiPens, rescue inhalers and diabetic supplies provided physician's orders for the current school year are on file in the nurse's office.)

UCPS policies must be followed regarding medications. The administration of medication at school is discouraged. However, if you and your child's doctor decide it is necessary for your child to receive medication during the school day, these policies must be followed.

Medication must be sent in the original container if it is an over-the-counter medicine or in the prescription bottle if it is a prescription medicine. Please check expiration dates since school staff is unable to give expired medication. The school staff must have written permission and complete instructions before giving any medicine. Medication consent forms are available in the school office and on the UCPS website under School Health and should be on file in the school nurse's office before the start of each school year. Both a parent/guardian signature and a signature from a health care provider are required for any medication to be given at school. This includes both prescription and over-the-counter medicines before the administration can begin. Faxed signatures are acceptable. Short-term medications such as antibiotics that are given 1-3 times daily should be given at home.

In cases where a student may have an immediate need for an over-the-counter medication, the

parent may bring that medication to the front office where they will be able to give it directly to their student who will be called out of class. Under no circumstances can a parent leave any type of medication for their child at the front desk without following the previously mentioned UCPS policies regarding medications.

### School Fees

Students are responsible for all textbooks issued, media center materials, supplemental materials (ex: novels), cafeteria charges, technology and any fees associated with participation in an extracurricular activity. Fees and fines assessed must be cleared as soon as possible and will accrue from year to year. Items still outstanding must be cleared prior to obtaining a parking pass, graduation and/or the issuance of a diploma.

### Cafeteria

Weddington High School serves breakfast and lunch daily. **There are four lunch periods.**

**Students are to eat in the cafeteria or courtyard area only.** Students are to remain seated while in the cafeteria or leave and go to a designated area. **Students are not permitted to leave campus for lunch OR order lunches to be delivered to Weddington High School.** Dispose of your trash in the designated containers when you finish eating; don't wait for the bell to ring. **You must remain in the cafeteria area until the dismissal bell rings.**

	Paid Breakfast 2023-24	Reduced Breakfast 2023-24	Paid Lunch 2023-24	Reduced Lunch 2023-24
Elementary/Middle Schools	\$1.75	\$.30	\$3.75	\$.40
High Schools	\$1.75	\$.30	\$3.85	\$.40
UCPS Employees**	a la carte		a la carte	
Visiting Child	a la carte		a la carte	
Visiting Adult	a la carte		a la carte	

### Media Center

The school media center is a place where you can do research, get help, find information, use computers, study, or read. There are lots of new books and materials, as well as new computers and computer programs to help you to succeed in your school experience

**The school media center hours are 7:30 a.m. to 3:15 p.m. Monday – Friday except for 3<sup>rd</sup> period. The media center will be closed during 3<sup>rd</sup> period to all students.**

- When arriving at the media center, all students should sign in at the circulation desk, beginning at 7:30 a.m. Sign in continues until the end of the regular school day. Please respect everyone's right to have a quiet place to work and study, and do not utilize the media center as a place to socialize.
- All students must have a pass to enter the media center once the school day begins for 1st period. Students must enter and exit through the main entry located in the hallway. The doors to the courtyard are used only for teachers and for emergency exits.
- Students are allowed to check out materials in the media center. You may also reserve books. Books are checked out for two weeks and may be renewed as needed. When media center materials have been lost, the student should report it at once. Students are responsible for the replacement cost of any lost or damaged materials.
- There are printers and copiers available for student use in the media center.

### Final Exams, and EOCs

Final Exam scores count 25% of the final semester grade for the course. Students must be on time for the administration of final exams.

In the following situations, students will not be required to take a teacher-made final exam: On the Monday prior to finals' week...

- The student has an average of 90 or above the week prior to the administration of the exam and has no more than 2 unexcused absences in the class; or
- The student has an average of 80 or above the week prior to the administration of the exam and has no more than 1 unexcused absence in the class.

## **Computer and Internet Use**

All students are allowed access to the Internet unless written notification is received from the parent/guardian denying them permission.

All students are issued a login name and password. This should be memorized and not shared with other students. Sharing your login information or using another person's login will result in the loss of computer privileges. The student's internet use must be in support of education and research and consistent with the instructional objectives of the school system. Non-educational games are not consistent with this philosophy and may not be played.

Internet access is coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the user who must adhere to strict guidelines that mandate ethical and legal usage of the network resources as well as adherence to school and system codes of conduct. If a student violates any of these provisions, his or her privilege to use the Internet will be terminated and future access can be denied, as well as disciplinary measures being imposed.

All students are responsible for being familiar with the UCPS Internet Acceptable Use Guidelines found in the UCPS High School Handbook (BOE Policy 5.2) and the UCPS website ([www.ucps.k12.nc.us](http://www.ucps.k12.nc.us)). Any student in violation of the UCPS Acceptable Use Policy in regard to computer use will be suspended from school. This includes, but is not limited to, storing files on any network drive other than their home directory or a teacher-approved folder, downloading games, music, or proxy bypass settings or programs. Computer storage areas, whether on-site or brought on campus in portable form, may be treated like school lockers. Administrators may review files and communications to maintain system integrity and ensure that users are acting responsibly and not accessing inappropriate information.

## **Safety Drills**

Safety drills are conducted throughout the year to ensure that students are prepared should an emergency arise.

