

Catawba County Schools 2011-2012

# Parent Handbook



# A Message from the Superintendent

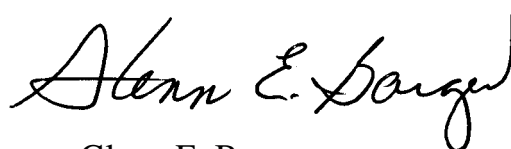


Dear Parent or Guardian:

Welcome to Catawba County Schools. Our goal is that this handbook will assist you in learning of the many opportunities that are available to your child. We also hope that this handbook helps you navigate through our school system. Within this document, you will find the regulations governing your child's participation in our school system. These regulations, whether established by the Federal Government, the State of North Carolina, or the Catawba County Board of Education, have been developed to ensure a safe environment for your child. It is extremely important that you understand the regulations in this handbook and spend time with your child re-enforcing the items covered in this document.

We encourage you, whether you are a first time parent to our school system or have students returning to our schools, to take time to help your child create a dream for his or her future. It is our mission to provide the educational experiences to make those dreams become reality. We want to develop a partnership with each of you to work together in providing the best educational experience for your child. It is extremely important that you take an active role in supporting your child.

This handbook is designed to help you better understand programs and opportunities available to you and your child as we journey through this coming school year. We trust that you will find this information valuable.



Glenn E. Barger  
Superintendent

## Catawba County Schools Board of Education

Chairperson:

- Joyce Spencer (828) 464-7310

Vice-Chair:

- Charlie Wyant (704) 462-1785

Members:

- David Brittain (828) 244-1178
- Sherry Butler (828) 464-6583
- Glenn Fulbright (828) 428-8042
- Steve Hilton (828) 294-3252
- Marilyn McRee (828) 428-2817

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### Mission Statement

The mission of Catawba County Schools is to *Teach, Learn and Lead* for the future.

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### Equal Opportunity Statement

It is the policy of the Catawba County Schools Board of Education to provide equal opportunity in employment and service to students regardless of race, color, religion, age, national origin, gender, marital status, pregnancy, parenthood, or handicapping conditions.

If you have questions or feel that you have been discriminated against, please contact Pat Hensley, ADA/Title IX Coordinator at (828) 464-8333 or Mary Moren, Section 504 Coordinator at (828) 464-8333.

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### Catawba County Schools

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2285 North Anderson Avenue  
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Fax (828) 464-0925  
[www.catawbасchools.net](http://www.catawbасchools.net)  
[twitter.com/catawbасchools](https://twitter.com/catawbасchools)  
[facebook.com/catawbасcountyschools](https://facebook.com/catawbасcountyschools)



# Best of the Year for Catawba County Schools (CCS)

## Staff & Teachers Honored



Shelly Black  
Sherrills Ford Elementary School  
CCS 2011-2012  
*Principal of the Year*



Derek Chase  
Bunker Hill High School  
CCS 2011-2012  
*Teacher of the Year*  
*Outstanding High School  
Science Teacher for Region 7*  
*Outstanding NC 9-16 Educator  
in Science, Math and  
Technology Education*



Lori Fox  
Snow Creek Elementary School  
CCS 2011-2012 *Elementary  
Teacher of the Year*



Jeanne Laws  
River Bend Middle School  
CCS 2011-2012 *Secondary  
Teacher of the Year*



Beverley Pittman  
Oxford Elementary School  
CCS 2010-2011 *Outstanding  
First-Year Teacher*



ChevEll Blachnik  
Lyle Creek Elementary School  
CCS 2011-2012  
*Teacher Assistant of the Year*



Terrie Lutterloh  
Blackburn Elementary School  
CCS *Elementary  
Counselor of the Year*



Gigi Moore  
Bunker Hill High School  
CCS *Secondary  
Counselor of the Year*  
*NC High School  
Counselor of the Year*

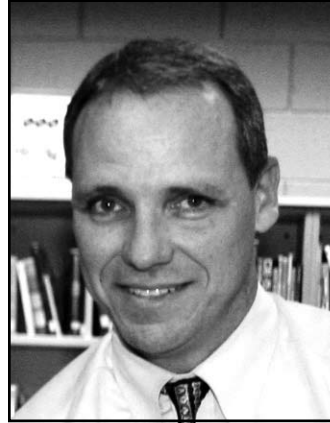


Sharon Harwood  
Lyle Creek Elementary School  
*Parenting Network's  
Partner Principal  
2011-2012*

# Best of the Year for Catawba County Schools (CCS) (continued)



Paula Lyford  
St. Stephens Elementary School  
*Catawba County Association of  
Educational Office Professionals  
EOP of the Year*



Todd Black  
Bandys High School  
*Catawba County Association of  
Educational Office Professionals  
Administrator of the Year*



J.R. Sigmon  
Maiden Elementary School  
*NC Association of Educators  
Assistant Principal of the Year*



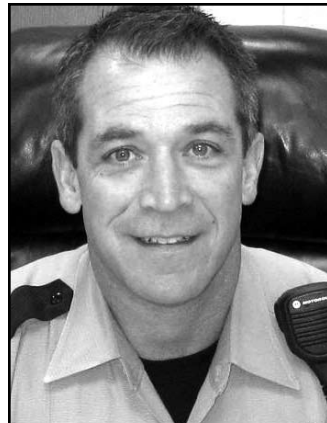
Dr. Jeff Isenhour  
Jacobs Fork Middle School  
*NC Middle School Association  
Region 7  
Administrator of the Year*



Andy Blevins  
Fred T. Foard High School  
*Region 7  
Teacher of the Year*



Karen Cale  
Central Office  
*NW Region  
CTE Administrator of the Year  
North Carolina  
CTE Administrator of the Year*



Trent Davis  
River Bend Middle School  
*NC School Resource Officer  
of the Year*



Leah Sigmon  
Bandys High School  
*Exceptional Children  
Teacher of the Year*

# Parent & Family Involvement

Research indicates that parent/family involvement in a child's education results in improvement in grades and test scores, better attendance, an increased completion of homework, positive attitudes and behavior, and a greater likelihood that the child will graduate and enroll in higher education.

There are many ways parents and families can support children's school work, including participation as a:

- PTA/O and academic booster member
- Test proctor
- Tutor
- Committee member
- Volunteer (with athletics, music, school beautification, cafeteria, media center, etc.)
- Sports or arts booster
- Advisory committee member
- Attendee at extracurricular activities

## Make an appointment

School personnel want to respond promptly to parent telephone calls and visits. However, the schools' staffs ask that parents be patient. Phone calls must be returned at times that do not disrupt classroom activities. If parents prefer to visit the school, they are asked to make an appointment in advance.

## Web Resources for Students & Families

- [www.NCPublicSchools.org](http://www.NCPublicSchools.org)  
The N.C. Department of Public Instruction's web site
- [www.learnnc.org](http://www.learnnc.org)  
Gives information on the NC Standard Course of Study
- [www.cfnc.org](http://www.cfnc.org)  
Resources for college, financial aid, careers and more
- [www.ncwiseowl.org](http://www.ncwiseowl.org)  
Great information for parents and

students, including a section on media and technology

- [www.fafsa.ed.gov](http://www.fafsa.ed.gov)  
Federal Financial Assistance for Higher Education's web site
- [www.ncccs.cc.nc.us](http://www.ncccs.cc.nc.us)  
The web site for Community Colleges of North Carolina (includes quick links, photos and general information)
- [www.northcarolina.edu](http://www.northcarolina.edu)  
The web site for the University of North Carolina's 16 campuses
- [www.catawbacountync.gov/library/](http://www.catawbacountync.gov/library/)  
Catawba County Public Library's site with information about each of the branches
- [www.ci.hickory.nc.us/library](http://www.ci.hickory.nc.us/library)  
Hickory Public Library's site includes a schedule of events and programs happening at the libraries
- [statelibrary.dcr.state.nc.us/](http://statelibrary.dcr.state.nc.us/)  
N.C. State Library site with information about the State
- [www.catawbaschools.net](http://www.catawbaschools.net)  
Catawba County Schools site includes calendars, weather closings, contact information and much more

# Catawba County Schools Beliefs & Priorities – 2009–2014

## Core Beliefs

- Schools must set an expectation for excellence through a rigorous and relevant curriculum.
- Relationships are essential to the learning process, and they must be established before learning takes place.
- Schools must constantly evolve to meet the needs of an ever-changing, global society.
- All students can learn through differentiated and relevant instruction.
- Schools must educate the whole child – socially, emotionally, cognitively and physically.
- All students and staff should have a safe and nurturing learning environment.
- All people within the school community should see themselves reflected in the curriculum, instruction and culture of the school.
- Parental, business and community partnerships are essential for the success of students and schools.

