

South Providence School Student Handbook

2021 -2022

South Providence School
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South Providence School Mission and Vision

Discipline with Dignity!

Vision

Our vision is to empower students through alternative educational opportunities to make a positive change in academics, behavior and character that lead to productive citizenship and lifelong learning.

Mission

Our mission is to provide all students with equitable educational opportunities and positive outcomes by using culturally responsive teaching, restorative practices, social-emotional learning, trauma-responsive practices, positive behavior supports and tiered interventions.

RISE

> **RESPECT:** Student interacts with others using appropriate tone and language. Student uses good manners.

> **INTEGRITY:** Students abide by school rules even when no one is looking.

> **SAFETY:** Student's behavior promotes the welfare of others and safeguards school property.

> **EXCELLENCE:** Student is on task and attentive during class, Student responds in a positive manner to staff requests. Student gives best effort during class.

South Providence is a PBIS school!

P–Positive: Functioning as a PBIS school means that we have chosen to use a school wide approach that is designed so that all systems are proactive and positive for our students, our parents, our staff, and the community.

B - Behavior: Learning new, appropriate behaviors to replace the old, inappropriate behavior is paramount to student success.

I – Intervention: Our focus is on intervention of positive behaviors and prevention of negative behaviors, not punishment. SPS students are taught how to demonstrate respect, integrity, safety and excellence. SPS students are encouraged. Their successes are noted and celebrated. At the same time, problem behaviors have clearly defined consequences.

S – Support: Effective behavioral support strategies are in place at the school wide level. Students will also receive behavioral supports in specific settings within the school day, and supports are available for individual students. These strategies and procedures are designed to meet the needs of our students.

Things to Know About South Providence School

The School Day

The South Providence school day begins at 9:15AM when students arrive and ends when students are dismissed at 3:45PM

Pledge of Allegiance and Moment of Silence

In accordance with State Law, the Union County Board of Education encourages the display of the United States and North Carolina flags in classrooms and other appropriate sites. In addition this policy provides for the following: -

- *A scheduled daily time for the recitation for the Pledge or Oath of Allegiance.*
- *This policy shall not compel any person to stand, salute the flag, or recite the Pledge of Allegiance.*

The Moment of Reflection is a school-wide reflective time. Students, staff, and visitors will stop all activities and pause to reflect and remain silent. Students who are disruptive during the Moment of Reflection will have their points adjusted accordingly.

Academic Curriculum

High School: South Providence High School students follow a 22 credit diploma path. South Providence also offers the Occupational Course of Study (OCS) diploma path for eligible EC students.

Middle School: South Providence Middle School students take the same required courses as all other students in North Carolina. These courses include English/Language Arts, Mathematics, Science, Social Studies and Health/Physical Education. In addition to the core courses, our students take electives.

Classification/Promotion Standards

Students who are enrolled in South Providence High School will adhere to the following promotion standards for Grade Level at SPS:

Grade 9-	Promoted from 8th Grade
Grade 10-	6 units including English I
Grade 11-	13 units including English II
Grade 12-	20 units including English III

Elective/Exploratory Curriculum

A variety of exploratory classes are offered at South Providence School in the areas of visual arts and careers/technology. The goal is to expose students to a variety of experiences that will afford them an opportunity to build self-identity and confidence. Exploratory classes also foster the creative nature of students while they begin to make decisions about their future. The length of these classes may vary from six weeks to a year.

Testing

All UCPS Students take the same tests throughout the year. These include, but may not be limited to the EOC, EOG, the N.C. Common Exams, as well as the various college readiness assessments such as the ACT.

High School Graduation Course and Credit Requirements

High School Exit Standards - UCPS Local Requirements

Students entering the ninth grade for the first time in 2013-2014 and beyond will be required to meet the UCPS Local High School Exit Standards. The standards consist of the following EOC testing components:

- *Students will be required to pass three EOC exams with a Level III, IV, or V. The EOC exams are given for: Math I, Math III, Biology, and English II.*
 - *Students are required to complete training in Cardiopulmonary Resuscitation (CPR).*
 - *South Providence High School diploma path requires 22 credits.*
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Attendance Policy

Absences

- South Providence School students are expected to adhere to the attendance policies and procedures as outlined in UCPS 4-1b, Middle School attendance policy and 4-1c, High School attendance policy.
- Class attendance is essential to academic success. With this in mind, all students are expected to be in attendance on a daily basis. Letters will be sent home to address excessive absenteeism.
- All absences, either excused or unexcused, will not count towards completion of the level.

Tardiness/Early Dismissal

- If a student has an unexcused tardy, kickboard points cannot be earned for the amount of time they are tardy and the loss of kickboard points is included in the daily point total (percentage). If the student has a legitimate excuse for the tardy per UCPS BOE Policy, kickboard points cannot be earned but the loss of points is NOT included in the daily point total (percentage). Points can be earned at time of arrival with the percentage total beginning at arrival.
 - If a student has an unexcused early dismissal, points cannot be earned for the amount of time they are not in school and the loss of points is included in the daily total (percentage). If the student has a legitimate excuse for early dismissal per UCPS BOE policy, points cease to be earned, but the loss of points is NOT included in the daily point total (percentage). The daily percentage total ends at time of departure.
 - Late arrivals will not be allowed to go to breakfast (except in the cases of late arriving buses). Students must be at school by 9:00 to eat breakfast.
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Transportation

- All transportation change requests must be in writing and presented to the RISE Teacher or to the office upon arrival for verification. Requests will not be accepted after morning RISE. Students will not be allowed to change their mode of transportation unless the request is verified by the front office.
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Medical

- The school nurse is at South Providence each day.
- In accordance with UCPS BOE policy 4-6, the responsibilities of the parent or guardian are

1. Obtain and return to school a medication consent form signed by the doctor and parent/guardian for all medications to be administered at the school (including prescription and over the counter).

2. Medication shall be hand-delivered by the parent/guardian to the school in the original prescription bottle or the original over the counter packaging.

- Students must request the assistance of a faculty member for referral to the office when they are ill.
- Families are called in cases of illness and/or injury. If advised, emergency treatment is administered,
- Parents are expected to make arrangements to pick up their child when called or meet the staff at the hospital if necessary.

Food and Beverages

- Open containers of any sort are not permitted into the building. These include, but are not limited to: open drinks, bags of chips, cookies or other packaged goods.
- Only teacher-provided items are to be consumed in classrooms.
- Lunches / beverage bottles / cans / snacks brought into school will be labeled with the student's name and lunch period teacher's name and placed securely in the N.E.S.T./ISS classroom. During lunch periods those items will be available when the student reports to the cafeteria.

Phone Calls Home and Classroom Phones

Student phone calls are not permitted except in extreme emergencies. All emergency phone calls must be made from the front office with the consent of a staff person and accompanied by a staff escort. Students are not to answer or use classroom phones.

Safety

- Security cameras are strategically placed throughout the South Providence School property.
- Students are subject to random searches at any time.
- Students are expected to comply with all staff directions related to drills. Example, fire and lockdown drills.