- 1) Fire Drills: There will be several fire drills during the school year. The fire alarm has a series of long sirens. You are to follow the instructions of your classroom teacher.
- 2) Tornado Drills: The Tornado alarm is different from the fire bell in that it is a series of short sirens. You are to follow the instructions of your classroom teacher.
- 3) Emergency Lockdown: There will be emergency drills during the school year that will require evacuation and/or lockdown of the building. You are to follow the instructions of your classroom teacher.

## **ACADEMICS**

Weddington High School is proud of the various curriculum opportunities afforded our students, and we encourage each of our students to take full advantage of these opportunities during their high school years. The expectation is that all students fulfill their potential by participating in rigorous courses, developing higher-level thinking skills, and exploring career choices. The principal reserves the right to grade, classify and place students.

Specific information concerning courses, course requirements, and graduation requirements are available in the Union County Public Schools Program of Studies, available on the Union County Public Schools website ([www.ucps.k12.nc.us](http://www.ucps.k12.nc.us)) as well as in the Office of School Counseling (<https://www.ucps.k12.nc.us/Page/8069>).

## **Online Classes**

Students in online classes will follow all WHS and UCPS codes of conduct while participating in online classes. Online students are required to login and show progress every school day for each class for which they are registered. Students are responsible for reporting their grades to the Distance Learning Lab Assistant every week. The administration reserves the right to prohibit students from participating in online learning opportunities. Students enrolled in a UCVPS or NCVPS course during the school day are required to remain on campus and in the online distance learning lab unless otherwise noted by administration.



## **Report Cards**

Each student will receive a report card at the end of each six-week grading period. Teachers will distribute report cards at the designated time during the school day. Any change/correction must be made within three days after report cards are issued. Any student who is earning a 69 or lower in any course will receive a progress report via mail once every 2 weeks until the grade reaches 70 or higher.

## **SCHOOL COUNSELING**

School Counselors at Weddington High School are certified professional school counselors holding a minimum of a Master's degree in School Counseling. Warrior School Counselors are uniquely trained to address the social, emotional, and academic developmental needs of our students. Aligning their practice with the American School Counseling Association's National Model while providing students, families, and our school as a whole through:

- Individual Counseling
- Mediations (to alleviate conflict, resolve concerns with peers and teachers)
- Crisis Management
- Collaboration with teachers and other staff members
- Consultation and coordination with parents & families
- Classroom Lessons
- College & Career Readiness - including advising students throughout the college application process and writing recommendation letters

Additional Responsibilities of WHS counselors:

- Student Support Services team members
- Support students when conferencing with teachers
- Articulating with our feeder middle school, Weddington Middle
- Scheduling
- Case managing Section 504 Plans
- Collaborating with teachers & administrators

To learn more about more visit the WHS School Counseling webpage:  
<https://www.ucps.k12.nc.us/Page/3845>

## **STUDENT SERVICES/PROGRAMS**

### **Parent Portal**

Parent Portal, a feature of the state-based student record system, offers parents the chance to have direct access to their student's school records and stay updated on key items such as grades, attendance and assignments. Parents are provided individualized logins by the school's

Data Manager and are encouraged to be actively involved in monitoring their students' progress. Contact Elizabeth Gangadeen at [Elizabeth.Sejas-Gang@ucps.k12.nc.us](mailto:Elizabeth.Sejas-Gang@ucps.k12.nc.us) to request this information.

### **Canvas**

Canvas is a web-based learning management system, or LMS. It is used by learning institutions, educators, and students to access and manage online courses. As a parent you may become an observer of your student. This will allow you to view classroom assignments and other classroom information. To learn more about becoming an observer visit the UCPS website:

<https://www.ucps.k12.nc.us/Page/6519>

## **Scoir**

What is Scoir? (pronounced "score") "Scoir connects students, families, high schools, and colleges for a better admissions experience." The Scoir platform works to streamline the process of requesting, processing, sending, and tracking the electronic delivery of all application-related documents. Additionally, Scoir assists students in identifying "best fit" colleges aligning with academic, athletic, and social interests thus increasing college retention. To learn more about claiming the student Scoir account visit the WHS School Counseling webpage:

<https://www.ucps.k12.nc.us/Page/3845>

## **Senior Flex Day Program**

A senior who is in good standing, is on track for graduation and needs less than 8 credits to graduate may opt to apply for flex day. This would apply for students meeting the UCPS Graduation Requirement (maximum potential minus 4). Because the CASP program contains a flex component, these students do not have to be considered for a flexible day schedule. If a student enters his/her Senior Year with a minimum of 24 credits, the principal is granted the flexibility to offer the remaining credits during both the fall and spring semesters. Principals are advised to offer courses required for graduation during the fall semester.

- Application for and approval of flex day must be made within the first 5 days of the semester. Please contact your assigned counselor.
- Necessary courses must be completed in sequential order during the day (Periods 1, 2, 3 or 2, 3, 4). For example, students may not leave midday and return for 4th block class.
- Students must provide his/her own transportation.
- If a student wishes to return to school grounds after the end of the school day for after-school activities, principal approval is necessary. This does not apply to night events.

Flex day is available for school-sponsored athletic participants during the second semester. It will be the principals' discretion as to whether an athlete may be offered flex scheduling during the first semester.