## Priorities

- To promote positive relationships between school staffs, students, parents and community members
- To incorporate 21<sup>st</sup> Century skills into the curriculum
- To increase academic achievement
- To provide enriched learning environments conducive to meeting the needs of every student
- To ensure a safe and open environment that encourages respect, acceptance and involvement both in and out of the classroom
- To recognize and honor the diversity of the school community
- To prepare students for post-secondary success
- To develop and increase parental, business and community partnerships through open lines of communication



# Parents' Quick Guide to the 2011-2012 School Year

## School Year

Starts: Thursday, August 25, 2011

Ends: Friday, June 8, 2012

*Calendar details on back cover.*

## Emergency Contacts

One of the most important things parents are asked to do is to provide a complete address, accurate phone numbers and other correct information for an emergency contact person – someone, other than the parent, who can be contacted in case the school is unable to reach the parent. Parents should have the emergency contact's permission for this matter.

It also is *extremely* important that parents notify their child's school when there is a change of residence, telephone number, designated emergency contact person or change in employment.

## Medications

Very specific laws apply to giving children medication at school. If your child takes medication, please refer to *medication guidelines on page 19.*

## School Bus Transportation

Bus transportation will be provided for a student if he/she lives more than 1½ miles from his/her school. Bus routes are published in local newspapers the week before school starts and are also available on the CCS web site, [www.catawbaschools.net](http://www.catawbaschools.net). *Details on page 6.*

## Weather Closings

School closings will be announced by 5:30 a.m. for that day. Please do not call the schools, media or other agencies. Log on to the Catawba County Schools web site at [www.catawbaschools.net](http://www.catawbaschools.net) or listen to area TV and radio stations for announcements. *Details on page 6.*

## 2011-2012 Meal Costs

• Breakfast	\$1.00
• Reduced Breakfast*	\$ .30
• Elementary Lunch	\$2.00
• Middle/High Lunch	\$2.10
• Reduced Lunch*	\$ .40
• Adult Breakfast	a la carte
• Adult Lunch	a la carte

\* *Reduced prices are set by the federal government.*

*Details on page 18.*

## School Attendance Requirements

Attendance is one of the criteria used in promotion decisions.

In elementary schools, principals evaluate student attendance.

In grades 7 and 8, students must attend at least 90% of the full days enrolled in a Catawba County school.

High school students who are absent more than 8 days during a course will not receive credit for the course.

*Details on page 7.*

## Testing

A variety of testing is required at different grade levels by state and federal agencies. *Testing details on page 8.*

## Report Cards/Progress Reports

Report cards are sent home four times a year to give parents information about their child's academic progress, behavior and attendance.

Progress reports are sent halfway during the nine-weeks grading period.

Parents are asked to sign and return the progress reports and report card envelope and keep the report card sheet. If you have questions about the progress reports and report cards, contact your child's teacher(s), school

counselor or principal. Grading periods and report card dates for the 2011-2012 school year are as follows:

- August 25, 2011 - October 27, 2011  
Report Cards issued: November 2, 2011
- October 31, 2011 - January 20, 2012  
Report Cards issued: January 26, 2012
- January 25, 2012 - March 29, 2012  
Report Cards issued: April 4, 2012
- March 30, 2012 - June 8, 2012  
Report Cards issued: June 13, 2012

## Visiting the Schools

Parents and guardians are welcome to visit the school, but it is best to make appointments in advance so teachers and staff can plan for undisturbed meeting time. As protection for our students, people not employed by the system or enrolled as students must report their presence and purpose to the school office immediately upon arrival at the school. A visitor's pass will be given to guests (including volunteers) to wear during their visit. Visitors may not disrupt the learning environment.

## Field Trips

Such special activities as field trips and extracurricular activities may require an extra cost for parents. These programs are considered extensions of the classroom and must be approved by the school administration. Every effort is made to keep costs reasonable. Parents should contact the principal or school counselor if help is needed to pay for a child's expenses.

Parents of students with special needs should contact the teacher who is coordinating the activity in order to make the necessary arrangements. Because additional time may be required to make some special arrangements, it is recommended that the teacher be notified as far in advance as possible.

# Have a Safe Ride: Follow School Bus Rules

Safety on the bus is very important. Parents have the responsibility to: encourage their children to wait for the bus at the designated stop and keep away from traffic; remind their children to stay alert at the bus stop and to show responsible behavior; teach their children to look both ways before crossing the street to get to the bus; obey the bus driver and remain seated and quiet; and sign a written permission slip at the school any time their children will be going home from school by a method other than their assigned bus or regular car ride. Each year a program of school bus safety education is conducted in grades K-6. Every child who rides a school bus must be a responsible rider. Children should follow all school bus safety practices and respect the authority of the bus driver. A thorough understanding of school bus safety rules improves the teamwork necessary between riders and the bus driver. Children must understand that disregarding a safety practice might be the cause of an accident.

Catawba County Schools may use video and audio recordings to monitor student activity on school buses.

Each school will provide parents with specific information on rules for appropriate behavior on the bus. Riding a school bus is a privilege that may be revoked. It is important that parents help the school enforce all rules of conduct on the bus. The principal or designee has the responsibility of disciplining students for misconduct on the buses and at school. This discipline can



include suspension of bus riding privileges or suspension from school. Parents will be notified of misconduct on the bus. Parents, guardians or others who are not assigned passengers or have not been approved by the principal or designee are not allowed to board the bus for any reason. (Legal Reference: G.S. 115C-399)

## Qualifications to Ride the School Bus

Bus transportation will be provided for a student if he/she lives more than 1<sup>1</sup>/<sub>2</sub> miles from his/her school. Some exceptions may be made if he/she lives closer and there are hazardous walking conditions.

It is the student's responsibility to be at his/her bus stop on time and standing quietly

in line. Waiting for a student to arrive at the bus stop makes the bus late for the rest of the students on the route and for arrival at school.

Buses can travel only on state- and city-maintained roads. Bus stops must be <sup>2</sup>/<sub>10</sub> of a mile apart, unless safety problems are determined by the district. This means that buses do not stop at every house. Exceptions are:

- where a student would have to walk more than <sup>1</sup>/<sub>2</sub> mile to the bus stop
- when a K-3 student would have to walk to the bus stop unescorted
- when groups of 10 or more students are involved

Parents who have concerns or questions should contact the school principal.

## Weather Closings

*The primary concern of the superintendent in making a decision regarding the closing or delayed start of school is the safety and welfare of all students and employees. A decision to close schools or to consider a delayed opening will be made by 5:30 a.m. that morning.* Announcements will be made in late evening prior to the relative day of school or early that morning. For information on school closings or delayed starts due to inclement weather, parents should watch local television or listen to local radio stations. Announcements will be made on:

WSOC-TV 9	WNNC-1230 AM (Newton)	WFMX-105.7 FM (Statesville)	WMIT 106.9 FM (Black Mtn)
WBTV 3	WHKY-1290 AM (Hickory)	WKBC 97.3 FM (N. Wilkesboro)	WBAV 101.9 FM (Charlotte)
WCNC	WCXN-1170 AM (Claremont)	WBT-1110 AM (Charlotte)	
	WLON-1050 AM (Lincolnton)	KICKS 103.3 FM	

Announcements will be posted on the home page of our web site at [www.catawbасchools.net](http://www.catawbасchools.net) and will be available by Twitter at [twitter.com/catawbасchools](https://twitter.com/catawbасchools) and on the Facebook fan page of Catawba County Schools. School closings will also be announced through the AlertNow Parent Notification System.

Because of supervision problems for working parents, every effort is made not to delay openings. Parents are asked not to call the weather bureau, radio/television stations, newspapers, school officials/offices or the sheriff's department. If there is no announcement, school will begin as regularly scheduled.

# Attendance Guidelines

A parent may choose to enroll a child in school if he/she is 5 years old on or before August 31. Once enrolled, a 5- or 6-year-old is required to attend school unless he/she is withdrawn from school. All students ages 5-21 are eligible to attend school.

## Elementary School Attendance Requirements

Board of Education Policy 3.8100 states that attendance is one of the criteria elementary principals use in promotion decisions.