Metal Detector Procedures

Prior to entering the metal detector, students are to:

- All items that set off the metal detector need to be removed and student will need to walk through the detector again and/or be subjected to additional wand and searches.
- Items such hair grooming items, cosmetics, body sprays or perfumes or any items deemed disruptive by administration will be required to be turned in and locked up.
- No open containers or opened packaged goods of any sort. If students enter the building with containers that are not sealed they will be asked to pour out the contents before proceeding to class.
- All electronic equipment such as phones, ear buds etc. will be turned in and locked up.

School-Wide Level System

South Providence School believes that all students can be successful when they are provided appropriate, accessible academics as well as behavioral instruction and support. We feel that students must be taught appropriate behaviors that demonstrate the characteristics of our school motto **RISE: Respect, Integrity, Safety and Excellence**. Students who have the ability to make

positive choices will be successful in all aspects of home and community life and can successfully transition back to a traditional educational environment.

To measure these changes in behavior and determine a student's readiness to exit our program, South Providence School has designed a school wide Level System. It is a program that helps students identify inappropriate behaviors and replace them with appropriate ones, as well as encourages scholarly behavior of completing academic interventions and maintaining good attendance. High School Students will have to be passing 3 out of their 4 classes to be eligible to move to Level 3 and 4.

Level Warnings and Drops

A level warning is defined as a written notice detailing the failure to maintain level criteria on the student's part. The student will have the next three-week level window to improve his or her relevant level data and will be provided an action plan detailing a measurable goal in one or more of the following areas: Kickboard daily point's average, weekly time on IXL and/or attendance. If the student does not meet the specified goal, the student will be dropped a level.

Administration Level Changes

Administration reserves the right to adjust a student's current level in lieu of another more punitive action without deferring to teacher team consensus. **Administration reserves the right to drop a student's level for infractions it deems appropriate such as threats, physical altercations and property damage.**

SPS Dress Code

- The goal of South Providence School is to maintain a focus on academic achievement. It is our sincere desire to maintain a safe and orderly environment, free of conflict, and respectful to the institution, staff and students. All clothing must be size appropriate. Each student will be given a school issued backpack that they will use each day to bring their computer and charger to school. That is all they will be allowed to bring in during check-in.
- The Administration of South Providence School reserves the right to address all concerns related to individuals regarding their clothing and accessories.
- Compliance with the SPS Dress Code is mandatory for advancement through the Level System and exit requirements and is not subject to negotiation.

Note: The authorized colors permitted at South Providence School are:

- **High School: Jeans or Khaki/Black pants and Black shirts.**
- **Middle School: Khaki or black pants and Grey shirts.**

Other Dress Code items:

- Jewelry is permitted.
- Hoods are not to be worn inside buildings.
- Hats, sunglasses, bags, backpacks or purses will be locked up at arrival.
- **High School shirts or sweatshirts must be solid black and have sleeves.**
- **Middle School shirts or sweatshirts must be solid grey and have sleeves.**
- Shirts **MUST** either be collared or appropriate solid colored t-shirt and have sleeves.
- Corporate Logos on clothing are allowed.
- No illegal products or gang affiliation is allowed on clothing.
- Pants must be worn at the waist. No holes above fingertip length allowed. Shorts must be fingertip length.
- Shoes must be closed toe, closed heel and flat heeled. No slides, crocs or slippers allowed.
- One small bag (pencil pouch size) will be allowed per student. It will be checked during morning routine check in.

Loss of School Property

Parents and students are financially responsible for the loss, damage and destruction of all school property including but not limited to: laptops, netbooks and desktop computers. Parents and students sign a separate user agreement for computers issued by UCPS.

Guidelines for Computer Use

South Providence School is a technology-rich environment. It is intended for students and staff to utilize these resources to maximize and enrich student learning opportunities. The technology resources are not intended to be used and abused or to satisfy student entertainment desires. Therefore, the following activities are strictly prohibited on all computers because they are considered a disruption to the learning environment and an abuse of district provided resources and will result in disciplinary action in accordance with UCPS BOE policy (this list is not intended to be all inclusive):

- Streaming music, videos, etc.
- Bypassing the Internet filter to access blocked websites
- Watching videos that are not teacher-directed
- Playing games that are not teacher-directed
- Participating in chat rooms that are not teacher directed
- Online “meeting” websites (Ex: Facebook) unless teacher directed
- Email (The only email accounts allowed are through UCPS student based accounts)
- Changing display settings of computers (exception, students may personalize their wall paper background as long as it does not violate UCPS policies).
- Tampering with system files of computers
- Accessing network files not associated with course or student content
- Placing games/entertainment files in shared folders on the network
- Accessing Websites with inappropriate content (Ex: Gang-related, sexually-explicit materials, sites containing profanity).

The following disciplinary action will be used for violations:

- 1st Offense: Student will receive a five day freeze.
 - 2nd Offense: Student will receive a level drop which may include a loss of privileges from network as determined by administration.
 - 3rd and subsequent Offenses: Student will be assigned N.E.S.T. and a required parent conference will be initiated by the teacher. Loss of privileges from network are at the discretion of administration.
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Bus Safety Information

- Be at the assigned bus stop 10 minutes prior to the assigned stop time.
- Wait on the bus to come to a complete stop with red lights flashing and stop sign out before crossing.
- Wait until all traffic has stopped before crossing the road.
- Students are reminded to stay clear of the “danger zone.” This is the 10 foot area surrounding the bus where it is difficult for the bus driver to see students.
- Get on and off the bus only at your assigned bus stop.
- Face forward and stay seated at all times while the bus is in motion.

Bus Expectations

S.T.O.P.

Stand at your assigned stop (10 minutes early).

Turn left and right. Look both ways before crossing.

Observe the stop sign and flashing red lights.

Proceed only when all cars have stopped.

The school-based administration reserves the right to discipline students for other acts that disrupt the safe operation of the bus but are not specifically mentioned above.

Note: A student's Point Sheet will be impacted due to inappropriate behavior exhibited on the bus that results in a Bus Incident Referral submitted by the driver and/or bus monitor.

UCPS Bus Consequences

If your child does not meet the expectations, appropriate action will be taken. Each driver will complete a School Bus Incident Report and submit it to the school administrator.

1ST OFFENSE- Warning issued to student. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian will be notified.

2ND OFFENSE- Denial of bus privileges up to 3 days depending on maturity of student and severity of offense. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

3RD OFFENSE- Denial of bus privileges up to 5 days depending on maturity of student and severity of offense. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

4TH OFFENSE- Denial of bus privileges up to 10 days depending on maturity of student and severity of offense. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

5TH OFFENSE- Denial of bus privileges up to 20 days depending on maturity of student and severity of offense. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

6TH OFFENSE- Removal of bus privileges for the remainder of the school year. Additional consequences will be based on the Student Code of Conduct for elementary, middle, and high school students according to UCPS Board of Education Policy, 4-3. Parent/Guardian notified.

