**Charles England Elementary School**

**111 Cornelia Street \* Lexington, NC 27292**

**Phone: 336-242-1552 \* Fax: 336-242-1252**

**Learn.Grow.Lead**

**Katiana Desgrottes Nathan Tongel**

**Interim Principal Assistant Principal**

**Student Handbook: Revised 2023-2024**

**Accidents/Allergies**

In the event of an accident or emergency, we will contact the Davidson County Ambulance Service to transport the student to the hospital and notify the parent or guardian. **It is imperative that you keep the school informed of any change in address or telephone numbers so your child can be treated promptly. If your child has any known allergies, please let us know.**

**Admission to School**

For admission to school **the following must be provided:**

1. Physical examination
2. Immunization record
3. Birth certificate
4. 2 proofs of residency

According to North Carolina State Law, G.S. 130-A-440, every child in this state entering kindergarten in the public schools must have a current health assessment and be up to date on all immunizations. It is important to note that your child could be suspended from school if these documents are not provided.

**Attendance/Absences**

It is important that your child attends school every day possible. The school is required to notify you when your child accumulates 3, 6, and 10 unexcused days via letters generated through our automated system. Students must bring a written excuse from their parent /guardian and/or the doctor stating the reason for the absence. Failure to do so will result in the absence being recorded as unexcused. The attendance policy has been added to the Lexington City Schools Promotion/Retention Policy. This policy can be found on our district website.

**Behavior/Discipline/Code of Conduct**

To maintain a safe and orderly environment, it is important that all students follow basic school rules. Each classroom will have a classroom management system in place to deal with most minor undesired behaviors in the classroom. When problems are severe or students repeat the same behavior, the teacher will send a behavior referral to the office. Consequences of an office referral can include conference with an administrator, parent conferences, temporary placement in another class/or office, or other appropriate actions based on our Student Code of Conduct. **Lexington City Schools’ Code of Conduct** has been adopted and approved by our School Board **(Attached)**.

**Birthday**

If arranged with the classroom teacher, a parent may bring in items to celebrate a student’s birthday. All food items must be store bought.

**Breakfast**

Breakfast will be served to all students from 7:00 – 7:30. Breakfast is free to all students.

**Bus**

Students who ride the bus are expected to follow bus rules that will be discussed the first week of school. When a child breaks a bus rule, the bus driver will submit a report to the school office. All reports will be investigated by an administrator and if need be the transportation office and Mr. Miller, Assistant Superintendent. Consequences can include a warning, disciplinary action, and/or bus suspension as deemed appropriate by the administration. Riding the bus is a necessity to get our children to and from school. However, when safety is compromised, riding the bus can be taken away from students who continually misbehave, disrupt and cause an unsafe environment for passengers and the driver. Students who continue to misbehave could be suspended from the bus for the rest of the school year as deemed necessary by administration.**(See additional Bus Safety information at the end of this handbook).**

**\*\*\*NO TRANSPORTATION CHANGES WILL BE MADE AFTER 1:45.\*\*\***

**Calling the School**

When you need to call a staff member feel free to call the office. We will not be able to forward calls to the classroom. A message will be given to the staff member for them to call you back. We encourage you to write notes or email the teacher when possible since they can be handled more quickly and efficiently in most cases. Children are not allowed to receive calls directly at school.

**Cancellation of School**

If inclement weather prohibits the opening of school, an announcement will be made on the local radio station WKOQ-FM/WLXN-AM and on television stations WGHP Channel 8, WXII Channel 12, WXLV Channel 45, WFMY Channel 2, School Messenger, district website, and LCS Twitter page. If it becomes necessary to close school during the school day because of bad weather, an announcement will be made on the website, local radio and TV stations as well.

**Car Riders**

**Morning**: Morning car riders should enter Cornelia Street from Raleigh Rd. /W. Martin Luther King Jr. Blvd. Students should remain in their cars until a staff member opens the car door. Students will be admitted to the building through the cafeteria doors from 7:00 to 7:30. After this time, students must be driven around to the front entrance and escorted in by a parent for a tardy pass.

**Afternoon**: Car riders will dismiss at 2:20. Please use the Raleigh Rd. /W. Martin Luther King Jr. Blvd. to Cornelia Street entrance and stay in your car. We will give you a sign with your child’s name on it to display in your window to assist us in a safe and fast dismissal. You must have the car rider sign in order to pick up your child. Please pull up close to the curb. Staff members will assist with loading students in vehicles. Students not picked up by 2:45 must be signed out from the front office.

**Cell Phone Policy:** We will adhere to the **LCS policy 5.3.4.7** Radios, CD/DVD Players, Ipods, Beepers, Cell Phones or Other Electronic Communication Devices. Additionally, any student who chooses not to abide by this policy will receive the necessary consequences as deemed by administration. Should an item be confiscated from the student, the parent must come to the school to retrieve it.

**Child Protective Services**

State law requires any citizen who suspects a child is being abused or neglected, make a report to Child Protective Services. Regardless of where a report is made, social workers are permitted to come to the school to interview children about various allegations. The school is not at liberty to discuss any reports made to Child Protective Services since all calls are confidential and many are anonymous.

**Conferences**

Parent/Teacher conferences are held in the fall and spring. Parents are strongly encouraged to attend these conferences. Transportation and translators are available upon request. Additional conferences upon request.

**Contact Information**

It is important that you give us several ways to reach you in case of an emergency. If your phone number is changed or disconnected, please give us the number of a friend or relative. **If we can’t reach you in the case of a true emergency (children left at school, medical emergencies, etc.), we will contact local law enforcement officials or Child Protective Services for assistance.**

**Dismissal**

Car riders and walkers will be dismissed at 2:20 pm. We will begin calling individual buses as soon as car riders are out of the hall. For safety reasons, students will not be dismissed from the bus lot area or from the bus line. You must come into the office, present picture identification, and sign your child out. It will count as an early dismissal if your child is signed out before 2:20.