## Middle School Attendance Requirements

Students in grades 7 and 8 must be in attendance 90 percent (any fraction thereof will be rounded down) of the days enrolled in a Catawba County Schools middle school to be considered for promotion and meet local and state academic standards. At the end of the year, a school-based Attendance Review Committee will advise the administration whether circumstances warrant a waiver of the non-promotion policy for attendance.

## High School Attendance Requirements

High school students who are absent from class *more than eight days during a course* will not receive credit in the course and will receive a numerical grade for the course not to exceed 60.

*The principal will appoint an attendance committee to conduct hearings as to whether circumstances for each student who has exceeded the requisite number of days warrant a waiver of the no-credit or retention provisions of this policy. The principal will notify the student and his or her parents or guardians concerning the time and place of such hearings and indicate that their presence is encouraged. The principal will have the authority to waive the no-credit or retention provisions of the policy before or after a hearing by the committee.*

*(Catawba County Schools Board of Education Policy 4.200)*

## Absences From School

The Catawba County Schools Board of Education and staff believe that regular school attendance is key for children to be academically successful and to become

healthy, responsible, productive members of society. Significant instruction is missed when a student is absent, arrives late, or leaves school early. Our business community endorses the need for future employees to exhibit good attendance habits in school.

Some absences for illness are unavoidable. However, nothing can take the place of the educational, cultural, and social contacts a child experiences through regular classroom participation. The North Carolina Board of Education permits excused absences for the following reasons: illness, injury, quarantine, death in the immediate family, medical/dental appointments, court or administrative proceedings, religious observances and educational opportunity. ***Every missed day counts as an absence whether it is excused or unexcused.***

Anticipated absences should be discussed with the principal as far in advance as possible. A student can be more successful if appointments and other types of absences not related to illness/death are arranged for a time after school or during holiday and vacation periods.

Parents should check with the school to find out the specific time that determines a full day of attendance or to be counted present in a specific class. When a child has been absent, he/she should bring a written excuse, signed by the parent, stating the reason for the absence. When a note is not received

after two school days, the school records the absence as ***unexcused***. In some instances, the school may require a doctor's statement.

## Excessive Absences or Tardies

Parents will be notified if a student has excessive absences. When there are excessive unexcused absences, the school social worker will conduct an investigation to determine the reason the student is not attending school. (Legal Reference: G.S. 115C-378)

Research indicates that school truancy is a contributing factor to behaviors that can lead to involvement in violence, substance abuse and dropping out of school. Attendance habits are formed early in life, and children should be taught this responsibility.

It is important that parents know the policy regarding tardies at their child's school. Opening and closing times for schools vary because buses often must transport students from elementary, middle, and high schools.

## Make-up work

Make-up work following an absence may include material missed or other assignments for reinforcement or enrichment. It is the classroom teacher's responsibility to determine what the make-up work will be and when the assignment is due.

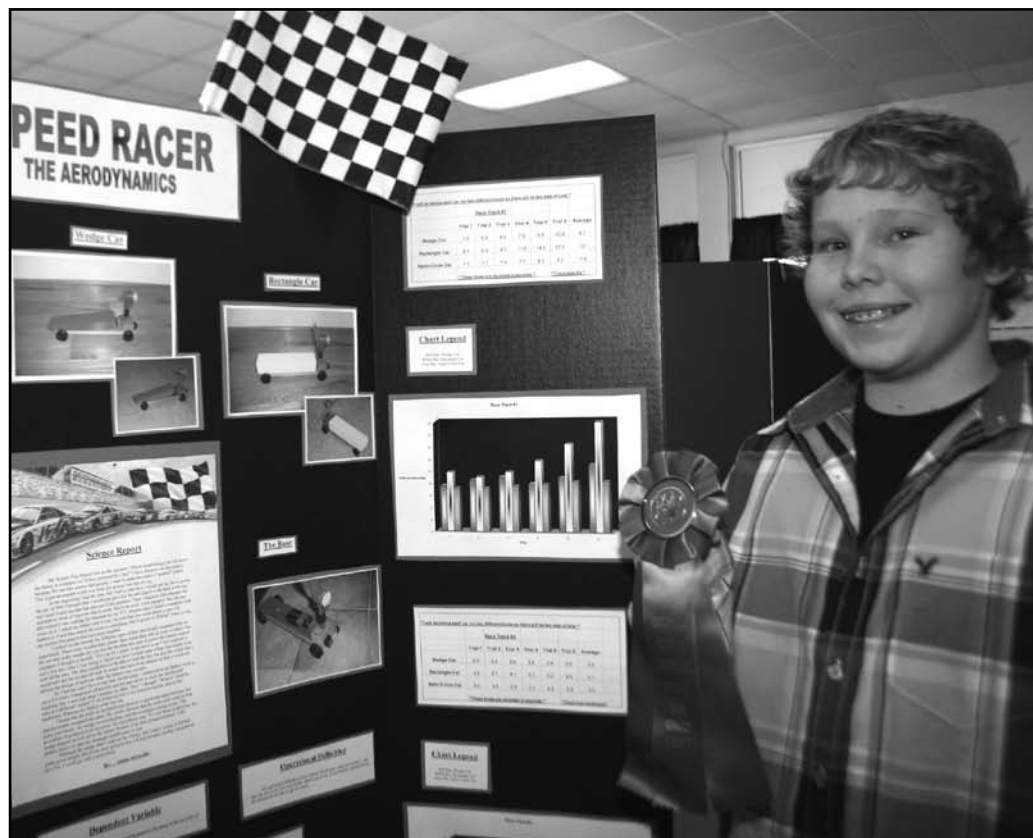


# Student Accountability Standards

The state's ABCs of Public Education and Student Accountability Standards brought about accountability measures for schools and families. The standards are designed to improve student achievement and increase the number of students performing at grade level. For this plan to work, however, parents must remain involved in and informed about their child's education.

The standards for accountability are important because they promote:

- Higher expectations for students and teachers as well as higher student achievement.
- The opportunity for every student in North Carolina to receive a sound, basic education.
- An emphasis on workplace skills as being crucial for a student's future success.



# Student Testing

A variety of tests are used to assess a student's learning and compare his/her ability and/or achievement to specific standards. These tests include:

**Grade 3:** End-of-Grade Tests; IQ Test

**Grade 4:** End-of-Grade Tests; NC

**Grade 5:** End-of-Grade Tests; NC Science Test

**Grade 6:** End-of-Grade Tests

**Grade 7:** End-of-Grade Tests; NC

**Grade 8:** End-of-Grade Tests; NC Science Test; and End-of-Course (EOC) Tests, as appropriate

**Grades 9-12:** End-of-Course Tests (English I, Algebra I, and Biology); CTE Post Assessments (Career-Technical Education courses); NC Writing Test (Grade 10)

## Testing Schedule

End-of-Grade (EOG) Tests are scheduled for mid-to-late May in grades 3-8.

Before promotion decisions are finalized, students in grades 3-8 who score Levels I or II on End-of-Grade Tests and high school students who score Levels I or II on EOCs will have the opportunity to retest before the end of the school year.

2008-2009 marked the first year retest scores counted in proficiency rates for ABCs and AYP for grades 3-8. 2009-2010 marked the first year retest scores counted in proficiency rates for ABCs and AYP for high schools.

## Test Scoring

Student proficiency is scored at four levels on these tests:

**Level I** – Students do not have sufficient mastery of knowledge and skills to be successful at the next grade level.

**Level II** – Students demonstrate inconsistent mastery of knowledge and skills or are minimally prepared to be successful at the next grade level.

**Level III** – Students consistently demonstrate mastery of knowledge and skills and are well prepared for the next grade level.

**Level IV** – Students consistently perform in a superior manner beyond the proficient level for this grade level.

## Test Score Reporting

- 1) Developmental scale scores measure growth in reading and math at grades 3-8. They are found on the Parent Report.
- 2) Achievement Levels I-IV link student performance to grade-level expectations.
- 3) Percentiles allow comparison with other students in North Carolina.

# Standards for Elementary and Middle School

**Grades K-1** – Academic proficiency is based on current research and the expectations established in the North Carolina Standard Course of Study curriculum guide. K-1 teachers use established performance criteria, including the K-1 Assessment documents, when making recommendations to the principal regarding promotion decisions.

**Grade 2** – In addition to meeting local promotion requirements such as attendance and grades, students in grade 2 should demonstrate proficiency by achieving at Level III or above on the grade 2 Reading and Math Assessment scales.