Students considering applying to a four-year college shall discuss with their school counselor how a flex schedule could impact potential college admission

- 1) The student must be actively enrolled in a bona fide Cooperative Vocational Education Program and must remain at school until a designated time, which shall be established, to allow adequate and reasonable travel time to the respective job training station. Co-Op students are not permitted to leave WHS before the beginning of fourth period.
- 2) Work release students must sign-out with their work release teacher and must leave the campus immediately. They are not to remain on campus for lunch or wait for the bus or other rides.

## **EXTRA CURRICULAR ACTIVITIES**

Weddington High School has a long tradition of excellence. As a part of this you could take the advantage of the privilege to be a member of a Weddington High School team, club, or organization. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great tradition is not built overnight; it takes the hard work of many people over many years. As a member of a student organization, you will be faced with either the task of maintaining an already successful tradition or the task of establishing a new tradition.

### **Student Responsibilities**

It is not easy to build a great tradition in either athletics or other activities. When you represent your school, we assume that you not only understand our goals and traditions, but are also willing to assume the responsibilities that go with them. Our expectations for all students involved in extracurricular activities are as follows:

- 1) Responsibilities to yourself - The most important of these responsibilities is to broaden your experiences.
- 2) Responsibilities to your school - Another responsibility that you assume as a participant is to your school. Your school cannot build or maintain a tradition of excellence unless you do your best in whatever activity you choose to participate in. You assume a leadership role whenever

you take part in a school activity. Make your school and your community proud of you and your ideals.

- 3) Responsibilities to others - As a group member, you have responsibility to your family and community. You should never give them anything to be ashamed of.

### **Limitations**

In order to guarantee a wide distribution of student participation in positions as student officers and other extracurricular activities, as well as to protect a single student from over-participation, the faculty has agreed to the following guidelines:

- 1) A student may hold "officer" positions in two clubs but only one of these can be the office of President.
- 2) A student may be a "member" of as many clubs as they desire with the understanding that clubs have the right to include in their by-laws any further restrictions concerning attendance and participation that prove successful to their club.
- 3) Since the Student Government is an organization where members carry more responsibility than those of most clubs, their by-laws may restrict their officers and members as they deem necessary.

### **Homecoming Candidate Requirements**

Homecoming is an important tradition at Weddington High School. The crowning of the Homecoming Court is one of our Homecoming traditions and the culmination of Homecoming week. Those who meet all of the requirements may campaign during Homecoming week. The student body nominates and elects the Homecoming Queen and the Homecoming Court. In order to be eligible to be a candidate, a student must have:

- 1) An overall GPA of 3.0 or above (cumulative).
- 2) No ISS time except for tardies from the previous and current school year.
- 3) No OSS (cumulative).
- 4) Active involvement in at least one civic and/or school activity and be a student in good standing.

### **Student Government Officer Requirements**

Any student who chooses to run for a class officer position in the student government will be required to attend all meetings and functions designated as mandatory. Failure to attend three meetings or any one mandatory class event will result in forfeiture of class office and removal from the student government for the remainder of the year, including all functions requiring student government participation.

### **Athletics**

Participating in school sponsored athletics at Weddington High School is a privilege. **Student athletes are reminded that though participating in athletics can be very demanding, it can never be at the cost of academics.** Students wishing to try out for a sport must have all appropriate paperwork completed and turned in prior to try-outs. To be eligible to participate in athletics during the first semester, a student must pass a minimum of three out of four Carnegie units for schools on the block schedule and have been promoted to the next grade level. To be eligible in the second semester, a student must pass a minimum of three out of four Carnegie units for schools on the block schedule during the first semester. (Any summer school work used to make up part of the minimum load must be applied to the most recent semester.)

Coaches establish team rules with the approval of the administration. Team rules must be given to all participants in writing at the beginning of the season. Copies of the team rules will be filed with the athletic director and the principal. Coaches have the right to discipline athletes for violation of school rules, violation of team rules and for any other behavior/situation that the coach feels should be addressed through disciplinary action, up to and including removing that athlete from the team. Additionally, student athletes should be aware that any use of tobacco, alcohol or illegal drugs, in or out of season, will result in serious disciplinary action.

# WEDDINGTON HIGH SCHOOL STUDENT CODE OF CONDUCT

Students at Weddington High School, regardless of ability level, are expected to act in such a manner as to enable themselves to acquire the fullest education possible while attending high school. Weddington High School has developed rules for general student behavior because we believe that no student can be allowed to interfere with the teacher's right to teach or another student's right to learn. Students are expected to avoid any behavior that is harmful to the order of the school, to other students, and/or to themselves. Interfering with instruction is considered harmful to the student, the teacher and to other students.

In order for effective discipline to be maintained at Weddington High School, the administration acknowledges that cooperative relationships must be established among students, parents and school personnel.

Students are encouraged and expected to conduct themselves in a manner which is conducive to effective learning and which respects the personal, civil, and property rights of fellow students. Students are expected to follow the rules and regulations of the school and each classroom teacher. If a student has a complaint or concern, they are expected to discuss the problem with school personnel and parents and to seek changes in an orderly, responsible manner.

Parents/guardians are expected to maintain regular communication with school personnel concerning their child's academic progress and conduct, to attend conferences scheduled at a time mutually convenient for all concerned, and to bring to the attention of school personnel any concern or problem which affects the education of their child. Parents are also expected to know and to encourage their child to follow the rules and regulations of the school and the classroom teacher.