* **If you must call to make a change in how your child will go home, please try to do so before 1:00 pm. This will allow us plenty of time to contact the teacher prior to dismissal beginning.**
* Parents/legal guardians must **send a note** to the teacher if there is to be a change in the way a child is to go home. If a child does not have a note, he/she will go home in the usual manner. We will not take the child’s word that there is a change in the way they are to go home.

**Dress Code**

SMOD is no longer a policy with LCS. However, there are guidelines by which students and parents must adhere to. All LCS students must adhere to the dress code policy. (**Attached)**

**Early Dismissal**

There will be several early dismissal days for Lexington City Schools. CEES will dismiss at 11:30 am on those days.

**Early Sign-Out**

Students who must leave school before the end of the school day have to be signed out in the office by an adult. Also, leaving early takes instructional time away from the student. **Students can not be signed out after 1:45 due to safety reasons.**

**Grade Placement**

According to NC state law, the principal will consult with the classroom teacher, parent, and any other adult who serves that particular student to discuss grade placement.

**Head Lice (revised)**

Head Lice Control

Any student identified with head lice will be sent home at the time live bugs are found for treatment of the lice and removal of nits (eggs) from the hair. A packet containing lice and nit removal instructions will be sent home for the parents. It should be counted as an excused absence if a student is sent home prior to having been at school long enough to get counted present for the day. Students should return to school no later than the following day. **Returning students should be accompanied by an adult and report to the school office to be screened again by the school designee for any remaining live lice.** If live lice are found after being checked, the student should return home for an oil treatment or other alternative non-chemical treatment. It will be treated as the same occurrence. A student will be excused no more than two (2) back-to-back days for three (3) occurrences due to the presence of live lice. The family will be referred to the school nurse and/or student services (social worker or school counselor) for assistance as needed to review treatment and removal efforts, give suggestions to remedy the problem, and assist the family with a plan. All unexcused absences are subject to the consequences as set forth in the Lexington City Schools' attendance policy. Every effort should be made to keep the child in attendance to remain on track academically.

**Health Problems**

If your child has allergies, asthma, or other chronic medical problems that require special care, please provide the teacher with this important information. If medication is required, make sure to have a doctor fill out the long-term medication form (available in the office), and bring the form along with the medication to the office. We do not have access to any medication for these emergencies except for what you provide. If your child is to be excluded partially or completely from physical education, we must have a statement from the physician.

**Health Services**

A Health Department nurse will be in our school on designated days. During the year, we will give routine sight and hearing tests to students. The nurse will contact the home when she feels medical attention is needed. Medical care is the responsibility of the parent/guardian.

**Homework**

Please encourage your child with homework assignments each night as assigned by the teacher. You can help your child with homework by establishing a consistent homework time in a quiet place. Be helpful, but be careful not to do the work yourself. Students will be expected to do all assigned homework as well as read each night (Monday-Thursday).

**Insurance**

If you wish to purchase school insurance for your child, please contact the school office for more information.

**Lunch**

We encourage you to allow your child to eat a hot lunch in our cafeteria daily. Your child may bring his/her lunch if you so choose. Lexington City Schools has adopted the Community Eligibility Provision Program which allows each student to eat lunch free of charge. **Please note: Soft drinks and glass containers are strongly discouraged for student lunches.** Adult lunch is on a “price per item” basis. If students wish to purchase snacks they may do so with a charge.

**Make-up Packets**

Student make-up packets will no longer be given at the end of the school year. When a student has returned to school from any absence, the teacher will give make-up work and allow the student the opportunity and time to complete it. The teacher shall communicate a deadline for the submission of missed assignments (within the same quarter) of days missed, if possible. (i.e. 5 days, 10 days, etc.) \*Other provisions may be put in place to make up for instructional “seat time” (i.e. tutoring).

**Medications**

When necessary, students can take prescription medication at school. All medications must be brought to school and picked up from school by an adult. All medication must be brought to the front office of the school. Children are not allowed to carry medications. Prescription medications must have a complete label on the bottle. Medication must be prescribed by a physician and provided by the parent. Parents/legal guardians must provide written consent with detailed directions for administration of non-prescription medicine.

**\*School Staff will not give any medications based on consent given over the telephone.**

(Students with severe asthma are allowed to carry their inhaler as needed.)

**North Carolina Read To Achieve:**

House Bill 950 S.L. 2012-142 Section 7A

The North Carolina Read to Achieve program is a part of the Excellent Public Schools Act which became law in July 2012 and applies to all schools at the beginning of the 2013-2014 school year. The law can be accessed through the following link:

http:/[www.ncleg.net/Sessions/2011/Bills/House/PDF/H950v7.pdf](http://www.ncleg.net/Sessions/2011/Bills/House/PDF/H950v7.pdf)

The goal of the State is to ensure that every student read at or above grade level by the end of third grade. Any 3rd grader not reading at a proficient level on the end-of-grade tests will go through the following process:

1. Student will be retested (If the student fails to reach proficiency on the 2nd test then...)
2. Student will be invited to a free summer reading camp to help improve their reading skills.
3. Student will be tested at the end of camp. If a student is still not proficient, then they will receive a retention label and be placed in a class for the following year where they will receive 90 minutes of uninterrupted reading instruction daily.

* Enrollment in Summer Camp is the decision of the parent. If the choice is not to enroll in Summer Camp, the student maintains a 3rd grade placement label until all RTA requirements are met.

**Personal Property**

Please label all personal items (clothing, lunch boxes, etc) with your child’s name. Lost items labeled with a name will be returned promptly. Unclaimed items will be kept in the lost and found. At the end of the school year, unclaimed items may be donated to charity or discarded.

**Positive Behavior Referrals/Bee Somebody**

Students may be referred to the office for exhibiting outstanding behavior, character or manners. These students will be recognized by having their names announced over the intercom and will receive a certificate. Students are frequently referred for their outstanding behavior for the **BEE SOMEBODY AWARD** throughout our system and they are recognized at our monthly board meeting.

**Progress Reports will be sent home in student folders.**

**PTO**

We are fortunate to have a Parent Teacher Organization to work on behalf of our students. We encourage you to be actively involved with our PTO and your child’s education.