**Grades 3-6** – All students in grades 3-6 must meet local promotion requirements, score at Level III or above on the EOG Tests in reading and math and demonstrate adequate progress in writing. Local standards for grade levels 3, 4, 5 and 6 include, but are not limited to, completion of homework and class assignments, class participation and attendance.

**Grades 7-8** – All students in grades 7-8 must meet local promotion requirements, score at Level III or above on the EOG Tests in reading and math and demonstrate adequate progress in writing. To meet local standards, students must pass the following courses: English/language arts, mathematics, science and social studies. Performance on EOG tests will also be considered. In addition, students must maintain an overall passing average of 70 in one of the two rotation periods. Local standards at the middle grade levels include, but are not limited to, completion of homework and class assignments, class participation and attendance.

Students in grades 7 and 8 must be in attendance 90 percent (any fraction thereof will be rounded down) of the days they are enrolled in a Catawba County Schools middle school to be promoted.

## Interventions and Retests

A Personalized Education Plan (PEP) is developed for all students not meeting the standards for performance and promotion. Students who are at risk, as indicated by EOG Test scores of Levels I or II, are provided focused intervention prior to the first retest. This focused intervention may include such remediation strategies as extended school day programs, tutorial

sessions, parental involvement, special homework assignments and differentiated curriculum. Throughout the school year, teachers collect work samples and other information on Level I and Level II students which is maintained in a proficiency portfolio.

After the retest a District Review Committee may make a recommendation to the principal regarding proficiency. This Committee, composed of educators, bases its recommendations on the testing, proficiency portfolios, grades and additional information available.

The final decision on promotion or retention of the student lies with the principal. (Parent Appeal Procedures: Catawba County Schools Board of Education Policy 3.8100.)

## Retention

Students who are promoted without regard to their achievement tend to fall even further behind their classmates as they move through school or even drop out of school. These students may finish school without obtaining the knowledge of a high school graduate therefore requiring additional remediation at higher levels of education and in the workplace.

We live in an ever-changing world where the demands of society, a post-secondary education and the workplace are evolving at a rapid pace. We need to find the best way to prepare children for this changing world. It is critical that we ensure our children have the ability to compete with their peers from across the nation and around the world in the 21st Century.

Retention does not mean you, as parents, or your child has failed. It only means your child needs more time to reach the level of achievement necessary to be successful at that grade level.

This is one of the very few times in our children's lives when we can actually give them some extra time to grow, mature, gain confidence, learn critical skills and achieve reachable goals. All of these things do not happen at one time or during one year of instruction for all students. An extra year of learning could help your child become more successful in school. It may also give him/her the extra time needed in the years to come to be a stronger student in middle and high school. It may seem like middle

and high school are a long way off, but the growth, development, learning and maturity needed later must begin at an early age. It is important to see the K-12 years as a progression of learning and preparation.

If your child needs an extra year of learning time, your teacher will keep you informed. For primary children, a decision is made in late spring based on your child's progress during the year and his or her level of achievement at the end of the year.

In the upper levels, a decision is made after the second administration of the End-of-Grade Test. Before such important decisions are made, we want to assure parents that all information is gathered and every effort is made to consider a child's best interest. Such decisions are always made with parent input.

## Middle School Athletic Eligibility

Incoming students are automatically eligible for athletics in the fall term of their seventh-grade year. According to the North Carolina High School Athletic Association, middle school students must be in attendance a minimum of 85 percent of the previous semester to be eligible for athletics.

Summer school attendance will not be counted in determining the percentage of attendance for athletic eligibility. Students also must meet academic and local promotion standards each term.



# Standards for High School & Graduation

## Four Courses of Study for Graduation

For the graduating class of 2012, the courses of study that are approved by the State Board of Education are:

- Career Prep
- College Tech Prep
- College/University Prep

A fourth course of study called the Occupational Course of Study is available for students with disabilities who have an Individualized Education Plan. It is possible for a student to graduate having met the requirements for both the College Tech Prep and College University Prep course of study. Students who entered the ninth grade in 2009-2010 or later follow the Future Ready Course of Study. (A more thorough explanation of these four courses of study can be found in the High School Curriculum Guide.)

## Other Local Standards

After entering high school, students must earn course credits as described below to be promoted to the next grade:

- To become a sophomore, a student must complete one year of high school and earn a minimum of six units of credit.
- To become a junior, a student must complete two years of high school and earn a minimum of 13 units of credit.
- To become a senior, a student must complete three years of high school and earn a minimum of 20 units of credit.
- To graduate, a student must earn a minimum of 28 units of credit in one of the four courses of study.

In all courses, the final exam counts as 25 percent of the student's final grade.

## 2011-2012 Federally Mandated High School Assessments

All students are required to take the following end-of-course assessments prior to graduation: Algebra I, Biology and English I. All 10th grade students will be required to take the NC 10th Grade Writing Assessment.

## Repeat and Make-up Tests

High school students at risk of failing a course will be given remedial/tutorial opportunities throughout the course. These

opportunities may include, but are not limited to, school tutoring assistance, online learning assistance, an extended school day, assignment of a mentor and individual assistance from the classroom teacher.

## High School Exam Exemption Procedures

Students cannot be exempt from North Carolina End-of-Course and Vocational Tests. To be exempt from other exams, a student must satisfy the following grade/absence criteria:

Grade	Absences
A (100-93)	3
B (92-85)	2
C (84-77)	1
D or F (76 or lower)	No exemption

1. Two unexcused tardies will equal one absence. Each tardy must be documented in NCWISE.
2. If a student takes an AP exam, he/she is exempt from taking a class exam in that AP course.
3. The student must not have been placed into In-School Suspension, Saturday Detention or Out-of-School Suspension during the semester in which the class is held.
4. Classes missed for school-sponsored activities or administrator approved college visits will not count against the student's attendance.
5. *All* teachers will submit final exams (assessments) to their principal prior to testing.

Any exemption to this policy for medical reasons will be at the discretion of the principal.

## Junior Marshals and Honor Graduates

Catawba County high school juniors are eligible to serve as Junior Marshals, and high school seniors are eligible for graduation with honors based on their weighted Grade Point Average (GPA). The weighted GPA is determined after the third nine-weeks grading periods of the junior and senior years, respectively. In order to be recognized as a Junior Marshal, a student must have a weighted GPA of 3.9 or higher. To be distinguished as an Honor Graduate, a

senior must have a weighted GPA of 3.9 or higher. The senior with the highest weighted GPA is named valedictorian while the senior with the second highest weighted GPA is named salutatorian.

## Change in Honors Designations

Beginning with the freshman class of 2009-2010, Catawba County Schools will convert to graduate honors from the valedictorian/salutatorian designations. Students will receive the following honors based on weighted GPA: Summa cum laude: 4.4+; Magna cum laude: 4.250 - 4.399; Cum laude: 3.95 - 4.249.

For detailed information of calculations of students' GPAs, reference Catawba County Schools Board of Education Policy 3.7700.

## Other Opportunities for Earning High School Credits

All Catawba County high schools offer opportunities to earn credit through online classes. E-learning is available from North Carolina Virtual Public School and site-based software. Opportunities also exist through Lenoir-Rhyne University Scholars Academy, concurrent enrollment at Catawba Valley Community College (CVCC), and CVCC Huskins classes delivered through the information highway.

## Concurrent Enrollment

Students may dual enroll in college-level courses at Catawba Valley Community College, or at other colleges, and earn both high school and college credit. Many of these will be tuition free. Consult your counselor.

## Career Internships and Apprenticeships

High school students may apply for an internship for hands-on and in-depth experiences in various careers. To participate, applicants must be in good standing at their schools in regard to grades, attendance, tardies and discipline.

High school apprenticeship is an advanced educational program that provides qualified students with the opportunity to begin a technical career using a system that combines on-the-job training and related technical classroom instruction. The goal is that, upon high school graduation, the

high school apprentice will continue as an adult apprentice until all apprenticeship requirements are fulfilled.

## Driver Education

Catawba County Board of Education provides a driver education program in each of its public high schools. Classes are conducted after school and on Saturdays for students who are 14 years and six months old, and are domiciled in the geographic area served by the Catawba County Board of Education. The driver education program includes a minimum of 30 hours of classroom instruction and 6 hours of behind-the-wheel training. Catawba County Board of Education has contracted with North Carolina Driving School, Inc. to provide driver education services to eligible students at no cost to the student. For additional information regarding the driver education program, please contact North Carolina Driving School at 828-758-7795.