- The principal may “skip” initial steps of discipline and move to more stringent steps if severity of the offense justifies more severe consequences.
- Actions involving exceptional children will be taken in compliance with exceptional children’s guidelines and procedures.
- Principals may use discretion and grant a child’s bus privileges be restored if all parties involved agree to a written contract and specific steps and consequences for future inappropriate school bus behavior.
- Written notification of consequences shall be provided to the student’s assigned bus drive.

Unauthorized Passengers

We also would like to remind all parents that North Carolina Law states that no unauthorized passengers may board a school bus. If you have questions for the bus driver, please speak to them from outside the bus, or contact the school. The statute reads as follows:

14-132.2. Willfully trespassing upon, damaging, or impeding the progress of a public school bus.

- (a) Any person who shall unlawfully and willfully demolish, destroy, deface, injure, burn or damage any public school bus or public school activity bus shall be guilty of a Class 1 misdemeanor.
- (b) Any person who shall enter a public 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, shall be guilty of a Class 1 misdemeanor.
- (c) Any occupant of a public school bus or public school activity bus who shall refuse to leave said bus upon demand of the authorized driver in charge thereof, or upon demand of the principal of the school to which said bus is assigned, shall be guilty of a Class 1 misdemeanor.
- (d) Any person who shall unlawfully and willfully stop, impede, delay, or detain any public school bus or public school activity bus being operated for public school purposes shall be guilty of a Class 1 misdemeanor.

The bus rules and consequences adhere to the Union County Public Schools Board of Education, Policy 4-3 Code of Student Conduct for elementary, middle, and high school students.

BREAKFAST & LUNCH MEAL PRICING for 2021-2022 SCHOOL YEAR

The Federal Government is providing funds once again for this school year for all students to get free breakfast and lunches. Students would have to pay for any items above the usual breakfast and lunch provided.

CODE OF STUDENT CONDUCT AT SOUTH PROVIDENCE SCHOOL

Behavioral Expectations

1. Behave Appropriately

No student shall purposely disrupt the lawful function of school or its special activities, events, trips, or performances. In the classroom, no student shall unreasonably impair the teaching/learning process. No student shall engage in behavior which is detrimental to the progress, function, or purpose of any school activity or event or infringe on the rights of other students, faculty, spectators, or public.

2. Attend Classes Regularly and Stay in Authorized Areas

No students shall be out of class or miss any part of the school day that violates local school policy on attendance (cutting classes, skipping, etc.). State regulations do not allow parents to give students permission to miss any school time for unlawful reason. Students arriving at school after the beginning of the school day must sign in at the office. Once students sign in, they should report immediately to their assigned classes. Students who do not report to class immediately will be considered out of assigned area and will be referred to the office for disciplinary action. When students arrive at school they are considered here for the day and are not to leave the campus for any reason unless authorized to do so.

3. Come to Class Prepared and Participate

Students are expected to report to class with materials as required by teachers. In class, students are expected to participate in all class activities. Sleeping in class is not acceptable. The above expectations apply regardless of the student's academic standing or attendance record.

Behavioral Expectations– Office Referrals

1. Respect all Staff

No student shall be rude and/or disrespectful to teachers or staff. This includes repeated ignoring of teacher request, disruptions that prevent, limit, or interrupt entire class in learning / instruction, and profanity directed at staff.

2. Comply with Directions (Insubordination)

Students shall comply with all directions of teachers, substitute teachers, teacher aides, student teachers, and any other authorized school personnel during any periods in which they are subject to school authority. This includes leaving class without permission and being out of sight or out of area. Under some circumstances, non-compliance may constitute greater disciplinary actions.

3. Aggressive or behavior which might result in injury or bodily harm

No student shall engage in any behavior which is so careless, reckless, aggressive, or belligerent that, if continued, could potentially result in bodily harm or injury to oneself or others. **This includes horseplay.**

4. Any major act clearly intended to disrupt school

No student shall disrupt the lawful function of the school or its special activities, events, trips, or performances or infringe on the rights of other students, faculty, spectators, or the public. In the classroom, no student shall impair the teaching/learning process. Certain acts may be disruptive enough to result in OSS.

5. Profanity

Profanity or vulgar language is not consistent with an academic environment and profanity directed at staff or other students will not be tolerated including language that leads to a hostile environment for staff or students. Certain words, expressions, or phrases are considered offensive enough to result in OSS (Out of School Suspension).

6. Forgery

Students shall not forge parents'/ guardians'/teachers' signatures or make fraudulent use of official school documents.

7. Gambling / Selling / Trading Items

Students shall not participate in any form of gambling or games of chance/skill for money and/or other items of value. Do not bring any items that have no educational purpose

8. Violation of school policy not specifically addressed

The faculty, administration, and staff of South Providence School have the responsibility to provide a safe and orderly learning environment. Students are subject to disciplinary action for any disruptive behavior, which detracts from the safe and orderly environment even if not specifically mentioned in these guidelines.

Note: The administration reserves the right to modify or amend the policies contained herein as it deems appropriate to fulfill the above stated responsibility.

Consequences for Behavioral Infractions

Minor Offenses will be addressed through Classroom Interventions

Office Referrals

1 st	Written warning or admin. conference
2 nd	Written warning or admin. conference
3 rd	Admin Conference / lunch detention
4 th	1 block of ISS for that class
5 th	1 block of ISS for that class
6 th	2 block of ISS for that class
7 th	2 blocks of ISS for that class
8 th	1 day of ISS
9 th	1 day of ISS
10 th	2 days of ISS
11 th	2 days of ISS

Additional Behavioral Expectations

Students shall refrain from copying, using, or otherwise claiming work of others to be their own. Students shall not cheat on test/examinations, copy work of another, or complete any type of academic assignment in a dishonest or deceptive manner. Students will receive a grade of zero for the assignment and may have additional disciplinary consequences.

4-3 AG (A) UCPS CODE OF STUDENT CONDUCT

The Board, Superintendent, and staff are committed to establishing positive learning environments that ensure that all student have access to a quality education. The District recognizes that a key aspect of maintaining a healthy and safe environment is establishing order and maintaining discipline in our schools. This goal can only be achieved through the cooperative efforts of our school staff, students, parents/guardians and the community.

The District believes that developing strong relationships with families is the first step in establishing safe and healthy schools. The District and staff desire to work collaboratively with families to establish positive relationships that aid in the development and achievement of all students.

The District is committed to eliminating disparity in school discipline with respect to its underserved populations in reducing the number of referrals, suspensions, and expulsions. The staff will engage in restorative practices that enhance school culture and improve discipline systems to address equity.

ALTERNATIVE MEANS OF CORRECTION

Each school is responsible for incorporating a Multi-Tier Systems of Support (MTSS) framework into its School Improvement Plan (SIP) to reduce referrals and suspensions through pro-active intervention, positive behavioral support, restorative practices, and other non-punitive approaches to discipline. MTSS includes a Positive Behavioral Interventions and Supports (PBIS) model of evidenced based practices to address student behavior.