**Quarterly Assessments and EOGs**

Students will be formally assessed at the end of the first, second, third and fourth nine weeks in order to monitor their academic progress.

**Report Cards**

Report cards will be sent home in Friday folders/or given at Parent/Teacher Conferences at the end of each quarter.

**Safety Drills**

As required by law, we will have a minimum of one *fire drill* per month to make sure students are prepared to exit the building quickly and safely in the case of a true emergency. We will also have *severe weather drills* to assume a safe position inside the building. In addition to these drills, we will rehearse procedures for other emergency situations. We will rehearse an Intruder *Lockdown Drill* where students will be secured in their rooms and placed in a safe location of the room. We take each of these drills very seriously and we expect the students and staff to do the same. Our goal is their safety in any unforeseeable situation. If you have any questions about these drills, please contact the office.

**School Day**

The school day officially begins at 7:30 and ends at 2:20. Students may enter the building at 7:00. Teacher instruction begins at 7:30. Breakfast will be served free to all students. Students arriving after 7:30 will be marked tardy. We encourage that students not be picked up prior to 2:20. Students with medical or dental appointments may be excused with a doctor’s note. Please remember to bring a note from the doctor.

**School Property**

School Board Policy states that students have a responsibility for proper care of all school property and buildings. If books, equipment, furniture and supplies are destroyed or damaged, consequences will be determined by administration.

**Special Education Services**

If you believe your child is struggling and may qualify for some help through special education services, please contact your child’s teacher or the principal. The referral process will be explained and pursued if appropriate. Services for qualified students can include small class time, work on individual goals, speech/language therapy, occupational therapy, physical therapy, and other specific services as specified in an individual education plan.

**Tardy**

Students are marked tardy when they arrive after the 7:30 bell. Students who are late will need to check in at the front desk. Students who are tardy will miss the beginning of teacher instruction which begins promptly at 7:30.

**Telephones**

Students are not permitted to make telephone calls. In emergency situations, parents will be contacted by the school office.

**Toys**

**Students are not permitted to bring toys of any kind to school.** Any items brought to school will be taken and kept in the office until a parent is able to pick item(s) up. **Please see policy 5.3.4.7.**

**Transportation Changes**

If your child will need to go home a different way than usual, please send a note to your child’s teacher. **Students will not be allowed to make any changes without a note**. If you need to make an emergency change please call the office before 2:00 to request a change.

**\*\*\*NO TRANSPORTATION CHANGES WILL BE MADE AFTER 1:45.\*\*\***

**Visitors (This depends on our Covid Policy.)**

Parents and other visitors are always welcome at our school. All guests are required to ring the front bell to gain entrance to school. Visitors must report to the front office to sign in and receive a visitor’s sticker. Any guest in the building without a sticker will be escorted to the office by a staff member to sign in properly. Conferences, classroom observations, and volunteering must be scheduled in advance through the teacher or office staff.

**Volunteers**

Volunteers are always welcome at our school. Lexington City Schools’ first priority is to provide a safe learning environment for all students and staff. All volunteers will be asked to have a criminal background check completed prior to any volunteering activity, including but not limited to, individual and/or small group tutoring, chaperoning field trips, etc. The fee for this screening, $15.00 (subject to change), will be the responsibility of the applicant. If you are interested in volunteering at our school, please contact Ms. Ramelle Shuler at the Lexington City Schools’ central office located at 1010 Fair Street. For more information, please call Ms. Shuler at (336)242-1527.

**Website**

Please check the Lexington City Schools Website at [www.lexcs.org](http://www.lexcs.org) often. There will be current system news as well as school news posted. Teachers will also have their own class web page that can be accessed through the system website.

All of our school board policies can be found on our district website. [www.lexcs.org](http://www.lexcs.org)

We had two new policies for Lexington City Schools to be implemented beginning the 2019-2020 school year, The Student Dress Code and The Student Code of Conduct. The QR codes are below for both policies.

The Family Engagement Policy is attached as well.

**Please visit often and ask if you have any questions! We are here to help and support you and your child.**

# Student Dress Code

* **LEXINGTON CITY SCHOOLS   
  STUDENT DRESS CODE**The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:
  + violates a reasonable dress code adopted and publicized by the school;
  + is substantially disruptive (for information on gang-related attire, see policy 5.3.4.10 LSHS Policy on Gangs and Gang Activity);
  + is provocative or obscene; or
  + endangers the health or safety of the student or others.
* Before Before receiving disciplinary consequences, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Policy 5.3.4 Consequences for Violations of Student Behavior Policies. The superintendent or designee shall list within the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.
  + Lexington City Schools prohibits clothing which is sexually suggestive, provocative, or revealing or contain suggestive or provocative messages. Examples include but are not limited to:
  + Bare midriff tops
  + Halter tops, off-the-shoulder tops or spaghetti strap tops that show cleavage
  + Short shorts or low-cut pants that are revealing or show under garments
  + Swim wear or tube tops
  + Muscle shirts
  + Pajamas and slippers with fuzz or lace
  + Pants that expose undergarments, sagging or baggy
  + Leggings without proper length covering garment
* Lexington City Schools prohibits clothing that is unsafe, dangerous, or hazardous to health. This includes but is not limited to:
  + Facial piercing that becomes a safety issue for other students or staff
  + Socks or sock-like footwear without shoes or slippers
  + Shoes that have open heels or without straps including slides and flip flops
  + Sunglasses in the classroom
  + Hats worn in the classroom
  + Lexington City Schools prohibits clothing and jewelry that advertise tobacco, alcohol, drugs or other illegal substances, illegal acts, weapons, or that promote violence.
  + Lexington City Schools prohibits any outward appearance of gang-related clothing that, upon specific guidance of law enforcement agencies, is considered gang-related. Due to changing trends in gang attire, clothing, jewelry, accessories, and grooming styles, restrictions may change as necessary. Examples include but are not limited to:
  + Shorts when worn with socks touching the bottom hem of the shorts
  + Spikes or chains on any article of clothing
  + Head coverings such as hats, visors, bandanas, caps, hair nets, and scarves (except for medical or religious reasons)
  + Monikers or other gang markings
  + Jewelry/buckles with gang symbols or initials other than your own
  + Visible tattoos (gang, prison, or obscene), piercings, eyebrow cutting
  + Steel-toed shoes or boots
  + Student backpacks, notebooks, folders, or other carrying bags that display graffiti, obscene symbols, signs, slogans, alcohol, drugs, tobacco, or degrading depictions.
* The “fingertip” rule will be applied in cases of length garments should be below the student’s finger tips when arms are positioned naturally along the side. This includes shorts, dresses, skirts, and garments worn as a top over leggings and other such apparel.  
  Exceptions may be made at the elementary level based on principal discretion.  
  This policy does not apply to school-sanctioned uniforms and costumes approved for athletics, choral, band, dance, or dramatic performances. Except as specifically noted in this policy based on an exception or accommodation, this policy applies at all times when students are present on school property or in attendance at official, school-sponsored events.