## Dropout Prevention & Lose Your Cool Laws

Senate Bill 769 Dropout Prevention requires that anyone under 18 who obtains a driving permit or license must stay in school and make adequate academic progress or lose his or her driving privilege. The academic progress of all affected students will be evaluated at the end of each semester. In order to make adequate academic progress, students must pass 70 percent (three out of four) of the courses they take.

Senate Bill 57 (Lose Control, Lose Your License) states that a student can have his/her driving permit or license revoked if he or she is suspended from school and/or assigned to an alternative education setting for more than 10 days as a result of one or more of the following:

1. The possession or sale of an alcoholic beverage or an illegal substance on school property.
2. The possession or use on school property of a weapon or firearm that resulted in disciplinary action or that could have resulted in disciplinary action if the conduct had occurred in a public school.
3. A physical assault on a teacher or other school personnel.

A written consent form must be signed by the student's parents/guardians for Senate

Bills 769 and 57. This allows the school to notify the Department of Motor Vehicles if the student does not meet all the requirements of the two laws. A Driving Eligibility Certificate is required by law for a student to be eligible for a driver's license or learner's permit. Without written parental consent, this certificate will not be issued.

## College, Financial Aid and Scholarships

College Night will be held September 14, 2011, from 6:00 to 8:00 p.m. at Catawba Valley Community College's Multi-Purpose Building. All high school juniors and seniors and their parents are encouraged to attend.

Obtaining any college scholarship funding is the responsibility of the student. Scholarships are competitive and are awarded on a history of demonstrated merit and/or financial need. The number of available scholarships increases every year, and it is important to begin the research and application process early in high school. Resource materials are available in public libraries and school counseling centers.

For more information on applying to college, seeking financial aid, researching careers, and gaining job information, visit [www.cfnc.org](http://www.cfnc.org).

## High School Athletic Eligibility

Incoming ninth graders automatically are eligible for fall athletics during their freshman year. During their high school career, students must be enrolled in at least three courses during the current semester and be in good academic standing. The student must have passed a minimum of three units from the prior semester and met minimum promotion standards to be eligible during the current semester. An athlete must have attended at least 85 percent of the previous semester to participate in athletics. According to the rules and regulations of



the North Carolina Athletic Association, all athletes must receive a medical examination once every 365 days by a duly licensed physician, nurse practitioner, or physician's assistant. No student will be eligible for participation if his/her 19<sup>th</sup> birthday comes on or before October 16 of that year. A student can only participate for 8 consecutive semesters beginning with their 9th grade enrollment or participation on a high school team, whichever occurs first.

## NCAA Eligibility Rules

Students entering college will have their NCAA initial eligibility evaluated under the 16 Core-Course Rule. Please refer to [naaa.org](http://naaa.org) or contact the NCAA Initial-Eligibility Clearinghouse at 313-337-1492 or toll free at 877-262-1492 for questions. **Please note: The NCAA will accept only courses monitored by a certified teacher. Consult your counselor before taking any online class.**

Services provided at school sites are based on student and family needs. Services may include academic, career/post secondary and/or crisis counseling; parent consultations/information; referral to school/community resources; various social services; peer programs; specialized testing; and special-needs support groups.

Transitional issues such as changing schools or moving can be very overwhelming for a child. An injury or severe illness in a family, a death or a divorce also can be traumatic. When a school staff recognizes that something of that nature is troubling a child and jeopardizing his/her school success, teachers and counselors try to provide assistance. While the intention of the school is not to interfere in the private lives of students, school personnel are interested in lending support to help each child maintain success in the classroom. When help is needed, please do not hesitate to contact any of the school personnel listed in this handbook.

**Student Success Team (SST):** Each school has a team of staff members who have been specially trained to help students who may be experiencing academic, behavioral and/or social problems. Assistance can range from recommending classroom interventions to referring students to special programs available in the school or community. Student referrals can be made to the Student Success Team by contacting the school counselor.

**Student Support Professionals:** Each school has at least one full-time school counselor, who usually is the primary point of contact when parents have questions about a student's special needs and services. Each school also has a school social worker and a school psychologist, both generally serving the school one to two days per week.

School social workers, who serve as liaisons between home, school and the community, assist families in overcoming problems that interfere with students' success at school. They are knowledgeable about community resources and help parents access appropriate resources when needed. School psychologists assist students in dealing with crisis issues, help teachers develop positive behavioral plans, and provide evaluation of students to assist the school team in recommending the most appropriate educational placement and services to meet

individual student needs.

**School Health Services:** School health services are provided by registered nurses who work for the Catawba County Public Health Department. These nurses have received specialized training in school health issues that allow them to meet the needs of school-age children. School Health Services include management of students with chronic health conditions such as

diabetes, asthma, seizure activity, or those children who may need special procedures completed at school. School nurses also work with the school on communicable disease issues and immunization compliance. The nurses serve as an invaluable referral source for health-care services and health education issues that the schools may have. Parents may access the school nurse through the school office. (Refer to the Medication Guidelines Section

## Community Services

As students work to achieve their full potential, they sometimes benefit from involvement with one or more of the area's numerous community agencies that provide a variety of services. Some of these resources include:

- **Catawba County Council on Adolescents:** Offers a variety of classes, support groups, a speakers' bureau on topics related to adolescents and a public video and book library. (828) 322-4591.
- **Catawba County Department of Social Services (DSS):** Provides a wide variety of programs, including child support enforcement, child day care assistance, crisis intervention, food stamps, Medicaid and protective services for children. (828) 695-5600.
- **Catawba County Health Department:** Offers a variety of family services, including family planning, prenatal clinic, Lamaze, child health clinic, WIC nutrition program, health screenings, immunizations, child service coordination and more. (828) 695-5800.
- **Children's Advocacy Center:** Provides child victims and non-offending family members with the continuous services necessary due to victimization. (828) 465-9296.
- **Children's Resource Center:** The Children's Resource Center (CRC) is Catawba County's child care resource and referral agency providing information, education, and support to parents, child care providers, community, and businesses. Parents may contact the CRC for detailed and unbiased referral information on area child care programs and other developmental opportunities. (828) 695-6565.
- **Community Schools' KID CONNECTION:** Provides school-age child care at 15 elementary sites for children in grades K-6. Services include morning and after-school care at all sites and teacher workday and summer day camp programs at selected sites. (828) 464-9355.
- **Family Care Center:** Provides short-term to intermediate-term shelter apartments to assist families in becoming self-sufficient. (828) 324-9917.
- **FamilyNet of Catawba County:** Provides substance abuse counseling and outpatient treatment for adolescents and adults, including family therapy and prevention education. Insurance and Medicaid are accepted. (828) 695-6500.
- **First Step Spouse Abuse Services:** Provides 24-hour crisis assistance, counseling for spouses involved as victims in abusive relationships, emergency shelter for abused spouses and their children, victim advocacy and treatment for spouses who abuse their partners. (828) 322-1400.
- **Palliative CareCenter & Hospice of Catawba Valley:** Made available to patients and families facing a life-threatening illness, this comprehensive program provides quality medical care and psycho-social, spiritual and bereavement support. Hospice counseling staff are available to help students with loss and grief issues. (828) 466-0466.

for information on medicines and/or diabetic supplies at school.)

**Parents As Teachers (PAT):** Working under the direction of the Elementary Director, the Parents As Teachers (PAT) Program is a home visitation program that promotes the following vision: All parents will be their child's best first teachers. Using the results of the most recent brain development research, PAT can help parents provide a strong foundation for a child's future success in school. The free program offers monthly home visits, group meetings, developmental screenings and more for children aged birth to five. For additional information, contact Student Support Services at (828) 464-8333 Ext. 180238.

**Catawba County Parenting Network (CCPN):** Provides parenting skills programs including 1, 2, 3, 4 Parents; Active Parenting Now; Parent to Parent; Strengthening; Positive Discipline; Nurturing; and Enhancing Relationships; free support groups including ADD/ADHD; Grandparents Raising Grandchildren; Parents Anonymous; Dads' League; Sensory Integration and Special Families; and other resources for all interested parents, grandparents and guardians. Call 828-465-9295 or 828-465-8151 or visit [www.catawbaparenting.com](http://www.catawbaparenting.com).

**Hospital/Homebound Program:** The Hospital/Homebound Program provides assistance for students who need time at home or in the hospital to convalesce after surgery and/or a serious illness. To be eligible, students must have a physician's recommendation and meet state guidelines. Students can receive no more than five hours per week of instruction, which is usually enough to enable them to maintain

their grades. For additional information, contact the school counselor or school social worker.