Teachers are expected to promote effective instructional discipline through fair and non-discriminatory treatment of all students, to display an attitude of respect for all students, to initiate cooperative working relationships with all students and parents, and to seek parental input in the planning, implementation, and evaluation of discipline plans. It is the responsibility of all teachers to consistently and impartially enforce the rules and regulations of the school and classroom while protecting the constitutional due process rights of students.

Please note: The Union County Public Schools' Policies and Procedures may be found on the UCPS website at [www.ucps.k12.nc.us](http://www.ucps.k12.nc.us). Click on the BOE Policy Manual to reference these policies.

This section of the Weddington High School Student Handbook contains important information for students and parents including an outline of disciplinary offenses and the various consequences relating to these offenses that are specific to Weddington High School.

In all cases of disciplinary action there will be appropriate hearings and reviews and the rights of individuals will be ensured and protected. Disciplinary actions, including in-school suspension, out-of-school suspension, transfer to Union County Alternative School, and expulsion will be administered consistently and fairly. (Please be aware, students under out-of-school suspension or expulsion are not allowed on any school campus or at any school functions. This includes all Union County Public Schools athletic events.) The principal, acting as the hearing officer for any disciplinary case, reserves the right to alter the consequences for any offense if he feels the results will be in the better interest of the school or the student.

## **Disciplinary Guidelines**

Students are responsible for knowing the contents of the Student Code of Conduct and for asking faculty or staff members for any clarification. Failure to "know the rules" is an unacceptable defense for poor, unruly, or disruptive behavior.

The principal and assistant principals reserve the right to provide disciplinary consequences for behaviors which endanger the welfare and/or safety of other students, faculty, or cause substantial disruption to good order and discipline in the school, even though such behavior is not specified in the Student Code of Conduct. This will include violations of the student dress code and items addressed in the student handbook.

The principal reserves the right to impose disciplinary action on any student who repeatedly violates the Weddington High School Student Code of Conduct. This could result in the placement of the student in an alternative school setting, short-term suspension, or a long-term suspension for the remainder of the school year. Depending on the severity of the rule violation, a student may

be long-term suspended even though he or she hasn't had previous violations of the rules.

Students are to notify an administrator or staff member when illegal or suspected illegal items, dangerous items, or other items banned from school are found in the school building, on the school campus, or on the school bus. Students are advised not to pick up or handle these items, unidentified items, or items not belonging to them.

The principal or his designee has the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property or property being used by the school at any school function or activity or at any school event held away from the school if it is established there is reasonable suspicion of the student being in violation of an offense in this handbook in accordance with UCPS BOE Policy 4-9. The administrator is required to have only reasonable suspicion to conduct such searches. The principal, administrator, or designee is authorized to search a vehicle provided: (1) reasonable suspicion is established, (2) an administrator's approval has been given, (3) the student and/or owner is present, and (4) another school employee or a law enforcement officer is present. If the student and/or their parent(s) or guardian refuses to allow the search, the police will be called and the matter will be turned over to them.

A student is deemed to be in possession of an illegal and/or banned item(s) when such item(s) is found on the person of the student, in their possessions, in their locker, in the student's vehicle on school property, or on property being used by the school, at any school function or activity or school event held away from the school.

A student on their way to or from school (bus transported), at any school function or activity (or any school-related activity), or at any school event held away from the school is under the jurisdiction of school authorities and is subject to the rules and regulations as stated in the Student Code of Conduct.

Students found guilty of being accessories to any violation of school rules are subject to the same penalties as students who are actively involved in committing such offenses.

Students enrolled in Weddington High School whether they are participants or spectators, are deemed representatives of their school and subject to its discipline codes when visiting campuses of other schools, irrespective of the scheduling of a school function by either that school or Weddington High School.

### **Rules and Disciplinary Guidelines**

Administrators will use these guidelines to provide consequences for the following behaviors. Administration reserves the right to modify these consequences or provide additional consequences not listed if warranted.

**Rule 1: Skipping School All Day, Assigned Classes, or Assigned Activities During The School Day** - Students shall be on campus and in their assigned class, or activity (such as lunch and/or assemblies) unless they have been authorized to be absent by the principal or designee. Any student not in class must have a pass.

If the student is not in class but stays on campus:

First Offense – Two hours of Saturday work detail

Second Offense – Four hours of Saturday work detail

Third Offense – Administrative and parent conference: In School Suspension with possibility of Out of School Suspension.

If the student leaves campus without signing out and/or without appropriate permission:

First Offense – Administrative and parent conference: Four hours of Saturday work detail

Second Offense – In School Suspension

Third Offense – Out of School Suspension

**Rule 2: Dress Code** -The administration recognizes that the First Amendment to the Constitution of the United States respects a student's right to choose his or her style of dress or appearance. However, if a student's dress or appearance is so unusual, inappropriate, or lacking in cleanliness that it disrupts the learning environment; the student may be required to change the offending dress or appearance. Students are responsible, therefore, for exercising good judgment in dress and grooming. The following are guidelines for high school dress, but are not limited to these:

- Shorts, skirts, dresses, etc. should cover body parts appropriately. The expectation is that all private areas will remain completely covered throughout the day.
- Shirts that show cleavage, stomachs, or bare backs violate dress code. **Shirts need to be long enough to meet the top of the pantline.**
- Strapless tops are not permitted.
- Shoes must be worn at all times. Bedroom slippers are not permitted. Closed toe shoes are highly recommended.
- **No mesh tops, see-through, cut-off shirts, halters, or clothing of any type that exposes the torso, profane words, drug or alcohol advertising, sexual innuendos, or other unacceptable graphics.**
- No gang related clothing, or paraphernalia.
- **No sunglasses** worn inside unless medically needed.
- Visible undergarments are prohibited at all times.
- Nuisance items will be confiscated.