**VIOLATIONS OF THE CODE OF CONDUCT**

The following rules for conduct apply to all students, and the violation of the rules will result in consequences as described below. In appropriate circumstances the principal is granted the authority to exercise his/her good judgment and apply a greater or lesser consequence than those stated here. Principals must consult their School Support Officer (SSO) prior to suspending a student out of school for more than five (5) consecutive days. Aggravating circumstances may result in more severe consequences than listed for the specific rule violation.

**Rule 1. Trespassing** – Students shall not willfully enter or remain in any school structure, conveyance or property without having been authorized by school personnel. No student shall be on the campus of another school other than his or her assigned school without the knowledge and consent of the officials of the school he or she is visiting. No student shall refuse to depart from the property of Lexington City Schools after being requested to do so.

**Consequences**

| **Elementary**  In-school disciplinary action up to 1 day OSS. | **Middle School**  In-school disciplinary action up to 3 days OSS. Law enforcement may be called. | **High School**  In-school disciplinary action up to 3 days OSS. Law enforcement may be called. |
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**Rule 2. Attendance** – Students shall follow State and local attendance guidelines and attend classes in a timely and regular fashion.

1. **Skipping (not coming to school) school in whole or in part** - Students shall come to school and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to be absent by the principal or his/her designee or they have an absence that is excused pursuant to State guidelines and Board policy for attendance.

**Consequences**

| **Elementary**  In-school disciplinary action including Saturday or before/after school detention. | **Middle School**  In-school disciplinary action, including Saturday or before/after school detention up to ISS. | **High School**  In-school disciplinary action, including Saturday or before/after school detention up to ISS. |
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1. **Skipping (leaving school once present) school in whole or in part --** Students shall come to school, remain at school once they have arrived and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to do otherwise by the principal or his/her designee.

**Consequences**

| **Elementary**  In-school disciplinary action. | **Middle School**  In-school disciplinary action up to 1 day OSS. | **High School**  In-school disciplinary action up to 2 days OSS. |
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1. **Unexcused Tardies in Homeroom, A/A Period and/or Assigned Classes** – Students shall not be tardy to homeroom, A/A and/or assigned classes.

**Consequences**

| **Elementary**  In-school disciplinary action. | **Middle School**  In-school disciplinary action up to ISS. | **High School**  In-school disciplinary action up to ISS. |
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**Rule 3. Cheating** – Students shall not engage in any act of deception or falsification of work product. This includes cheating by receiving any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work, plagiarism by copying the language structure, idea and/or thought of another and representing it as one’s own work, and a verbal or written statement of untruth.

**Consequences**

| **Elementary**  In-school disciplinary action up to 1 day OSS. Zero on assignment. May be allowed opportunity to redo assignment. | **Middle School**  In-school disciplinary action up to 2 days OSS. Zero on assignment. May be allowed opportunity to redo assignment. | **High School**  In-school disciplinary action up to 3 days OSS. Zero on assignment. May be allowed opportunity to redo assignment. |
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**Rule 4. Inappropriate or Lewd Interpersonal Behavior** – Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection as determined by the principal will not be allowed. Lewd, illegal or sexual gestures or act

**Consequences**

| Elementary  In-school disciplinary action up to long term suspension. Law enforcement may be notified. | Middle School  ISS up to long-term suspension. Law enforcement may be notified. | High School  ISS up to long-term suspension. Law enforcement may be notified. |
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**Rule 5. Use of Tobacco Products** – Students shall not use or possess tobacco products, including e-cigarettes, on any school property at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and/or at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and/or protecting the safety and welfare of students and staff.

**Consequences**

| **Elementary**  In-school disciplinary action up to 1 day OSS. | **Middle School**  Referral to Tobacco Education Program for first offense. Up to 3 days OSS for students refusing to participate in the program and for subsequent violations. | **High School**  Referral to Tobacco Education Program for first offense. Up to 3 days OSS for students refusing to participate in the program and for subsequent violations. |
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**Rule 6. Noncompliance with Directives from Principals, Teachers and Other School Personnel** – Students shall comply with the directions of all principals, assistant principals, teachers, substitute teachers, counselors, media specialists, teacher assistants, student teachers, coaches, advisors, bus drivers, bus supervisors and any other authorized school personnel at all times while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel, and/or at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and/or protecting the safety and welfare of students and staff.

**Consequences**

| **Elementary**  In-school disciplinary action measures for most infractions and up to 1 day OSS for repeated or serious infractions. | **Middle School**  In school disciplinary action up to 3 days OSS. Long term suspension may result if aggravating circumstances are present. | **High School**  In school disciplinary action up to 3 days OSS. Long term suspension may result if aggravating circumstances are present. |
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**Rule 7. Bus Misbehavior** – Students, at all times while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the school bus driver and/or bus contract vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges; delaying the bus schedule, fighting, smoking, inappropriate behavior of a lewd or offensive nature, using profanity or refusing to obey the driver’s instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, departing the bus via the emergency door or windows without being told to do so by the driver, distracting the driver’s attention by participating in disruptive behavior while the vehicle is in operation, standing or moving around the bus while the vehicle is in motion, throwing objects from the bus windows or doors, failing to observe and obey safety regulations, failing to sit in an assigned seat if applicable, willfully trespassing on a school-owned or operated vehicle, or violating any other Code of Conduct rule while on the school bus. If a violation of this Code also violates other rules, consequences in addition to those listed below may be implemented.