**Information for Homeless Families:** If you lost your housing and now live in a shelter, motel, vehicle, camping ground, or temporary trailer; doubled-up with family or friends; or in another type of temporary or inadequate housing, your child might be able to receive help through a federal law called the McKinney Vento Act. Contact Catawba County Schools Homeless Liaison Vicki Toepper at (828) 455-4342 for help.

### Other Services and Programs

**Exceptional Children's (EC) Program:** The Exceptional Children's Program provides a full continuum of services for students with disabilities requiring specially designed instruction. The goal of the EC department is to ensure that students deemed eligible for EC services are provided a free and appropriate public education relevant to each student's individual needs. Psychologists, special education teachers, regular education teachers, related service providers, administrators, and the EC program specialists collaborate with parents in making exceptional children eligibility and programming decisions for students with disabilities.

**Academically/Intellectually Gifted (AIG) Program:** Each school has an Academically/Intellectually Gifted (AIG) Team composed of teachers, administrators and support personnel, such as media specialists and counselors. Once a child has been identified as academically gifted, the AIG Team collaborates with parents to determine appropriate services for each child. This team reviews students annually

by using specific criteria for identification and determination of services. Parents are notified periodically concerning their child's progress. A copy of the Catawba County Schools AIG Plan is located at each school site and at the Catawba County Schools Administrative Office.

**Vocational Rehabilitation (VR) Services:** Referrals for VR evaluations and services are made through the Individual Education Program (IEP) team meeting process for high school students with disabilities. The goal of VR is to help students with disabilities transition from high school to gainful employment in the community. VR services include guidance and counseling, restoration, training, job placement and post employment support. For additional information, contact the Vocational Rehabilitation counselor at (828) 294-0120.

**International Newcomer Center:** Catawba County Schools provides an International Newcomer Center at Sweetwater Early Childhood Education Center for the registration of students who indicate English is not their first spoken language. In addition, the Newcomer Center provides translation of documents, interpretation for meetings and bilingual support to the schools and parent community. When students who speak a second language arrive in the school system, they are screened to determine their level of English proficiency in the domains of listening, speaking, reading and writing. If their English is determined to be limited by the results of this assessment, the school system provides English-as-a-Second-Language (ESL) services to these students in their schools. When a student is identified as an English language learner (ELL), the student's English proficiency is assessed again each spring to determine if the student needs continued service in acquiring English language skills.

**English-as-a-Second-Language (ESL) services offered in the schools:** Certified ESL teachers work with the English language learners and provide support to the content teachers to assist the ELLs in becoming English proficient. The students are provided different models of instruction including ESL classes, co-teaching, sheltered instruction and consultative services. These models of instruction focus on the acquisition of English language skills across the four language domains of listening, speaking, reading, and writing.



# Concussion Policy, Unlawful Use of Seclusion and Restraints

The board recognizes that concussions and other head injuries may be serious and potentially life threatening and that such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries. In support of this commitment, the board directs school employees to comply with the concussion safety requirements for interscholastic athletic competition established by N.C.G.S. 115C-12(23) as amended in the Gfeller-Waller Concussion Awareness Act of 2011, and to implement and follow all concussion safety requirements set forth in State Board of Education rules and policies for middle and high schools. The superintendent or his/her designee shall develop a plan consistent with state requirements and shall implement and monitor compliance with this policy. The superintendent is authorized to investigate the use of baseline testing for student-athletes and require that student-athletes undergo such testing prior to their participation in any interscholastic athletic competition.

## A. Definition of Concussion

A concussion is a traumatic brain injury caused by a direct or indirect impact to the head that results in disruption of normal brain function, which may or may not result in a loss of consciousness.



## B. School Head Injury Information sheet

Each year, all coaches, school nurses, athletic directors, first responders, volunteers, student-athletes, and parents of student-athletes must be provided with a concussion and head injury information sheet that meets the requirements of the State Board. Before any student, school employee, volunteer or first responder will be allowed to participate in interscholastic athletic activities, including tryouts, practices or competitions, he/she must sign the head injury information sheet and return it to the coach. Parents also must sign the sheet and return it to the coach before their children may participate in any interscholastic athletic activity. The principal of each school shall ensure that a complete and accurate record of the returned signed sheets is maintained in accordance with law and State Board policy.

## C. Removal from and Return to Play

Any student-athlete who is exhibiting signs or symptoms consistent with a concussion must be removed from athletic activity immediately. Further, the student-athlete must not be allowed to return to play or practice that day or on any subsequent day until he or she has been evaluated and has received written clearance for participation that complies with the requirements of N.C.G.S. 115C-12(23) and any other applicable law or State Board policy.

## D. Emergency Action Plans

Each principal or his/her designee shall develop a venue-specific emergency action plan to respond to serious medical injuries and acute medical conditions in which the condition of the injured student may deteriorate rapidly. All such plans must include a delineation of roles, methods of communication, available emergency equipment and a plan for emergency transport. The plans must be (1) in writing, (2) reviewed by an athletic trainer who is licensed in North Carolina, (3) approved by the principal if developed by a designee, (4) distributed, posted, reviewed and rehearsed in accordance with N.C.G.S. 115C-12(23), and (5) compliant with any other requirements of state law and State Board policy.

## E. Record Keeping

The superintendent shall require each principal to maintain complete and accurate

records of actions taken in his or her school to comply with this policy and applicable legal authority. Records shall include accounts of any education or training as may be required by law or State Board of Education policy.

The superintendent's annual report to the board on compliance with laws and policies related to student wellness shall include a report on the system's compliance with laws and policies related to concussions and head injuries. (See policy 4.4200 / 6.1400 Student Wellness)

FIRST READING AUGUST 22, 2011  
ADOPTED SEPTEMBER 12, 2011  
Descriptor Term: CONCUSSION AND HEAD INJURY

Descriptor Code: 4.3560

Legal References:

G.S. 115C-12(23); S.L. 2011-147; Other Resources: Matthew Gfeller Sport-Related TBI Research Center at UNC website [http://tbicenter.unc.edu/MAG\\_Center/Home.html](http://tbicenter.unc.edu/MAG_Center/Home.html); Report to the North Carolina General Assembly: Study of Sports Injuries at Middle School and High School Levels, N.C. Department of Public Instruction (2011)

Cross References:

4.4200 / 6.1400 Student Wellness

## Required Reporting of Unlawful Uses of Seclusion and Restraints

Session Law 2005-205 (House Bill 1032) has added additional reporting requirements to the permissible use of seclusion and restraint of students in the public school setting. The law defines and describes permissible use of seclusion and restraint. All of the following require a report to the principal: Any use of aversive procedures, any prohibited use of mechanical restraint, any physical restraint resulting in observable physical injury to a student, or any prohibited use of seclusion or seclusion that exceeds ten minutes or the amount of time specified on the student's behavior intervention plan. As described above, these incidents are required to be reported to parents/guardians with the following details: Date, time of day, location, duration, and description of the incident and interventions. In addition, reporting requirements to parents include the events that led up to the incident, nature and extent of any injury to the student, and the name of a school employee the parent/guardian can contact regarding the incident.

# Family Educational Rights and Privacy Act (FERPA)

To All Parents of Students Currently Attending the Catawba County Schools Administrative Unit and All Students Currently Attending the Unit Who Have Reached the Age of 18:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

## Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Catawba County Schools, with certain exceptions, obtains your written consent

prior to the disclosure of personally identifiable information from your child’s education records. However, Catawba County Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Catawba County Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.<sup>1</sup>

If you do not want Catawba County Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing. Catawba County Schools has designated the following information as directory information:

- Student’s name
- Address
- Telephone number
- Name of parent/guardian

*Footnotes: 1. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by Section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.*



# Parental Notices

## Parental Involvement Policy

The Catawba County Schools Board of Education (BOE) recognizes the critical role of parents in the education of their children and in the schools. Parents are encouraged to be informed about the educational program and to participate in activities designed by the schools to involve parents. The Board directs each school to develop a parental involvement plan which includes notification of specific information of importance to parents. The superintendent and each school may provide further direction on parental involvement. This policy applies to the parents, legal guardians, and legal custodians of students who are under 18 years old and are not married. (Catawba County Schools Board of Education Policy 4.3100)

## Parental Permission Required

Written parental permission is required prior to the following activities:

- Medicines/treatments administered to students by employees of the school district (Catawba County Schools Board of Education Policy 4.4300)
- Any release of student records not considered directory information
- Off-campus trips
- Participation in high-impact or high-risk sports or extracurricular activities, such as football or mountain climbing (Catawba County Schools Board of Education Policy 4.4100)
- Participation in any psychological examination or testing

## Opportunities to Withhold Consent

As part of the notification required by Catawba County Schools Board of Education Policy 4.3100, parents may withhold consent for the following:

- Release of student directory information about a child for school purposes or to outside organizations (Catawba County Schools Board of Education Policy 4.8000)
- Student's participation in curriculum
- Student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources in accordance with Catawba County Schools Board of Education

*Any parent/legal guardian wishing to withhold consent must do so in writing.*

Otherwise, consent to the programs/activities is presumed. After the annual notification, the school is not required to provide further notice to the parent on how student directory information is used, the curriculum provided, or the guidance programs made available.