Acknowledging that it is not always possible, where appropriate the District encourages alternatives to suspension and the implementation of progressive discipline approaches prior to removing a student from the educational setting. Classroom based strategies include, but are not limited to:

1. Reteach behavioral expectations;
2. Separate students;
3. Assign additional tasks;
4. Communicate with the parent/guardian;
5. Conference with the student and/or parent; and
6. Implement a behavioral contract and/or plan.

Parents/guardians should be notified if there is a pattern of misbehavior which could result in removal from the school environment. Students who exhibit a pattern of misbehavior should be provided more intensive support and interventions. Appropriate school level strategies include, but are not limited to:

1. Conference with parent/guardian and/or student;
2. Implement a case management or counselling plan;
3. Convene an intervention team;
4. Assign after school detention and/or Saturday School;
5. In-school suspension; and
6. Short Term Out-of-school suspension.

When applying strategies that remove the student from the educational environment (i.e. full day ISS or OSS) or require attendance outside of normal school day (i.e. ASD or Saturday School) the school shall make a good faith effort to notify the parent prior to imposition of the consequence. For consequences that require immediate implementation (i.e. partial day ISS or conferences), the parent shall be notified as soon as possible and within 24 hours of the event.

These are not the only rules of conduct which students are expected to follow. Additional school level rules/consequences will be set by the school site (including but not limited to dress code, honor code and insubordination). There will also be rules for riding the bus. A copy of these guidelines, school level and transportation rules will be provided annually to all students.

DEFINITIONS (unless specifically defined, the meaning will be the customary use of the word).

- 1. Administration.** School level administrators, including the principal and assistant principals.
- 2. Bans from School Property.** Except with prior, written permission of the site principal, students who are suspended or expelled may not enter any property of Union County Public Schools. Failure to abide by such restriction may be considered trespassing and will be reported to law enforcement.
- 3. Code of Student Conduct.** The behavioral guidelines adopted by the district. The Code of Student Conduct is published and made available to students on an annual basis. It is available on the District Website. A hard copy is available, upon request to the principal.
- 4. Condensed Academic Term.** Block Schedule.
- 5. Disciplinary Reassignment.** A full-time educational program that meets the academic requirements of the NC Standard Course of Study and provides the student with the opportunity to make timely progress towards graduation and grade promotion. A disciplinary reassignment may utilize a combination of online courses, direct teacher instruction and other computer based alternatives for instruction. South Providence is an example of a disciplinary reassignment approved location. A disciplinary reassignment is not a long-term suspension and does not require those procedures. The use of a disciplinary reassignment may occur prior to other forms of removal from the instructional environment.
- 6. Elementary Students.** Students in grades Pre-K – 5.

7. Expulsion. The indefinite removal of a student from school enrollment for disciplinary purposes. Only the Board of Education can expel a student, over the age of 14, whose continued presence is a clear threat to the safety of staff and other students. **An expulsion may be considered for a violation of any of the rules set out below or for other conduct meeting this definition.**

8. Extracurricular/co-curricular activity participation. In order to participate in extracurricular/co-curricular activities or athletic programs, students must adhere to Board of Education policies, school-level criteria, North Carolina High School Athletic Association rules (where applicable) and law. The district's behavioral expectations extend beyond the classroom and school campus. Therefore, regardless of when and where the charge arises, any student who is charged with or adjudicated/found guilty of a crime (or what would be considered a criminal violation if the student were an adult) may be excluded from participation in extracurricular/co-curricular activities. Please see the Extra-Curricular Activities and Interscholastic Athletics Guidelines for more information.

9. Long-term Suspension. A disciplinary removal in excess of 6 days for high schools on condensed academic terms and 10 days for middle schools. If the conduct occurs in the final quarter of the school year the suspension may run through the end of the first semester of the following year.

10. Multiple Offense designations. For offenses where different consequences are applied depending upon the number of violations, the offense is of the overall (numbered) rule. Additionally, the number of violations carries throughout one academic year.

11. Parent. Parent, legal guardians, custodians, and caretakers entitled to enroll the student in school.

12. Parent Conferences. A meeting between the student, parent and administrator may be required for any length suspension.

13. Restorative Justice. Restorative Justice is reactive in nature. It consists of formal and informal responses to wrongdoing. These responses are introduced in an effort to avoid the reoccurrence of the wrongdoing and to begin to rebuild relationships where there has been harm.

14. Restorative Practices. Restorative Practices are proactive in nature. They consist of formal and informal processes put in place to create positive school climate. These processes precede any wrongdoing, provide expectation clarity for all involved and have a strong focus on building relationships and a sense of community. The following are some of the opportunities for Restorative Justice that are available with UCPS, not all programs are available at all school locations:

- Multi-Tiered Systems of Support (MTSS);
- Foundations Training;
- CHAMPS Training/Discipline in the Secondary Classroom: and
- Social-Emotional Resources.

15. School Authority. The school has the authority to address any act that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, through the use of the district Internet system or school provided technology, through the use of a personal digital device on campus, or off-campus activities that cause or are reasonably expected to cause a direct and immediate impact on the orderly and effective operations of the school or the safety of individuals.

16. School property. The physical premises of all school campuses, bus stops, all vehicles under the control of the district (including but not limited to Yellow School and Activity Buses), school sponsored curricular and extra-curricular activities, regardless of where they occur. *The administration may also impose consequences for conduct which occurs off campus if it has a direct and immediate effect on maintaining order and discipline in the schools.*

17. Secondary Students. Students in middle and/or high school.

18. Short-term suspension. The disciplinary removal of a student for 6 or fewer days for high schools on condensed academic terms and 10 or fewer days for middle and elementary schools.

19. Suspension. Unless otherwise noted references to a suspension is an out of school suspension.

20. Any references to Superintendent or Principal shall include that person's designee.

REPORTS TO OUTSIDE AUTHORITIES

1. **Law Enforcement** – Under North Carolina Law, principals are required to report to law enforcement when s/he has personal knowledge or actual notice that one of the following acts has occurred on school property: “assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law.” Additionally, any conduct which may be both a violation of this policy and law will be reported to the School Resource Officer. If a student is arrested consistent with this provision, school officials will notify the parent of the location where their child is taken by law enforcement officials.

2. **Department of Motor Vehicles (DMV)** – Under North Carolina Law, students who receive a long-term suspension for engaging in any of the following conduct will be reported to the DMV: possessing or selling alcoholic beverages or an illegal controlled substance on school property, bringing, possessing, or using on school property any weapon or firearm, and physically assaulting a teacher or other school personnel on school property.

PROHIBITED BEHAVIORS:

1. Abusive Language and Gestures
2. Aggressive Behavior
3. Arson/Use of Fire
4. Attendance (Truancy/Skipping/Unauthorized Location)
5. Bullying
6. Chronic Disruptive Behavior
7. Electronic Devices
8. False Alarms
9. Firearms and destructive devices
10. Hazing
11. Illegal/Unauthorized Substances
12. Insubordination
13. Misrepresentation
14. Nuisance Items
15. Persistently Dangerous Students
16. Sexual Behavior/ Graphic Materials
17. Sexual Harassment
18. Student Dress
19. Act of Terror/Bomb Threats
20. Theft / Robbery
21. Trespassing/Breaking and Entering
22. Unauthorized Use of Technology
23. Weapons (not including firearms and explosives)
24. Vandalism

Principals will apply the appropriate rule in light of the conduct of the student. Principals have the discretion to determine if a violation of the rule, considering mitigating factors, is serious enough to warrant suspension and should use good judgment when applying these guidelines.