#### **Discipline for Dress Code Violations**

First Offense – Parent contact and acceptable clothing brought to school. Student remains in the In school suspension office until the parent arrives.

Second Offense – Parent contact and acceptable clothing brought to school. Student remains in the In school suspension office until the parent arrives. Two hours of Saturday work detail

Third Offense –Administrative, student and parent conference; in school suspension and/or out of school suspension

#### **Rule 3: Compliance with Directions from Administration, Teachers and Other School**

**Personnel** - Students shall comply with all directions of teachers, substitute teachers, teachers' aides, student teachers, cafeteria workers, and any other school personnel during any period in which they are subject to school authority. Conduct that is generally disruptive will be dealt with as follows:

First Offense – Administrative and parent conference: Four hours of Saturday work detail  
Second Offense – In School Suspension

Third Offense – Out of School Suspension

**Rule 4: Being In an Unauthorized Area** - Students shall not be in unauthorized areas during the school day without a pass from a teacher or administrator. Though students may have a pass to be in the hallway, passes are issued for a specific purpose and students are only to be in those areas as required. Students are only allowed in the cafeteria and courtyard during lunch. All other areas are off limits. This includes the auditorium.

**The student parking lot is considered an unauthorized area** during the school day. Students may not return to their vehicles for forgotten items without permission from administration. The elevator is also considered an unauthorized area unless the student has been given specific permission to use it.

Students loitering or unsupervised after school are subject to discipline.

First Offense – Two hours of Saturday work detail

Second Offense – Four hours of Saturday work detail

Third Offense – In School Suspension or Out of School Suspension

**Rule 5: Disruptive Conduct** - Excessive noise, running, horseplay, or any other unsafe or disruptive conduct is not permitted on school grounds or any extension of the school activity.

First Offense – Two hours of Saturday work detail

Second Offense – Four hours of Saturday work detail

Third Offense – In School Suspension or Out of School Suspension

**Rule 6: Inappropriate Interpersonal Behavior** - All students shall conduct their relationships according to acceptable community standards. Inappropriate public displays of affection will not be allowed.

First Offense – Two hours of Saturday work detail

Second Offense – Four hours of Saturday work detail

Third Offense– In School Suspension or Out of School Suspension

**Rule 7: Cheating** - Cheating, lying, plagiarism and stealing are not acceptable and are considered violations of Weddington High School's Honor Code. Students shall not cheat on tests, examinations or assignments. They will not copy the work of another student, assist a student who is attempting to copy their work, or complete any type of academic assignment in a dishonest or deceptive manner. Any student having firsthand knowledge of an Honor Code violation must report that violation to a teacher or administrator. Failure to do so is an Honor Code violation. Students are encouraged to gain clarity from the teacher of record, upon assignment of said work, if there is uncertainty about the expectations and the application/interpretation of the Honor Code as it pertains to the assignment in question.

*Cheating* includes but is not limited to:

- Willful giving or receiving of an unauthorized, unfair, or dishonest advantage in school work over other students
- Attempted cheating

Some examples include: deception – the use of talking signs or gestures during a quiz or test, copying, allowing the copying of or providing information that is used in an individual assignment, passing quiz or test information during a class period or between class periods to students of the same teacher, trying to obtain information from a student even if they is unaware, collaboration on an assignment without the teacher's knowledge or permission, submitting the same work sample for more than one class without teacher approval, submission of a pre-written assignment when the assignment was supposed to be written in class, altering the testing materials, illegally exceeding time limits on timed tests, quizzes, or other assignments, unauthorized or attempted use of study aids, cheat sheets, notes, books, technology, data or other information, computer fraud; sabotaging the projects or experiments of another student.

*Plagiarizing* includes but is not limited to:

- Presenting as one's own the academic property or the opinions of someone else without proper acknowledgement
- Borrowing or summarizing the sequences of ideas, arrangements of materials, or the pattern of thought of another without proper acknowledgement

Some examples include: having someone else write an essay or do a project which is then submitted as one's own, providing an essay or project in its entirety to another student without teacher permission to do so, failing to use proper documentation as directed by a teacher, copying phrases, sentences, or paragraphs from another's work or website without quoting.

*Lying* includes but is not limited to willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement. Logging in to school related programs or websites as someone else or allowing someone else to log in as you is considered lying. Some other examples include: lying or failing to give complete information to a teacher, feigning illness to gain extra preparation time for tests, quizzes, or assignments due.

*Stealing* includes but is not limited to taking or appropriating without the right permission to do

so, with the intent to keep or make wrongful use of the academic property or materials of another student or the instructional materials of a teacher. Some examples include: stealing copies of a test or quiz, illegitimately accessing a teacher's answer key for tests or quizzes, stealing the teacher's edition of the textbook, stealing another's homework, notes, workbook, lab notebook or handouts.