Policy 4.4700. Parental notification and permission are not required for large group sessions, initial consultations intended to identify the student's needs, or counseling where child abuse or neglect is suspected. (Catawba County Schools Board of Education Policy 4.4900)

- Military Recruiters: A secondary school student or the parents of the student may request that the student's name, address, and telephone listing not be released without prior written parental consent to the United States military for recruiting purposes
- Purging of educational records deemed unnecessary to serve the student's educational needs or the school system
- SAT score releases to colleges
- Dental and Body Mass Index (BMI) screenings

In addition, a parent may withhold permission for the school system or the news media to make photographs, slides, videos, or illustrations of his/her child which might be made for use in newsletters or publications produced by the school system or published on the system web site; in slide presentations and/or videos about the school by the news media in school-related news coverage; in video productions produced by the school system and aired on television; or, in other similar forms of communication.

## Custody Rights

From the school's perspective, in absence of a legal, written custody agreement or a court order, both parents are presumed to have equal rights and access to a child and the education records concerning the child. If there are issues involving such things as limiting one parent's right to pick up a child from school or making decisions relative to the child's education, the parent will need to arrange this through the court system and provide documentation to the school.

## Safe Haven Law Summary

In July 2001, the North Carolina General Assembly created a Safe Haven Law. This law allows a parent who is not willing or able to care for a newborn to anonymously and voluntarily bring an unharmed infant, less than seven days old, to any of the following "safe haven" centers: hospital, health department, community health center, police or sheriff's department, social services department, or fire or emergency services station. The parent can also leave the infant with a health care provider, law enforcement officer, social worker or certified E.M.S. worker who is on duty even when they are away from their building or office. The parent does not have to give any information. The baby will get needed medical care and be placed for adoption.

## Grievances

The Catawba County Schools Board of Education provides a grievance procedure (Catawba County Schools Board of Education Policy 4.3500) as an avenue for students and parents to resolve problems that may occasionally arise in the operation of the schools.

A grievance is any situation occurring within the operation of normal procedures of the school that causes a student and/or parent to believe the student has been wronged because of a violation, misapplication or misinterpretation of a specific policy, or rule of law. Students and their parents are encouraged to discuss their concerns informally with the person(s) involved before invoking formal grievance procedures. Copies of each policy are available in each school office or at the Central Administrative Office.

## Instructional Materials

In accordance with Section 1017 of Goals 2000, which amended the Hatch Amendment, parents have the right to examine all instructional materials. This can be done by appointment. Parents can contact the school principal for more information.

## English Competency

Grades K-12 students who lack basic competency skills in the English language receive regular language instruction based on their identified needs. Instruction is provided by trained personnel until the specific language competencies are met.

## Pupil Assignment

Students are assigned to schools according to where their parent/legal guardian lives. If a parent does not know which school serves his/her address, the Superintendent's Office should be contacted (828-464-8333).

Two proofs of domicile are required for school assignment. Acceptable proofs of address include an active NC Driver's License with address showing that the person presenting the child lives in this school's district; an Identification Card issued by NC DMV with address showing that the person presenting the child lives in this school's district; a Utility Bill (power, water, cable, gas or land line phone bill—*no cell phone bills*) in the name of the person presenting the child showing that this person has utility services for a home in this school's district; a Real Property Tax Bill in the name of the person presenting the child showing that this person owns the land at

which they are domiciled and the land is in this school's district; a Lease Agreement (may be typed or handwritten) with address showing the person presenting the child rents and lives in a home in this school's district. (Contact information for Landlord must be included.)

In certain cases, students may be granted transfers to other schools. The Board of Education policy outlines transfer procedures and grants transfers on space availability only. Questions concerning transfers should be directed to the Assistant Superintendent for Operations' Office. (Catawba County Schools Board of Education Policy 4.2320)

## Healthy Youth Act

In June 2009, General Statute 115C-81(e1) was revised to require all school systems to offer a reproductive health and safety education program to students in

grades seven, eight, and nine that utilizes age-appropriate and scientifically-based materials. This instruction will include information about the prevention and transmission of sexually transmitted diseases (STDs), the effectiveness and safety of contraceptives for pregnancy and STD prevention, and the effects of contracting the Human Papilloma Virus. It teaches the awareness and risk reduction of sexual assault and abuse. The program will remain part of a larger reproductive health education curriculum and will retain the abstinence-until-marriage focus that is currently offered by North Carolina schools. The reproductive health and safety education program began during the 2010-2011 school year. Parental consent will be required for the program. The curriculum for each grade level will be available at your child's school, Catawba County Schools Administrative Unit, and online at the Catawba County Council on Adolescents, [www.coacatawba.org](http://www.coacatawba.org).



# Nutrition, Health & Wellness

A school breakfast consists of four meal components: one serving of fruit or fruit juice; one serving of milk; two servings of bread or two servings of meat; or one serving of bread and one serving of meat.

A school breakfast must consist of at least three but no more than four of the meal components to qualify as a regular-priced school breakfast.

A school lunch consists of five meal components: one choice of entrée; one serving of bread (most entrees include the bread, ex. pizza, cheeseburger, popcorn chicken); two servings of the following: vegetable, fruit or fruit juice; one serving of milk.

A school lunch must consist of at least three but no more than five of the meal components listed above to qualify as a regular-priced school lunch.

Students may purchase extras at individual prices. Extras are defined according to the National School Lunch Act. Extras include any beverage or food item fewer than three or above the maximum components for each meal. Extras include a second entrée or second fruit or vegetable, or second serving of milk or fruit juice, as well as a la carte items that are not part of the National School Lunch Program meal pattern (ex. water, baked chips, cookies).

Visit the child nutrition web page at [www.catawbaschools.net](http://www.catawbaschools.net) for menus, additional child nutrition news and information.

## 2011-2012 Free and Reduced Meal

**Applications:** Parents, legal custodians, legal guardians or persons standing *in loco parentis* with respect to a student who cannot afford to pay for a student's meals, who are receiving Food Stamps or who have a foster child or child in a group home are encouraged to apply for meal benefits under the Free or Reduced Meal Program. Applications for free or reduced meals are available at each school office, the school cafeteria and the Child Nutrition Department at the Central Office. Only **one (1)** Free or Reduced Meal Application may be completed per household. The application must be completed in blue or black ink. No student can receive free or reduced meal benefits unless an application is completed and approved. You should complete the free or reduced meal application prior to or at the beginning of the school year in order to receive the maximum benefit from this

program. However, a free or reduced meal application may be completed at any time during the school year. A new application for free or reduced meals must be completed each school year. **The identity of all students completing an application for free or reduced meals or receiving free or reduced meals is kept confidential.**

**2011-2012 Meal Accounts:** Each student is assigned a meal account upon enrollment. All students must pay for any items touched, opened, taken or purchased by the student from the school cafeteria.

Students or their parents, legal custodians, legal guardians or persons standing *in loco*

legal guardians or persons standing *in loco parentis* with respect to the student are responsible for paying for all unwrapped items that the student touches in the school cafeteria and all other items the student takes, purchases or is provided from the school cafeteria.

In the event any check made to the school cafeteria for a student's meal costs is returned for insufficient funds, the student's meal account shall be charged a fee of \$25.00 to cover administrative costs and insufficient funds charges. Thereafter, the school cafeteria will not accept checks for any student account that has been charged



*parentis* with respect to the student may pay for meals in advance in the school cafeteria or online through [www.lunchprepay.com](http://www.lunchprepay.com). LunchPrepay.com is a web site that allows you to make payments for student meals and monitor student meal accounts. Using LunchPrepay.com will remove the stress that comes with making sure your child has cash for meals. LunchPrepay.com is an easy, secure and convenient way to pay for student meals. You must use your child's NC Wise number when making payments to LunchPrepay.com or viewing account activity.