**Consequences**

| **Elementary**  In-school discipline action up to 5 days suspension from transportation. | **Middle School**  In-school discipline action up to 10 days suspension from transportation and repeated or serious offenses may result in out-of-school suspension. | **High School**  In-school discipline action up to 10 days suspension from transportation and repeated or serious offenses may result in out-of-school suspension. |
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**Rule 8. Insulting, Abusive, Harassing, Profane, Obscene or Seriously Disrespectful Words, Acts of Touching, Gestures, Signs, Verbal Threats, Acts of Bullying or Intimidation, or Other Acts** – Students shall respect other students, visitors, school employees and other persons by utilizing appropriate language and behaviors at all times. Any action which is insulting, abusive, harassing, profane, obscene, bullying, intimidating or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person based on his/her race, color, sex, religion, creed, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, height, weight, physical characteristics, marital status, parental status or disability is specifically prohibited. Students who believe they have been subjected to bullying, harassment or discrimination **should inform a teacher, counselor or school administrator.**

**Consequences**

| Elementary In-school disciplinary action. Repeated or serious violations up to 3 days OSS. | Middle School - In-school disciplinary action up to 5 days OSS. Long term suspension may result if aggravating circumstances are present. | High School - In-school disciplinary action up to 5 days OSS. Long term suspension may result if aggravating circumstances are present. |
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**Rule 9. Gambling** – Students shall not engage in any form of games of chance or gambling for money and/or things of value.

**Consequences**

| Elementary - In-school disciplinary action up to 1 day OSS. Law enforcement may be notified. | Middle School - In-school disciplinary action up to 3 days OSS. Law enforcement may be notified. | High School - In-school disciplinary action up to 5 days OSS. Law enforcement may be notified. |
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**Rule 10. Forging Notes/Documents** – Students shall not provide false information to school officials and/or parents or guardians with regard to any report card, attendance matter, grades or progress reports, discipline matters or any other school business.

**Consequences**

| Elementary - In-school disciplinary action up to 3 days OSS. | Middle School - In-school disciplinary action up to 5 days OSS. | High School - In-school disciplinary action up to 5 days OSS. |
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**Rule 12. Unlawfully setting a fire or Making or Possessing Destructive Devices, Exploding Firecrackers or Igniting Similar Devices, Causing a Fire or Committing Arson –**

a) Setting Fire or Burning - Students shall not cause any fire whether or not there is an intent to commit arson or other crimes involving fire or explosion at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. Students shall not set fire to anything unless directed to do so under the supervision of a teacher or administrator for educational purposes.

**Consequences**

| Elementary - OSS up to long-term suspension. Law enforcement shall be called. Restitution may be required. | Middle School OSS up to long-term suspension. Law enforcement shall be called. Restitution may be required. | High School OSS up to long-term suspension. Law enforcement shall be called. Restitution may be required. |
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**b) Willfully Burning a School Building** - A student shall not wantonly or willfully set fire to, burn, causes to be burned, or aid, counsel, or procure the burning of any schoolhouse or building owned, leased, or used by any public school, college, or educational institution (GS 14-60).

**Consequences**

| Elementary - OSS up to long-term suspension. Law enforcement will be called. Restitution will be required. | Middle School OSS up to long-term suspension. Law enforcement will be called. Restitution will be required. | High School- OSS up long-term suspension. Law enforcement will be called. Restitution will be required. |
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1. **Making or Possessing Exploding Firecrackers or Similar Igniting Devices** - Students shall not make or possess firecrackers or smoke-creating devices or materials or facsimiles thereof, including matches or lighters. In the event that a device is discovered, it shall be confiscated and not returned to the student.

**Consequences**

| Elementary - In-school disciplinary action or OSS up to long-term suspension. Confiscate device. Law enforcement may be called. Restitution may be required. | Middle School - School In-school disciplinary action or OSS up to long-term suspension. Confiscate device. Law enforcement may be called. Restitution may be required. | High School - In-school disciplinary action or OSS up to long-term suspension. Confiscate device. Law enforcement may be called. Restitution may be required. In-school disciplinary action or OSS up to long-term suspension. |
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1. **Bringing or Possessing Destructive Devices on Educational Property** - Students shall not bring or possess any destructive device. A destructive device is defined as an explosive, incendiary, or poison gas; including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other similar device.

**Consequences**

| Elementary - 365 day suspension. Law enforcement will be called. Restitution may be required. 365 day suspension. Confiscate device. Law enforcement will be called. | Middle School - 365 day suspension. Law enforcement will be called. Restitution may be required. 365 day suspension. Confiscate device. Law enforcement will be called. | High School - 365 day suspension. Confiscate device. Law enforcement will be called. Restitution may be required. |
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**Rule 13. Unjustified Activation of a Fire or Other Alarm System** – Students shall not activate any fire or other alarm system unless authorized to do so by school employees or unless there are reasonable grounds to believe that an actual emergency situation exists.

**Consequences**

| Elementary - In-school disciplinary action up to 10 days OSS. Law enforcement and fire department will be called. 10 days OSS up to long-term suspension. | Middle School - 10 days OSS up to long-term suspension. Law enforcement and fire department will be called. | High School- 10 days OSS up to long-term suspension. Law enforcement and fire department will be called. |
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**Rule 14. Fighting Among Students** – Students shall not fight or attempt to cause bodily harm to another student through physical contact. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant principal or principal. If a student is a victim of a violent attack, he or she may defend themselves only as it is necessary so long as to protect oneself from harm or place oneself under the protection of a school official or the School Resource Officer.