#### First Offense

- Parent contact by teacher
- Grade "zero" on stated assignment

#### Second Offense

- Grade "zero" on stated assignment\*
- Parent contact by teacher
- Discipline referral to administrator two hours of Saturday work detail

#### Third Offense or more

- Grade "zero" on stated assignment\*
- Parent contact by teacher
- Discipline referral to administrator and four hours of Saturday work detail.
- Administrative and parent conference: possible in or out of school suspension
- Counselor contacted by administration

**Rule 8: Bus misbehavior** (which is not covered in any other rules.) information is based upon North Carolina Public School Law (G.S. 115-245) and the Union County Public Schools discipline policies. ***Please remember that inappropriate behavior on the school bus is the same as inappropriate behavior in the school.***

### BUS DISCIPLINE CONDUCT RUBRIC

Riding a school bus is a privilege and not a right. UCPS Transportation Services endeavors to provide safe and on time transportation for all students. As such students must partner with bus drivers to ensure a safe and comfortable ride while on the bus and at the bus stop. The information presented herein is consistent with the UCPS Code of Conduct {School Board Policy #4-3(b)} for **Middle & High** Students.

When violations of the UCPS Code of Student Conduct occur while students are utilizing UCPS Transportation Services, the following disciplinary actions will be consistently applied for all students attending any of the Union County Public Schools:

#### Level I Infraction Disciplinary Action

1 <sup>st</sup> Referral of Level I Violation	Parent contact; Provide three strike detailed history of student
2 <sup>nd</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 1 day or equivalent (mornings/afternoons)
3 <sup>rd</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 2 days or equivalent (mornings/afternoons)
4 <sup>th</sup> Referral of Level I Violation	Parent contact; bus privileges suspended for 3-5 days or equivalent

#### Examples of Level I Infractions Include:

- Delaying the bus schedule -Nuisance items
- Tampering with property -Electronic devices (Disruptive or Inappropriate Use) -Drinking/Eating -Abusive language, gestures or profanity -Standing/moving while bus is in motion -Disruptive behavior
- Horse playing/pushing students -Jumping or tumbling over/under seats -Failure to sit in assigned seat
- Getting on or off the bus at undesignated stops -Loud talking, shouting or yelling -Refusing to obey the driver's instructions -Placing any body part out of the windows -Tobacco – See policy 4-3 (b) 12-d
- Throwing objects on the bus without injury -Failure to walk in front of the bus when loading or disembarking

#### Level II Infraction Disciplinary Action



1 <sup>st</sup> Referral of Level II Violation Parent contact; bus privileges suspended for 0 - 5 days or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level II Violation Parent contact; bus privileges suspended for 5 - 10 days or equivalent (mornings/afternoons)
3 <sup>rd</sup> Referral of Level II Violation Parent contact; bus privileges suspended for 10 days to remainder of year

**Examples of Level II Infractions Include:**

- Abusive language & gestures (toward other students)
- Threats towards students -Aggressive behavior
- Illegal unauthorized substances -Prescription Drugs
- Sexual Harassment -Indecent exposure
- Possession of violent and profane materials -Mercury and other dangerous chemicals -Bullying
- Throwing objects toward staff
- Throwing objects resulting in injury

**Level III Infraction Disciplinary Action**

1 <sup>st</sup> Referral of Level III Violation Parent contact; bus privileges suspended for 5 - 10 days or equivalent (mornings/afternoons)
2 <sup>nd</sup> Referral of Level III Violation Parent contact; bus privileges suspended for 10 days to remainder of year
3 <sup>rd</sup> Referral of Level III Violation Parent contact; bus privileges suspended for remainder of school year

**Examples of Level III Infractions Include:**

- Abusive language and gestures toward staff -False alarms
- Aggressive behavior towards staff -Hazing
- Physical violence toward students -Alcohol
- Threats toward students, staff and adults -Behaviors that incite a riot
- Extortion and blackmail -Bomb Threat
- Arson -Terrorist threat
- Consensual Sexual Activity -Possession of weapons
- Offensive touching -Chronic disruptive behavior
- Sexual battery -Theft or vandalism
- Possession, distribution or under the influence of illegal substance, illegal drugs, or another person's prescription drug

**Level IV Infraction Disciplinary Action**

1 <sup>st</sup> Referral of Level IV Violation	Parent contact; bus privileges suspended for remainder of year
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**Examples of Level IV Infractions Include:**

- Firearm and destructive devices -Physical violence towards staff
- Persistently dangerous students (14 and over) -Use of weapon

**Level IV infractions will be handled as required under state law; school administrators will follow UCPS policy #4-3(b) when administering consequences and behavioral interventions. Consequences shown in this document are considered minimum disciplinary actions; administrators are NOT limited to the consequences herein and may choose additional behavioral strategies consistent with UCPS Policy #4-3.**

**Rule 9: Traffic** – The main entrance to the building will be for car riders and early dismissal students. Students are not to be dropped off or picked up from the student parking lot, the bus loading area, or the faculty parking lot at any time.

**Rule 10: Student Parking: Rules and Regulations-** Parking on the Weddington High School

Campus is considered a privilege for students. Each student who drives must buy his/her own parking space. Students may NOT share a space. Neither WHS nor UCPS assumes any responsibility for damage to private vehicles brought onto campus. All student drivers must be licensed and have appropriate auto insurance. The administration reserves the right to terminate driving privileges, apply fines and/or tow any vehicle.