When considering the appropriate sanction for specific student conduct, the Administrator should consider the following:

1. The student's age;
2. The student's mental capacity;
3. The student's intent;
4. The student's disciplinary history;
5. The student's academic history;

6. The potential benefits to the student of alternatives to suspension;
7. How the student's misconduct impacted others, including other students, staff members, and/or school visitors;
8. Whether the student displayed an appropriate attitude and gave respectful cooperation during the investigation and/or after the offense occurred;
9. What other consequence(s) the student may be experiencing outside of school; and
10. What action the student and/or the student's parent(s) have taken since the offense occurred.

Principals will avoid assigning the maximum consequence unless one of the following conditions exists:

1. The conduct resulted in a disruption to the educational environment;
2. The conduct posed a threat to the safety of that student or other persons present;
3. Progressive consequences have already been exhausted or are not appropriate under the circumstances.
4. In the Principal's professional judgement, no lesser consequence is appropriate.

When students are suspended for violations of these guidelines the absences may affect academic standing, promotion, and eligibility for co-curricular and extra-curricular activities including athletics. Please refer to Policy 4-1, Attendance, for further information.

For the prohibited behaviors, the following system-wide disciplinary actions shall be taken (in addition to any consequence enumerated below each behavior, students may be referred to the school counselor, may be banned from school property and/or a parent conference required).

1. Abusive Language and Gestures: Students will not use abusive, profane, obscene, words, signs, gestures, or other acts toward or about any school employee, adult on campus or other student. This provision includes but is not limited to communication through written assignments and/or electronic technology where a connection to the school exists. The administration will also consider whether the conduct being investigated was an act of bullying.

a. Toward a school staff member or other adult on campus.

• First Offense:

- **Elementary:** 0-3 day suspension
- **Secondary:** 0-10 day suspension, 0-6 days for Condensed Academic Terms.

• Second and subsequent Offenses:

- **Elementary:** 1 – 5 day suspension
- **Secondary:** 3-10 day suspension or 2-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for long-term suspension.

b. Toward another student or between students.

• First Offense: (Elementary and Secondary) 0–3 day suspension

• Second and subsequent Offenses: (Elementary and Secondary) 1-5 day suspension, 1-3 days for Condensed Academic Terms.

2. Aggressive Behavior: Students will not engage in any form of aggressive behavior (physical or verbal) against any other student, staff member or other adult in the school, except when the behavior is in self-defense. All assaults must be reported to the principal.

a. Physical violence directed toward any school employee or other adult in the school.

- **Elementary:** 0 - 10 day suspension
- **Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension. Upon returning from a long-term suspension, the student shall not be returned to the teacher's class unless the teacher consents.

b. Physical Violence directed toward a student. Violations include but are not limited to any assault, fight, or attempt to cause physical harm to a student or students by another student or students.

• **Elementary and Secondary**

- **First Offense (where there were no serious injuries, multiple aggressors/participants or disruption to the academic day):** 0-10 day suspension or 0-6 days if on a Condensed Academic Term
- **Second and subsequent Offenses (where there were no serious injuries, multiple aggressors/participants or disruption to the academic day):** 1-10 day suspension or 1-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.
- **For assaults which result in serious injury, those involving multiple aggressors or where disruption to the academic day results:** 10 day suspension, 6 days for Condensed Academic Terms. For secondary students, the administration may consider a recommendation for a long-term suspension.

c. Threats about or directed toward any other student, staff member or other adult in the school: Any physical, verbal, or written threat (including but not limited to threatening gestures, or threats communicated via electronic technology and including threats made outside of school where a connection to the school and/or school work exists) directed toward or about any student, staff member or other adult which threatens force, violence, or disruption, or any sign or act which constitutes a threat of force, violence, or disruption. This includes threats and/or retaliation against a student who is a complaining witness or a witness in a student disciplinary matter.

• **Elementary**

1. Threats toward staff members or other adults in the school – 0- 5 day suspension.

2. Threats toward students

- **First Offense:** 0-5 day suspension
- **Second and subsequent Offenses:** 1-5 day suspension

- **Secondary**

1. Threats toward staff members or other adults in the school - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for long-term suspension, depending upon the severity of the threat.

2. Threats toward students

- **First Offense:** 1-10 day suspension or 1-6 days if on a Condensed Academic Term

- **Second and subsequent Offenses:** 3-10 day suspension or 3- 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension, depending upon the severity of the threat.

d. Verbal Confrontation/Provocation includes approaching another person in a confrontational, provocative or bullying manner. This includes attempts to intimidate or instigate another person to fight or commit other acts of physical aggression.

- **Elementary:** 0-5 day suspension

- **Secondary:** 0-10 day suspension or 1-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

e. Extortion or blackmail includes threats to take the property of another student through the threat of physical harm.

- **Elementary:** 0-5 day suspension

- **Secondary:** 0-10 day suspension or 1-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

f. Behavior that incites a serious disruption to the academic environment includes behavior which encourages other students to join in a potentially volatile situation, or disrupts or has the potential to disrupt the school environment including a failure to disperse at the request of staff.

- **Elementary:** 0-5 day suspension

- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

3. Arson/Use of Fire: A student will neither set fire nor attempt to set fire to anything on school property or participate with others to damage or destroy school property through the use of fire. This includes but not limited to striking matches, flicking cigarette lighters or using any instrument

capable of producing fire on school property or at a school-sponsored or school-related activity that is on or off school property.

- **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

4. Attendance: Students will not leave the assigned area/school grounds without permission or commit other attendance violations (i.e. skipping class and truancy). Students must attend school and every class every day unless there is a lawful absence. Once at school students will remain on campus and in areas designated by school officials at all times. Violations of this rule include being in an unauthorized location within the school.

- **Elementary and Secondary:** 0-2 day suspension and principal discretion which may include additional consequences should the conduct violate other rules in this policy or the bus or school level rules. No more than 2 days of suspension can be assigned to a student for an attendance violation.

5. Bullying: Students will not bully another person on school property. Under North Carolina Law, bullying is “any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics”. Bullying may include, but is not limited to, cyber bullying, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats and may be directed at the same or different individuals. This rule includes hate-motivated behavior (i.e. injuring or intimidating another due to the victim’s race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability). Students who feel bullied, harassed or intimidated at school by an adult or another student or who witness such conduct should immediately report the conduct to an administrator or school counselor. Anonymous reports can also be made through the UCPS App or through the link on a district issued laptop.

Both the accused and victim will be referred to a school counselor.

- **Elementary and Secondary**

- **First Offense:** 0 to 10 day suspension or 0-6 for Condensed Academic Terms
- **Second and subsequent Offenses:** 3-10 day suspension, or 2-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for long-term suspension.