**Consequences**

| Elementary - In-school disciplinary action up to 10 days OSS. Law enforcement may be called. | Middle School - 3 days OSS up to long term suspension. Law enforcement may be called. | High School 5 days OSS up to long term suspension. Law enforcement may be called. |
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**Rule 15. Extortion** – Students shall not extort through verbal, written or physical threats, coercion or intimidation anything of value (personal property, money, or information) from any other student or school employee.

Consequences

| Elementary - In-school disciplinary action up to 10 days OSS. Law enforcement may be called. | Middle School - 3 days OSS up to long term suspension. Law enforcement may be called. | High School - 5 days OSS up to long term suspension. Law enforcement may be called. |
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**Rule 16. Theft or Destruction of School or Personal Property** – Students shall not steal or attempt to steal, knowingly be in possession of stolen property, or intentionally damage or attempt to damage any school or private property while under school jurisdiction. Students shall not vandalize damage, steal or attempt to damage property belonging to others.

**Consequences**

| Elementary - In-school disciplinary action up to 10 days OSS. Law enforcement may be called. Restitution may be required. | Middle School - In-school disciplinary action or OSS up to and including long term suspension. Law enforcement may be called. Restitution may be required. | High School In-school disciplinary action or OSS up to and including long term suspension. Law enforcement may be called. Restitution may be required. |
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**Rule 17. Robbery, Burglary, Taking or Destroying Property, Using Violence or Threat of Violence** – Students shall not steal or attempt to steal, damage or destroy property of others using violence or threats of bodily harm.

**Consequences**

| Elementary - OSS up to long-term suspension. Law enforcement may be called. Restitution may be required. | Middle School - OSS up to long-term suspension. Law enforcement will be called. Restitution may be required. | High School OSS up to long-term suspension. Law enforcement will be called. Restitution may be required. |
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**Rule 18. Incidents of Aggressive Physical Action** – Students shall not engage in minor incidents of hitting, biting, shoving, kicking, spitting, throwing objects or other similar offenses towards a student or an adult.

**Consequences**

| Elementary - In-school disciplinary action up to 3 days OSS. | Middle School - In-school disciplinary action up to 3 days OSS. OSS up to and including long-term suspension for repeated incidents. | High School In-school disciplinary action up to 3 days OSS. OSS up to and including long-term suspension for repeated incidents. |
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**Rule 19. Threats or Actions of Assault Against Adults** –

1. Physical Assault or Physical Harm to School Employees and Other Adults – Students shall not cause or attempt to cause physical or bodily harm to principals, assistant principals, teachers, substitute teachers, student teachers, coaches, advisors, counselors, media specialists, bus drivers or monitors, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff. If a teacher is assaulted or injured by a student and as a result the student is long-term suspended or reassigned to alternative education services, the student shall not be returned to that teacher’s classroom unless the teacher consents.

**Consequences**

| Elementary - OSS up to long-term suspension. Law enforcement will be called. | Middle School - 10 days OSS up to long-term suspension. Law enforcement will be called. | High School 10 days OSS up to long-term suspension. Law enforcement will be called. |
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1. **Written or Verbal Assault to School Employees and Other Adults** – Students shall not, through written or oral communication, threaten to cause, cause or attempt to cause harm to principals, assistant principals, teachers, substitute teachers, student teachers, teacher assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

**Consequences**

| Elementary - In-school discipline action to 10 days OSS. Law enforcement will be called. | Middle School - OSS up to long-term suspension. Law enforcement may be called. | High School OSS up to long-term suspension. Law enforcement may be called. |
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**Rule 20. Physical Assault Upon a Student – a) Physical Assault Upon a Student** – Students shall not cause, attempt to cause or threaten to cause (whether orally or in writing) injury of any kind to a student while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

**Consequences**

| Elementary - OSS up to 10 days. Law enforcement will be called if required by law, and may be called in other circumstances. | Middle School - OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances. | High School - OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances. |
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**b) Violent Physical Assault Upon a Student Resulting in Injury** –Students shall not physically attack any other student causing severe or aggravated bodily injury involving, but not limited to, broken bones, loss of teeth, possible internal injuries, severe lacerations and bleeding or loss of consciousness, and/ or requiring emergency medical services by trained school personnel or other health professionals (e.g., EMS) and/or hospitalization.

**Consequences**

| Elementary - 10 days OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances. | Middle School - 10 days OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances. | High School - 10 days OSS up to long-term suspension. Law enforcement will be called if required by law, and may be called in other circumstances. |
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**Rule 21. Possession of a Firearm, Other Types of Guns, or Other “Look-Alike” Firearms** – Students shall not possess or conceal or transport any gun, air gun, BB gun, pellet gun, firearm, stun-gun, starter pistol, paintball gun, zip gun or any similar weapon that is capable of or causing serious bodily injury or any gun facsimile (an exact or close reproduction or imitation of an actual or real gun) or incidental items relating to firearms use, such as bullets, magazine clips, or other projectile items at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

1. **Possession of a Firearm** – Students shall not possess a firearm which is any of the following: a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver or any such weapon; any firearm muffler or firearm silencer; the term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

**Consequences**

| Elementary - 365 day suspension. Confiscate weapon. Law enforcement will be called. | Middle School - 365 day suspension. Confiscate weapon. Law enforcement will be called. | High School 365 day suspension. Confiscate weapon. Law enforcement will be called. |
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1. **Possession of Other Types of Guns** – Students shall not possess or conceal or transport or use any air gun, BB gun, pellet gun, stun-gun, taser, zip gun or any other weapon capable of firing a projectile or any gun facsimile (an exact or close reproduction or imitation of a gun reasonably perceived by a person to be an actual or real gun).

**Consequences**

| Elementary - In-school discipline up to a long-term suspension. Confiscate weapon. Law enforcement will be called. | Middle School - In-school discipline up to a long-term suspension. Confiscate weapon. Law enforcement will be called. | High School In-school discipline up to a long-term suspension. Confiscate weapon. Law enforcement will be called. |
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1. **Possession of Other “Look-alike” Firearms or Incidental items relating to firearms** – Students shall not possess any other “look-alike” gun such as a plastic gun, rubber gun, candy gun or water pistol, paintball guns, or incidental items relating to firearms use, such as bullets, magazine clips, or other projectile items.