## **Section I: Parking Expectations**

Parking passes may be purchased during the assigned dates and time prior to the beginning of the school year. Parking Application and instructions are located on Family ID. Parking passes will be issued first to Seniors, then Juniors as space permits. We do not have enough parking to accommodate the entire junior class or any sophomores.

- Students may purchase parking passes for \$45. If a student drives more than one vehicle, all must be registered with the school. There will be a \$10 charge for replacement stickers. • **All students attending each day will park ONLY in the numbered space that corresponds with their parking permit number. Failure to park in the designated space will result in a \$15 fine.**
- **All vehicles parked in the student lot must be registered with the school and must display the current sticker on both the front and rear window. Improper display of current decal will result in a \$15 fine.**
- There is to be no extended loitering or visiting in the parking lot. Once a student comes on campus, he/she must lock his/her vehicle and enter the building. No one is allowed in the student parking lot during the school day without permission from the administration.
- Once on school grounds, you are at school. Students may NOT leave campus for any reason! The only way a student may leave is to check out at the office with their school issued key fob or a parent handwritten note that is turned into the attendance office prior to leaving.
- Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband might be present in a vehicle. • **Students must follow the 10 mph speed limit while entering, parking and leaving the student parking lot. Failure to adhere will result in a \$15 fine and may result in the suspension of driving privileges.**
- Students must wear seatbelts in accordance with state law.
- **Students may NOT park in the teacher parking lots, bus parking lot, agricultural areas, gymnasium areas, or on any greenway or sidewalk. This also includes Weddington Elementary, Weddington Middle School and the gravel lot. Failure to adhere will result in a \$25 fine and possible suspension of driving privileges as well as towing of your vehicle.**

## **Section II: Parking Citations, Discipline & Fines**

- If a student's parking privileges are suspended, he/she can drive NO vehicle on school grounds. Failure to adhere may result in booting of the vehicle which costs \$25 to be removed.
- Students who drive to school and are persistently late can have their parking privileges suspended for a period of time to be determined by the administrator.
- If a student's vehicle is used to skip class, to leave school grounds without permission or help others violate school rules, then that student may have their parking privileges revoked for the remainder of the academic year and be subject to Out of School Suspension.
- **First offense for reckless driving behavior including speeding, spinning tires, "off-road" driving, parking out of space, taking up two spaces, or blocking other cars will result in a \$25.00 fine, suspension of driving privileges for 60 days, and parent contact. Second offense will result in a \$25.00 fine, revocation of driving privileges for the remainder of the school year.**
- **Sharing, "leasing", or selling a parking space will result in a \$25.00 fine for both parties and possible revocation of parking privileges.**
- **Vehicles NOT registered with the school are considered unauthorized and trespassing, will be fined \$25 and may result in towing of the vehicle.**
- More than three parking violations will result in the revocation of parking privileges for one school year.

- **All fines must be paid in full by the tenth day after receiving the parking citation. Failure to pay the fines within 10 days may result in revocation of driving privileges for the remainder of the school year.**

### **Section III: Additional Parking Notes**

When you drive an unregistered vehicle, you must report to the front office upon arrival to inform school staff of your situation as well as park in your assigned spot. Prior to driving to school for the first time, students must have taken the appropriate steps to obtain a parking pass. This will help ensure that students do not receive a parking violation.

- **Repeated violations and/or failure to pay parking fines within 10 days may result in loss of driving privileges on campus and/or towing of personal vehicles at owner's expense.**
- **\*\*Student and Parent signature on the Parking Application indicates an understanding of parking policies.**
- **NOTE: The administration reserves the right to terminate driving privileges and/or tow any vehicle for cause if necessary.**

**Rule 11: Forging notes, failure to identify self, providing false information or failure to provide required information** – Students must turn in required forms with accurate information. Students shall not provide school personnel or parents/guardians with false information by making a change in a written paper or other genuine documents. Students shall not make any false statement, nor at any time fail to identify themselves upon request by any school personnel. (This includes any teachers, office staff, cafeteria staff, etc.)

First Offense – Two hours of Saturday work detail\*

Second Offense – Four hours of Saturday work detail\*

Third Offense – Two days of out-of-school suspension

\*Special circumstances may warrant an out-of-school suspension for first or second offenses.

### **Saturday Work Detail, Suspensions, and Expulsions Defined**

Saturday Work Detail is defined as an assigned specific amount of hours (two or four) that a student spends at school on a Saturday morning providing community service. Failure to serve Saturday Work Detail at the assigned time will result in the assignment of 1 day of ISS to be served at the next school day when school is in session. Failure to serve Saturday Work Detail two or more times may result in one day of Out-of-School Suspension for each offense.

Suspensions are defined in NC 115C-391 as a denial of the right of a student to attend school for a period not to exceed 10 days. There are two types of suspensions, in-school suspension and out-of-school suspension. Expulsion is defined as the denial of the right of the student to attend school for the remainder of the current school year.