6. Chronic Disruptive Behavior: Students will not engage in behavior which disrupts classroom, school environment, or school activities. This rule does not include situations where the student poses a threat of injury to students or staff which may qualify the student for an alternative disciplinary program, including a disciplinary reassignment.

- **Elementary:** 0-5 day suspension

•**Secondary:** 3-10 day suspension, or 2-6 days for Condensed Academic Terms.

7. Electronic Devices:

Elementary and Middle School: Students will not display cellular phones or electronic/media devices (including smart watches) except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity, from the first bell of the day through the last dismissal bell. Except as identified above, cell phones must be turned off and out of sight (in backpack, pocket, or purse) at all times. Use of a cell phone is defined to include, but is not limited to phone ringing, talking on phone, taking pictures, browsing, gaming and text messaging. Any smart watches (i.e. Apple watch) or electronic tracking devices (i.e. AngelSense) must have all recording/listening capabilities turned off or disabled.

High School: Students will not use cellular phones or electronic/media devices during instructional time except pursuant to an authorized purpose or as an instructional tool under the guidance and direction of a staff member during a school activity. Students may use cellular phones or electronic/media devices during non-instructional times, including class change and lunch, so long as the use is not disruptive to the school environment and the cellular phone or electronic/media device is used in a safe and responsible manner. Any smart watches (i.e. Apple watch) or electronic tracking devices (i.e. AngelSense) must have all recording/listening capabilities turned off or disabled.

The District is not responsible for theft, loss or damage to any electronic/media devices brought onto school property.

•Elementary and Secondary

•**First Offense:** Confiscate item and return to the student at the end of the academic day and notify parent. If use of the electronic device results in violation of other behavioral rule (including but not limited to school based rules) further discipline may be applied.

• **Second and subsequent Offenses:** Confiscate item and return only to parents. Parent conference required and may include 1 day of in-school suspension, after school detention, or Saturday School. Additionally, the student may be prohibited from bringing the item to school for the remainder of the school year, except as authorized in writing by the principal.

Failure to obey the request of a school staff member to hand over an electronic device, shall be considered insubordination.

8. False Alarms: In the absence of an emergency, students will not call/dial 911, signal or set off an automatic signal indicating the existence of an emergency, this rule does not include accidental dialing 911 so long as no disruption occurs.

• Elementary and Secondary

•**First Offense:** 1- 10 day suspension or 1- 6 days if on a Condensed Academic Term

•**Second Offense:** 3- 10 day suspension or 2- 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

9. Firearms and destructive devices: Students will not bring, possess (regardless of the manner received or the length of time possessed) or use a firearm or other explosive/destructive device on a school campus or at a school event wherever held as defined by North Carolina General Statutes § 14-269.2b. All firearms and explosives will be confiscated immediately and turned over to law enforcement.

A firearm includes but is not limited to a starter pistol, gun, rifle, pistol, shotgun, frame, receiver, firearm muffler or silencer (loaded or unloaded) or a destructive device. An explosive/destructive device includes but is not limited to an explosive, incendiary, poison gas, bomb, grenade, rocket with a propellant charge of more than 4 ounces, a missile with a charge of more than ¼ ounce, mine or similar device.

- **Elementary and Secondary:** A suspension of 365 days shall be imposed for violations of this rule pursuant to the Gun-Free Schools Act, 20 U.S.C. 7961. Upon recommendation of the Superintendent, the Board of Education may modify this consequence after a review of the facts and circumstances surrounding the incident and considering alternative educational options for the student.

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed herein (See Rules 9 and 23). A student who finds a weapon or weapon-like item, who witnesses another student or other person with such items, or becomes aware that another student or other person intends to possess, handle or use such items, must notify a teacher or principal immediately. Failure to do so may result in disciplinary action up to and including a maximum of 10 day suspension or 6 days if on a Condensed Academic Term. The Superintendent and Board shall not impose a 365 day suspension if it is determined that the student took possession of, received or found the firearm or destructive device on campus, provided that the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee and had no intent to use it in a harmful or threatening way.

10. Hazing: Students will not engage in hazing which is defined as “to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group including any society, athletic team, fraternity or sorority, or other similar group.” For purposes of this policy, hazing may include annoying any student by playing tricks, frightening, scolding, beating or harassing, or subject him/her to personal indignity. Per North Carolina General § 14-35 hazing is strictly forbidden on campus and at all off campus school events.

- **Elementary and Secondary:** 0-10 day suspension, 0-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for long-term suspension.

- Students convicted of Class 2 misdemeanor hazing may be recommended for expulsion.

11. Illegal/Unauthorized Substances: Students will not possess, use, be under the influence of, sell, deliver, manufacture, or distribute any of the following substances on school property. All substances will be immediately confiscated and provided either to law enforcement or a parent, as appropriate.

- Narcotic drugs;
- Hallucinogenic drugs;
- Amphetamines;
- Barbiturates;
- Marijuana;

- Synthetic stimulants, such as MDPB and mephedrone (e.g., “bath salts”), and synthetic cannabinoids (e.g., “Spice,” “K2”);
- Any other controlled substance;
- Any alcoholic beverage, malt beverage, fortified or unfortified wine, or other intoxicating liquor;
- Any chemicals, substances, or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior;
- Any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under state or federal law; or
- Counterfeit (fake) substances.

a. Over-the-Counter Medication: Without proper medical authorization, students shall not transport over-the-counter medication to or from school or have such medication in their possession at any time without meeting conditions prescribed by the Board. All properly approved over-the-counter medication will be provided to the school nurse. Over-the-counter medication include essential oils. CBD Oil may not be possessed without a prescription from a medical professional and a completed medical authorization form (see Rule 11b below for use, share/distribute, and possession of CBD Oil).

1. Being under the influence:

- **Elementary and Secondary:** 0-5 day suspension or 0-3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension for insubordination)

2. Possession:

- **Elementary and Secondary:** 0-5 day suspension or 0-3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension for insubordination)

3. Use at School:

- **Elementary and Secondary:** 0-5 day suspension or 0-3 days if on a Condensed Academic Term.
- Required drug education class (failure to attend may result in additional days of suspension for insubordination)

4. Share/Sell/Distribute:

- **Elementary and Secondary:** 1-5 day suspension or 1-3 days if on a Condensed Academic Term. The administration may make a recommendation for a long-term suspension

- Required drug education class (failure to attend may result in additional days of suspension for insubordination)

b. Prescription Medication: All medication will be provided to the school nurse and properly stored, unless the student possesses properly approved self-carry documentation. Without proper medical authorization, students shall not transport prescription to or from school or have medication in their possession at any time without meeting conditions prescribed by the Board.

1. Possession or use of prescription medication without proper authorization: (Possession and use only; this does NOT include distribution). Upon arrival to school, the student must secure provide the medication immediately to a school staff member. Failing to do so is a violation of this rule.