**Consequences**

| Elementary - In school discipline up to 3 days of OSS and conference with parent for first offense. Confiscate “look-alike” weapon. Repeated offenses will result in longer OSS terms. | Middle School - In school discipline up to 3 days of OSS and conference with parent for first offense. Confiscate “look-alike” weapon. Repeated offenses will result in longer OSS terms. | High School - In school discipline up to 3 days of OSS and conference with parent for first offense. Confiscate “look-alike” weapon. Repeated offenses will result in longer OSS terms. |
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**Rule 22. Possession of a Dangerous Weapon or Other Instrument** – Students shall not possess or conceal or transport any weapon, chemical agent or other instrument that could cause or that is intended to cause bodily injury or other harm to another or misuse otherwise acceptable objects in a manner intended to cause harm to others at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

**Consequences**

| Elementary - In-school disciplinary action up to 10 days OSS. Confiscate weapon. Law enforcement will be called. Repeated offenses may result in long-term suspension. | Middle School - OSS up to longterm suspension. Confiscate weapon. Law enforcement will be called. | High School OSS up to longterm suspension. Confiscate weapon. Law enforcement will be called. |
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**Rule 23. Disruption of School** –

1. **Communicating a False Bomb Report or Perpetrating a Bomb Hoax** – Students shall not communicate a false bomb report that there is located on any school property or at any school-sponsored event on or off school property any device designed to cause damage by explosion, blasting or burning. Students shall not perpetrate a bomb hoax by any means, including the concealment, placement or display of any device, machine, or artifact to cause a person to reasonably believe the item is a bomb.

**Consequences**

| Elementary - OSS up to long-term suspension. Law enforcement will be called. | Middle School - 10 days OSS up to long-term suspension. Law enforcement will be called. | High School 10 days OSS up to long-term suspension Law enforcement will be called. |
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1. **Communicating a Terroristic Threat or Perpetrating a Terroristic** Hoax – Students shall not communicate a false report by any means that there is located on school property or at any school-sponsored activity off school property any device, substance or material designed to cause harmful or life-threatening illness or injury to others. Students shall not perpetrate a hoax by concealing, placing, disseminating or displaying on school property or at school-sponsored activity off school property any device, machine, instrument, artifact, letter, package, material or substance to cause a person to reasonably believe the item is capable of causing harmful or life-threatening illness or injury. Students shall not threaten to commit an act of terror with the intent of causing a serious disruption to or causing an actual significant disruption of the instructional day or school-sponsored activity while a student is on any school property or at school-sponsored activity on or off school property. Students shall not communicate a false report that a terroristic act likely to cause serious injury or death is about to occur or is occurring on any school property or at any school sponsored event off school property, with the intent of causing a significant disruption or actually causing an actual significant disruption of the instructional day or school-sponsored activity.

**Consequences**

| Elementary - OSS up to long-term suspension. Law enforcement will be called. | Middle School - OSS up to long-term suspension. Law enforcement will be called. | High School OSS up to long-term suspension. Law enforcement will be called. |
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1. **Inciting or Participating in Student Disorder** – Students shall not lead or participate in any activity that has as its purpose the disruption of school business or which significantly affects the educational process. In the event that the disruption does not abate immediately or if the principal deems it appropriate, law enforcement will be called.

**Consequences**

| Elementary - OSS up to long-term suspension. Law enforcement will be called. | Middle School - OSS up to long-term suspension. Law enforcement will be called. | High School OSS up to long-term suspension. Law enforcement will be called. |
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**Rule 24. Possession, Use, Sale, Delivery or Distribution of Marijuana, Narcotics, Stimulants, Alcoholic Beverages and Any Other Unauthorized or Illegal Substances or Drug Paraphernalia** – Students shall not possess, use, sell, transmit, deliver or distribute marijuana, narcotics, stimulants, alcoholic beverages or any other controlled or unauthorized or illegal substances or drug paraphernalia or any substance which impairs or otherwise mimics the hallucinatory, euphoric, depressive and/or intoxicating effects of illegal substances at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and/or at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff. In all cases the substance will be confiscated.

**Consequences**

| **Elementary** - OSS up to 10 days. Confiscate substance. If illegal activity is implicated, law enforcement will be called. Intervention program may be required. | **Middle School** - OSS up to 10 days. Confiscate substance. If illegal activity is implicated, law enforcement will be called. Intervention program may be required. | **High School** OSS up to long-term suspension. Confiscate substance. If illegal activity is implicated, law enforcement will be called. Intervention program may be required. |
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**Rule 25. Gang Activity or Gang-related Activity** – No students shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as its primary activities the commission of criminal acts and having a common name, identifying sign, colors or symbols. Conduct prohibited by this policy includes: • Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or bring in possession of literature that shows affiliation with a gang, or is evidence of membership or affiliation in any gang or with the purpose of promoting gang affiliation; • Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership affiliation in any gang or that promotes gang affiliation; • Tagging or otherwise defacing school or personal property with gang or gang-related symbols or slogans; • Requiring payment of protection, money or insurance, or otherwise intimidating or threatening any person related to gang activity; • Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity; • Soliciting others for gang membership; and • Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that related to gang activity. This rule will only apply when the behavior does not meet the standards of any other violation. If gang-related activity is associated with another act of misconduct, evidence of gang activities shall be considered an aggravating factor. Before being suspended for the first offense of wearing gang-related attire (when not involved in any other kind of gang related activity or behavior), a student shall receive a warning and be allowed to immediately change or remove the attire that is in violation of this policy, unless the student has been specifically notified of a prohibited item of attire.