- 1) In-School Suspension (ISS) is defined as an assignment of a specified number of periods or days spent in the in-school suspension classroom. During this assignment, the following rules will apply:
  - a) The student will spend an entire period or school day in a highly structured classroom. Administration will notify the student's classroom teachers of the assignment to ISS and work with the teachers to get assignments. When assignments are completed, the ISS teacher will return them to the classroom teachers.
  - b) ISS students eat lunch with other ISS students, totally isolated from the general student population.
  - c) Students will only be allowed to go to the restroom at assigned times. There will be no morning or afternoon breaks.
  - d) They must spend their entire assignment in ISS; there will be no opportunity to earn "time off" for good behavior.
  - e) ISS students will be counted present at school on daily attendance.
  - f) Marketing/Co-Op students may be released to go to work at their normal work time.
  - g) Cell phone usage is not permitted in ISS

- 2) Out-of-School Suspension (OSS) involves an at-home suspension from one to six days. The following rules apply to all out-of-school suspensions
- a) Students receiving an out-of-school suspension are not allowed on any UCPS property during the suspension. They are also prohibited from attending all school functions (both home and away). If they come on the Weddington High School campus or any other campus or properties where a school event is taking place, they will be reported to law enforcement agencies and prosecuted for trespassing.
  - b) Any student suspended for six days or more for disciplinary reasons could be recommended to the Union County Alternative School. If enrolled in the Alternative School, the student may forfeit their classes at Weddington High School for the remainder of the year.

## **THE “DEBORAH GREENBLATT ACT”**

**An act to clarify the permissible use of seclusion and restraint in public schools and to provide for training in management of student behavior.**

SECTION 1. This is the “Deborah Greenblatt Act”

SECTION 2. Adds a new section, N.C.G.S. 115C-391.1, **“Permissible Use of Seclusion and Restraint”**. The section states that the policy of the State of North Carolina is to promote safety and prevent harm to students, staff and visitors; treat all public school students with dignity and respect in the delivery of discipline, control the use of physical restraints or seclusion, and use reasonable force as permitted by law. It is to provide school staff with clear guidelines of what constitutes the use of reasonable force in North Carolina public schools, improve student achievement, attendance, promotion and graduation rates by deploying positive behavioral interventions to address student behavior in a positive and safe manner, and to promote the retention of valuable teachers and other school personnel by providing appropriate training in

prescribed procedures. The new statute has a lengthy definition section, including “aversive procedure”, “isolation”, “mechanical restraint”, “seclusion”, “time-out”, and “physical restraint”.

**Physical restraint** of students by school personnel is considered reasonable use of force when used:

- a) To obtain possession of a weapon or other dangerous object.
- b) As reasonably needed to maintain order or prevent or break up a fight.
- c) As reasonably needed for self-defense.
- d) As reasonably needed to ensure the safety of any student, school employee, volunteer, or others, to teach a skill, calm or comfort a student, or to prevent self-injurious behavior.
- e) To escort a student safely from one area to another.
- f) If used as provided in a student’s IEP or Section 504 plan.
- g) As reasonably needed to prevent imminent destruction to school or other person’s property.

Except for the above a - g circumstances, physical restraint is not considered reasonable use of force and is prohibited. Physical restraint is not considered reasonable use of force when used solely as a disciplinary consequence. This does not apply to use of force by law enforcement officers in lawful exercise of their duties.

**Mechanical restraint** is permissible only:

- a) When used as an assistive technology device included in the student’s IEP or Section 504 plan or as otherwise prescribed by a medical or related service provider.
- b) When using seat belts or other safety restraints to secure students during transportation.
- c) As reasonably needed to obtain possession of a weapon or other dangerous object. d) As needed for self-defense
- e) As reasonably needed to ensure the safety of any student, school employee, volunteer, or other persons.

Except as set forth in a - e above, mechanical restraint, including tying, taping, or strapping down the student, shall not be considered reasonable use of force and is prohibited. This does not prevent the use of mechanical restraint devices such as handcuffs by law enforcement officers.

**Seclusion** of students by school personnel can be used only:

- a) As needed to respond to a person in control of a weapon or other dangerous object.
- b) As reasonably needed to maintain order or prevent or break up a fight. c) As reasonably needed for self-defense.
- d) As reasonably needed when a student's behavior poses a threat or imminent physical harm to self or others.
- e) When used as specified in the student's IEP, Section 504 plan, of behavior intervention plan; and
  - 1. When seclusion is necessary, the student needs to be monitored by an adult in close proximity who can see and hear the student at all times.
  - 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion.
  - 3. The space in which the student is confined has been approved for such use by the local education agency.
  - 4. The space is appropriately lighted, ventilated, and heated or cooled and the space free of objects that unreasonably expose the students or others to harm.

Except for the circumstances set out in a – e above, use of seclusion is not considered reasonable force and the used is not permitted. Seclusion is not considered a reasonable use of force when used solely as a disciplinary consequence.

The statute provides a “whistle-blower” section which prohibits discharge, threatening, or other retaliation against an employee of the Board because the employee made the report, unless they knew or should have known that the report was false. The statute does not create a private cause of action against any local Board of Education, agents, or employees of the Board, or institutions of teacher education or their agents or employees, nor does it create a criminal offense.

## **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."

- 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.
- 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.
- 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):
  - o School officials with legitimate educational interest;
  - o Other schools to which a student is transferring;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to a student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;

- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and

- o 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. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

In compliance with federal law, Union County Public Schools administers all educational programs, employment activities, and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.