•Elementary and Secondary:

•First Offense – 0-3 day suspension or 0-2 days if on a Condensed Academic Term. Required drug education class (failure to attend may result in additional days of suspension for insubordination)

•Second Offense - 0-5 day suspension or 0-3 days if on a Condensed Academic Term. Required drug education class (failure to attend may result in additional days of suspension for insubordination)

2. Under the Influence of prescription medication without proper authorization:

•Elementary and Secondary: 0 - 5 day suspension or 0- 3 days if on a Condensed Academic Term.

- Required drug education class (failure to attend may result in additional days of suspension for insubordination)

•Suspension is not warranted when a student comes to campus under the influence when used in compliance with the directions of a valid prescription.

3. Share/Sell/Distribute:

•Elementary and Secondary: 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

- Required drug education class (failure to attend may result in additional days of suspension for insubordination)

c. Alcohol (Includes but is not limited to wine, beer, non-alcoholic beer, and energy drinks containing alcohol)

•Under the influence, possession or use on school property, as defined above:

•Elementary and Secondary:

- First Offense** – 3-10 day suspension or 3-6 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination)

- Second and subsequent Offenses** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination)

•**Share/Sell/Distribute:**

- Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

- Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination)

d. Tobacco Products: Students will not possess, use, sell or distribute tobacco products on school property (as defined above). For rolling papers, see drug paraphernalia below. All tobacco products, including but not limited to cigars, cigarettes, electronic cigarettes (including but not limited to vape pens and devices such as Juuls), snuff, chew packets, and all lighted and smokeless tobacco and/or nicotine products are prohibited and will be confiscated.

•**Possession**

•**Elementary and Secondary:**

- First Offense:** 1 – 6 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination.

- Second and subsequent Offenses:** 3 - 6 day suspension and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination.

•**Use, Sell/Distribute**

•**Secondary:**

- First Offense:** 1-10 day suspension or 1-6 days if on a Condensed Academic Term and required Tobacco Education class. Use, sale or distribution electronic cigarettes (including but not limited to vape pens and devices such as Juuls) will result in a 3-10 day suspension or 3-6 days if on a Condensed Academic Term and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination. If the preponderance of the evidence is that the electronic cigarette contains an oil including THC Rule 11e below will apply.

- Second and subsequent offenses:** 5-10 day suspension or 3-6 days if on a Condensed Academic Term and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination. Use, sale or distribution electronic cigarettes (including but not limited to vape pens and devices such as Juuls) will result in a 10 day suspension or 6 days if on a Condensed Academic Term and required Tobacco Education class. Failure to complete tobacco education class will result in additional days of suspension for insubordination.

e. Illegal Drugs, Counterfeit or Synthetic Drugs: Including huffing materials (including the misuse of inhalants), Drug Paraphernalia (including but not limited to rolling papers, bongs, pipes and scales) and the misuse of chemical/material (organic or otherwise) that causes or is purported to cause a hallucinogenic/mind altering effect or might bring about a state of exhilaration, euphoria or of otherwise altering student's mood or behavior.

•**Under the Influence, Use or Possession**

- Elementary:** 0-10 day suspension.

•**Secondary:**

•**First Offense** – 5 - 10 day suspension or 3 - 6 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination).

•**Second and subsequent Offenses** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination)

•**Possession of paraphernalia**

- Elementary:** 0-10 day suspension.

•**Secondary:**

•**First Offense** – 5 - 10 day suspension or 3 - 6 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination).

•**Second and subsequent Offenses** - 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for long-term suspension. Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination)

•**Share/Sell/Distribute (Actual or Attempt) or possession with intent to distribute of Illegal Drugs, Counterfeit or Synthetic Drugs, Huffing materials/inhalants or other Chemical/material (organic or otherwise)** including the possession of a large quantity

or of more than one individually wrapped package will be considered evidence that the student intended to sell or distribute the substance).

- Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may make a recommendation for long-term suspension.

- Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination)

•**Share/Sell/Distribute (Actual or Attempt) of drug paraphernalia.**

- Elementary and Secondary:** –2-5 day suspension or 1 - 3 days if on a Condensed Academic Term. Required drug/alcohol education class (failure to attend may result in additional days of suspension for insubordination)

12. Insubordination: A student will obey the lawful direction of any authorized staff member or adult while in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner. This includes but is not limited to, complying with the direction or instruction of a staff member, not walking away from a staff member while being spoken to, and speaking to staff in an appropriate manner.

- Please see school level rules for the consequence.

13. Misrepresentation: A student will be honest and submit his/her own work.

a. Cheating: Violating rules of honesty and Honor Codes, including but not limited to plagiarism or copying another student's test or assignment is prohibited.

b. Altering Report Cards or notes: Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses is prohibited.

c. False information: Making false statements, written or oral, to anyone in authority is prohibited.

- Please see school level rules for the consequence.

14. Nuisance Items: Students will not possess or use nuisance items including but not limited to: laser pointers, matches, cigarette lighters, empty shells, or other like items on school property as defined above. Nuisance items kept in locked private vehicles are exempt. No skateboards are allowed on campus at any time. All nuisance items will be immediately confiscated and returned to the parent where appropriate. Any nuisance item that results in property damage to the school system or individual will require restitution by the parents of the perpetrator. The District is not responsible for theft, loss or damage to any nuisance items brought onto school property.

- Elementary and Secondary:**

- First Offense:** Confiscate item and return only to parents.

•**Second and subsequent Offenses:** 1-5 day suspension, 1-3 days for Condensed Academic Terms.

15. Persistently Dangerous Students: Students, over the age of 14, will not engage in behavior that constitutes a clear threat to the safety of other students or employees as defined in North Carolina Law. Examples include, but are not limited to, multiple rule violations for assault, the sale or distribution of illegal drugs, gang related activities, possession of weapons and inappropriate sexual behavior. A single act may be so severe as to fall within this rule. This rule also applies to students who are registered sex offenders (who will be constantly supervised, if allowed to attend any educational program).

•Violation of this section may result in a disciplinary reassignment, long-term suspension, 365-day suspension, or expulsion dependent upon the severity of the offense.

16. Sexual Behavior/Graphic Materials: Students will not engage in any sexual activity or possess sexually graphic or violent materials on school property as defined above.

a. Indecent Exposure: Students will not expose private body parts on school property.

• **Elementary:**

•**First Offense:** 0-3 day suspension

•**Second and subsequent Offenses:** 1-5 day suspension

•**Secondary:**

•**First Offense:** 1- 5 day suspension, or 1-3 days suspension for Condensed Academic Terms.

•**Second and subsequent Offenses:** 5- 10 day suspension, or 3-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

b. Consensual Sexual Activity: Students will not engage in consensual sexual activity on school property. Consensual means all parties are willing participants in the activity.

•**Elementary and Secondary:**

•**First Offense:** 3-10 day suspension or 2-6 days for Condensed Academic Terms.

•**Second and subsequent Offenses:** 5-10 day suspension, or 3-6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

c. Sexual Assault/Battery: Students will not engage or attempt to engage in sexual activity with another person by force, threat or fear.