**Consequences**

| Elementary - In-school disciplinary action up to OSS. Up to 3 days OSS for repeated or serious violations. Repeat or serious violators may be required to participate in a gang intervention program or meeting. | Middle School - OSS up to 10 days for repeated or serious violations. Repeat or serious violators may be required to participate in a gang intervention program or meeting. | High School OSS up to 10 days for repeated or serious violations. Repeat or serious violators may be required to participate in a gang intervention program or meeting. |
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**Rule 26. Violations of North Carolina Criminal Statutes** – Students shall not violate any criminal statute or local ordinance or commit any act which could result in criminal prosecution or juvenile proceedings not previously covered elsewhere in these rules at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel, and at any time when the student’s behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

**Consequences**

| Elementary - OSS up to long-term suspension. Law enforcement will be called. | Middle School - OSS up to long-term suspension. Law enforcement will be called. | High School - OSS up to long-term suspension. Law enforcement will be called. |
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**Rule 27. Prohibitions on the Use of Cellular Phones and Other Electronic Devices** – a) Inappropriate Use of Electronic Devices – Students may not use Electronic Devices, examples of which include but are not limited to cellular phones, laptops, school computers and iPods, in any way that either compromises educational integrity, disrupts the educational environment, or any other lewd, inappropriate or otherwise disruptive manner.

**Consequences**

| Elementary - Inappropriate use of school electronic devices may result in loss of privileges to use the equipment. Confiscation of the Portable Electronic Device for up to 5 school days with the device to be returned only to an authorized parent or guardian. Inappropriate use of school electronic devices may result in loss of privileges to use the equipment. | Middle School - Confiscation of the Portable Electronic Device for up to 5 school days with the device to be returned only to an authorized parent or guardian. Repeated or serious violations may result in ISS up to 3 days OSS. Inappropriate use of school electronic devices may result in loss of privileges to use the equipment. | High School Confiscation of the Portable Electronic Device for up to 10 school days with the device to be returned only to an authorized parent or guardian or to the student in the event the child is 18 years of age or older. Repeated or serious violations may result in ISS up to 3 days OSS. |
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**b) Use of any Portable Electronic Device** for elementary and middle school students, examples of which include but are not limited to cellular phones and iPods, during the school day, meaning from five minutes prior to the first tardy bell to five minutes after the dismissal bell, is strictly prohibited. Exceptions include a laptop/notebook computer, calculator or other similar item either furnished by Lexington City Schools for the purpose of educational instruction or similar personal items with the express permission of school personnel for the purpose of educational instruction.

**Consequences**

| Elementary - Confiscation of the Portable Electronic Device for up to 5 school days with the device to be returned only to an authorized parent or guardian. | Middle School - Confiscation of the Portable Electronic Device for up to 10 school days with the device to be returned only to an authorized parent or guardian. Repeated violations may result in ISS up to 3 days OSS. | High School Students – High school students shall comply with the policies and procedures of their own individual high school regarding cell phones and other portable electronic devices. Consequences High School Consequence may be up to but shall not exceed confiscation of the Portable Electronic Device and/or ISS up to 10 days OSS. |
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**Rule 28. Student Dress** – A student will maintain personal attire and grooming standards that promote safety, health and acceptable standards of social conduct and are not disruptive to the educational environment. This will include student clothing that materially and substantially disrupts classes or other school activities, including but not limited to gang articles of clothing. Please see the dress code or Standard Mode of Dress (SMOD) policy at your school. Before being disciplined for the first offense, a student shall receive a warning and be allowed to immediately change or remove the attire that is in violation of this rule and his/her parent(s) or guardian(s) will be contacted.

**Consequences**:

| Elementary - In-school disciplinary action (and parent contact) for the first three offenses that occur on different school days during a grading period. | Middle School - In-school disciplinary action (and parent contact) for the first three offenses that occur on different school days during a grading period. | High School - In-school disciplinary action (and parent contact) for the first three offenses that occur on different school days during a grading period. |
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**Title I Parent and Family Engagement Policy/Plan and Procedures**

**Charles England Elementary School**

**111 Cornelia Street \* Lexington, NC 27292**

**Phone: 336-242-1552 \* Fax: 336-242-1252**

**Learn.Grow.Lead**

Charles England Elementary School (CEES) is committed to the goal of providing quality education for every child in this district. To this end, we want to establish partnerships with parents and with the community. Everyone gains if CEES and home work together to promote high achievement by our children. Neither home nor CEES can do the job alone. Parents play an extremely important role as children’s first teachers. Support for their children and for the school is critical to children’s success at every step along the way.

CEES recognizes that some students may need the extra assistance available through the Title I program to reach the state’s high academic standards. CEES intends to include parents in all aspects of the school’s Title I program. The goal is a school-home partnership that will help all students to succeed.

**PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS**

**Charles England Elementary School** will:

1. Jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.
2. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school’s participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
3. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement.
4. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of school review and improvement under Section 1116.
5. If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

**PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT**

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement:

-Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child’s achievement.

-Provide frequent reports to parents on their child’s progress.

-Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child’s class and observation of classroom activities.

- Ensure regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand.

**BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT**

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must**:

1. Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
2. Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
3. Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parents and their communities to increase academic achievement.
4. Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
5. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

**The following are allowable activities:**

1. May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
2. May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
3. May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
4. May train parents to enhance the involvement of other parents.
5. May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
6. May adopt and implement model approaches to improving Parent and Family Engagement.
7. May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
8. May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.

**PART III-ACCESSIBILITY REQUIREMENTS**

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language that parents understand.

**PART IV-ADOPTION** – This Charles England Elementary School Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon by, parents of children participating in the Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Charles England Elementary School on 9/1/2019, revised on 8/1/2023, and will be in effect for the period of the 2023-2024 school year. The school will post these Parent and Family Engagement Policy/Procedures on our website available to all parents of participating Title I children and make it available to the community on or before 10/15/2023.

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Signature of Title I Authorized Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Name and Signature of Parents, Students, and Staff Involved in the Parent & Family Engagement Policy Process:**

| **Name** | **Signature** |
| --- | --- |
| [Name] | [Signature] |
| [Name] | [Signature] |
| [Name] | [Signature] |
| [Name] | [Signature] |
| [Name] | [Signature] |
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