•**Elementary and Secondary:** 5-10 day suspension, or 3-6 days for Condensed Academic Terms. For secondary students, the administration may make a recommendation for long-term suspension. The principal will refer to school counselor and contact parent.

d. Possession of Pornographic, Profane and/or Violent Material: Students will not possess or access any pornographic, profane, sexually explicit or graphically violent materials, including but not limited to pictures, magazines, drawings, websites, email or text messages, images, or sexually explicit or graphically violent materials (including documents or instructions concerning the creations and/or use of a weapon).

•**Elementary:** 0-3 day suspension

• **Secondary:**

• **First Offense:** 3-5 day suspension, or 2-3 days for Condensed Academic Terms.

• **Second and subsequent Offenses:** 10 day suspension, 6 days for Condensed Academic Terms. For secondary students, after the second offense the administration may consider a recommendation for a long-term suspension.

17. Sexual Harassment: Students will not engage in behavior which sexually harasses another person on school property. Prohibitive behavior includes but is not limited to the following conduct committed against another student, a staff member or any adult in the school:

1. Any “unwelcome” contact of a sexual nature with another’s body.
2. Any suggestive comments, propositions or gestures.
3. Any sexually provocative commentaries about the body.
4. Any suggestive writings, artworks, or notes.
5. Any slurs or innuendos.

• **Elementary and Secondary:**

• **First Offense:** 3-5 day suspension, 2-3 days for Condensed Academic Terms and counseling at the school level.

• **Second and subsequent Offenses or when two or more students are engaged in this type of behavior against another person or when one student engages in this type of behavior against multiple persons:** 10 day suspension, 6 days for Condensed Academic Terms. For secondary students, the administration may consider a recommendation for a long-term suspension. *The UCPS Title IX Coordinator, and law enforcement shall be notified.*

18. Student Dress: A student will maintain personal attire that promotes safety, health and acceptable standards of social conduct, and is not disruptive to the educational environment. This includes student clothing that materially and substantially disrupts classes or school activities, including but not limited to gang-related articles of clothing. Please see the dress code at your school.

• Please see school level rule for consequences.

19. Act of Terror/Bomb Threats: Students will not engage in any of the following:

- make, aide, conspire, and/or abet in making a terrorist threat or perpetrating a terrorist hoax against school district property by making a false report that a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person is located on school property as defined above, or possessing, bringing onto school property, concealing, placing, disseminating, or displaying (or threatening any of the above) a device, machine, instrument, artifact, letter, package, material, or substance on school property as defined above with the intent to cause others to believe the device is a substance or material capable of causing harmful or life-threatening illness or injury to another person regardless of whether the student intends to or has the means to carry out the threat;
 - threaten to commit on school property as defined above an act of terror that is likely to cause death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity which actually causes such disruption (this includes but is not limited to making a bomb threat); or
 - make a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on school property as defined above an act of terror that is likely to cause serious injury or death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption (this includes but is not limited to making a bomb threat);
 - perpetrate a bomb hoax by concealing, placing, or displaying any device on school system property or at a school system event, so as to cause any person reasonably to believe the same to be a bomb or similar device intended to cause injury to persons or property; or
 - threaten to commit an act of mass violence on school property or at a school system event, regardless of whether the student intends to or has the means to carry out the threat;
 - make a report, knowing or having reason to know the report is false, that an act of mass violence is going to occur on school property or at a school system event;
 - make a report, knowing or having reason to know the report is false, that a device, substance, or material designed to cause harmful or life threatening injury to another person is located on school system property or at a school system event;
 - conceal, place, disseminate, or display on school system property or at a school system event any device, substance, or material, so as to cause a reasonable person to believe the same to be a weapon of mass destruction or to be intended to cause harmful or life-threatening illness or injury to another person; or
 - Conspire to commit any of the above-described acts.
- **Elementary and Secondary:** 10 day suspension or 6 days if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

No student may knowingly or willfully cause, encourage, or aid another student to make or engage in any of the activities defined under Rules 8 or 19 (False Alarm and Bomb Threats). Any student who becomes aware that another student or other person intends to violate either of these rules must notify a teacher or principal immediately.

- Failure to do so may result in disciplinary action up to and including a maximum of 10 days of suspension (6 days for Condensed Academic Terms).

20. Theft / Robbery: Students will not steal the property of the school, school employees, students or any other person. Theft is the taking of someone else' property and robbery requires the use of force or threat of violence.

- **Elementary:** 0-5 day suspension for theft and 3-10 for robbery

- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term for theft and 5-10 days or 3-6 if on a Condensed Academic Term for robbery. For secondary students, after the second offense of theft or the first offense of robbery where violence is involved the administration may make a recommendation for a long-term suspension.

21. Trespassing/Breaking and Entering: A student will not enter school property or a school; facility without proper authority. This rule includes entering any school during a period of suspension.

- **Elementary:** 0-5 day suspension

- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for a long-term suspension.

22. Unauthorized Use of Technology: A student shall refrain from the inappropriate use of district owned technology or from using the district provided electronic communications and wireless connection network without proper authority. This includes authorized use of sign on / log on codes and unauthorized attempts to contact any district computer site from any computer. Violations of other rules through the unauthorized use of technology will be considered under both rules. Repeated violations of this rule may result in technology privileges being limited or removed.

- **Elementary:** 0-5 day suspension

- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term.

23. Weapons (not including firearms and explosives): Students will not possess, handle, use, or transmit, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon (including toys) or could be used as a weapon and any object thrown from a bus. All weapons will be confiscated immediately and turned over to law enforcement. Weapons include all of the following:

Knife, including a pocket knife, bowie knife, box cutters and other types of utility blades, switchblade, dirk, dagger or machete; slingshot; leaded cane; blackjack; metal knuckles or nun-chucks; BB gun; air rifle or air pistol; blowgun, stun gun or other electric shock weapon (i.e. Taser); ice pick; defensive sprays; razor or razor blade (except solely for personal shaving); mace, pepper spray, and other personal defense spray, nuclear, biological, or chemical weapons of mass destruction as defined in G.S. 14-288.21(c) compound bow or other archery equipment; live ammunition (shotgun shells, bullets, etc.), not used for instructional purposes and under the supervision of school staff; fireworks; and any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.

This section does not apply to students who are members of the Reserve Officer Training Corps (ROTC) and who are required to carry arms or weapons in the discharge of their official class duties; nor does this apply to weapons used in school-approved instruction ceremonies.

The school administration will consider if the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee as a mitigating factor.

- **Possession:**

- **Elementary:** Regardless of the manner in which received and the length of time the weapon is possessed: 0-10 day suspension
- **Secondary:** Regardless of the manner in which received and the length of time the weapon is possessed: 3-10 day suspension or 2-6 days if on a Condensed Academic Term.

- **Use of weapon:**

- **Elementary and Secondary:** 5-10 day suspension and 3-6 if on a Condensed Academic Term. For secondary students, the administration may consider a recommendation for a long-term suspension.

24. Vandalism: Students will not vandalize property owned by the school system, school staff or other students.

- **Elementary:** 0-5 day suspension
- **Secondary:** 0-10 day suspension or 0-6 days if on a Condensed Academic Term. For secondary students, after the second offense the administration may make a recommendation for a long-term suspension.