A student's meal account will be charged and the student's parents, legal custodians,

for insufficient funds.

If at any time a student's meal account has a negative balance, the student may be prohibited from attending or participating in extracurricular activities (except for approved school field trips) and/or may be prohibited from obtaining or utilizing parking privileges on any school campus.

The Principal may pursue any method of collection for meal account balances, including referral to a social worker, referral to the school board attorney, referral to a collection agency or pursuit of legal remedies through the North Carolina Judicial System. All costs of collection for a student's meal account balances may

# Health & Wellness

be charged to the student's parents, legal custodians, legal guardians or persons standing *in loco parentis* with respect to the student.

In accordance with Federal law and U.S. Department of Agriculture policy, the Child Nutrition Department is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## Medication Guidelines

**Medication** for purposes of school system procedures, has been defined as both prescriptive and non-prescriptive/over-the-counter drugs. Over-the-counter drugs have been defined to include but are not limited to such products as aspirin, Tylenol, Midol, Dimetapp, Benadryl, and topical ointments. In addition, such things as Calamine lotion, pink-eye medication and non-prescriptive inhalers are also considered over-the-counter drugs. Such items as cough drops, saline solution, Chapstick and sunscreen can be used without written authorization from a doctor.

Each school in the district has a person(s) designated to provide assistance to parents when prescriptive or non-prescriptive/over-the-counter medication must be given during school hours to help maintain students' medication plans. ***Specific forms are required to facilitate the process. These are available at schools or in most clinic/physicians' offices, hospital emergency rooms and oral surgeons' offices in the county. Parents are encouraged to ask their doctor if these forms are available in his/her office.***

Parents are asked to ensure the school has an adequate supply of medication by sending refills as needed. This practice will prevent delays in giving a child the prescribed medicine.

## Students in Grades K-8

Medicines for K-8 students should be brought to the school by a parent/guardian. All unused medicines not picked up by a parent/guardian at the end of the school year must be disposed of by the school's medication designee.

District guidelines require that medication be given to a student in elementary or middle school **only** if the school has:

- Current written authorization signed by parent and physician on the designated form
- A current bottle/container of medication with a pharmacist's label designating student's name, instructions, name of drug, prescribed dosage and frequency and physician's name.

Further, medication and medical supplies must be:

- Stored by the school in a locked cabinet
- Given only as directed on the bottle/container with no increase/decrease in dosage unless authorized in writing by the parent **and** a physician
- Observed as it is being taken
- Logged by the medication designee.

## Students in Grades 9-12

Students in grades 9-12 have the same guidelines for controlled substance medicines as do elementary and middle school students. However, grades 9-12 students are permitted to keep other prescription and non-prescription medications with them only under the following conditions:

- The principal has a note from the parent/guardian identifying the medication and the reason for the student's having to take the medication
- The student keeps medication equal to only one school day at a time
- The medication is not stored in the student's locker
- The parents and student agree that the medication will not be shared with anyone for any reason.

Because of genuine concern for each student, every effort will be made to address and meet the medical needs of students as defined by a medical official in a private, confidential, and caring manner.

## Children with Diabetes

Senate Bill 911 requires the State Board of Education to adopt and disseminate guidelines for the development and implementation of individual diabetes care plans and to require local boards of education to implement these guidelines which include:

- Procedures for the development of individual diabetes care plans at the written request of the student's parent or guardian
- Procedures for regular review of an individual care plan
- Information to be included in a diabetes care plan.

## Dental Screenings & Annual Mouth Rinse Information

Students in grades K, 2 and 5 will receive a dental screening from the State Dental Hygienist, and parents will be notified of screening results. If you prefer your child not participate in this screening, please contact your child's teacher.

The fluoride mouth rinse program to be offered at select elementary schools will continue this year. The use of fluoride is the best way to prevent cavities. Fluoride mouth rinse has been thoroughly tested and is safe. Your child may safely rinse with fluoride even if he or she is getting fluoride from your community. The fluoride applied directly to the teeth at the dentist's office may also benefit your child. The permission form you signed when your child entered school will be kept in your child's permanent record. Your child should rinse once each week if you have given permission. If you want to change the permission form, please send a signed written note to school asking for a change. With your help and support, our children will have better oral health. We're working toward NC Children Cavity-Free Forever!

## Abuse and Neglect

Should a child show signs of injuries or emotional damage which could be the result of abuse or neglect, the law requires school employees to report this to the local Department of Social Services (DSS) and the school principal. DSS makes the determination whether or not to investigate. If they do investigate, DSS will work with the parent and other resources to help the family find ways to overcome the problem and to protect the child from further abuse or neglect.

## Home Visits

Because of genuine concern for each child, a teacher, counselor, principal/assistant principal or school social worker may sometimes make home visits. If students

or their families are non-English speaking, there will usually be a translator with the school personnel who visit. They should be wearing Catawba County Schools name badges.

## Immunizations

Each student who enters a public school in North Carolina must present a certificate of immunization to the school official within 30 calendar days of the first day of attendance. This certificate must contain, in addition to identifying data on the student, the dates of administration of each dose of the required vaccines given to the student.

Each student's immunization records will be reviewed for compliance with General Statute 130-89. Additional information regarding specifics on required immunizations may be obtained from the school.

***All children entering school for the first time will need to have received two doses of measles, two doses of mumps and one dose of rubella vaccine prior to entry.***

Children were previously required to have only one dose of mumps vaccine. Most children already receive two doses of the MMR vaccine (measles-mumps-rubella) by age four.

***A booster dose of Tdap vaccine is required for all children before entering 6th grade who are enrolled in public school, or by age 12 for those not attending public schools (private, religious, home schools) on or after August 1, 2008, if 5 years or more have passed since the last dose of tetanus-containing vaccine.***

Tdap is a combination vaccine that provides protection against three diseases: tetanus, diphtheria and pertussis. There has been an increase in pertussis cases in North Carolina and in the U.S. in recent years, making vaccination imperative. Tdap is recommended for all teenagers beginning at age 11 or 12. It is also recommended that adults receive a dose of Tdap to replace their next tetanus booster. ***Your child is now required to receive this vaccine prior to entry into 6th grade.***

## Health Smart Alerts for Grades K-12

***Meningitis*** is an infection of the fluids and covering of the brain or spinal cord that can be caused by bacteria. While viral

meningitis is fairly common, and people usually recover fully, bacterial meningitis is very rare, but much more serious. Meningitis is spread by close exchange of saliva and respiratory secretions through the sharing of drinking glasses, cigarettes or kissing. Symptoms of bacterial meningitis include severe headache, high fever, and stiff neck. Symptoms can worsen very quickly, leading to unconsciousness, and even death. Children with any of these symptoms should be checked by a doctor right away. A vaccine against bacterial meningitis is available through private physicians and at Catawba County Public Health, and is recommended for students entering college.

***Influenza (the Flu)*** is a viral infection that can cause severe illness and life-threatening complications in many people. Symptoms of the flu include fever, headache, extreme tiredness, muscle aches, dry cough, sore throat and runny, stuffy nose. Children sometimes also have nausea, vomiting, or diarrhea. Flu is spread through respiratory droplets from a cough or sneeze, or from droplets on unwashed hands. Vaccination against flu is available every year beginning in October through private physicians and at Catawba County Public Health. The vaccine is recommended for people at high risk for complications of the flu (the elderly and those with chronic illnesses), and people in close contact with them (this includes household contacts).

Protect kids from getting sick.

- Teach children to wash hands before meals, after bathroom use, and after play time. Most colds, flu and stomach illnesses that spread in families and in school can be avoided by hand washing.
- Don't let children share water bottles, lollipops, or other things they put in their mouths. Mononucleosis, meningitis, and some stomach bugs are spread this way.
- Prevent children from smoking or from being where others smoke. (Catawba County Schools has a policy making all schools and school grounds tobacco free.)

For more information, contact your school nurse.

## Health Smart Alerts for Grades 5-12

North Carolina state law requires every public school system to provide parents with



information about the ***Human Papilloma Virus (HPV)***. HPV is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no intercourse. There are 40 types of HPV that can infect men and women. Some types of HPV can cause cervical cancer in women. However, a new vaccine can now protect females (ages 9 to 26) from four major types of HPV. These include two types that cause about 70% of the cervical cancers. The vaccine is given as a series of three shots over six months. The best protection is after all three shots are given. The vaccine against HPV is available through private physicians and at Catawba County Public Health. For more information, contact your school nurse.

This information is provided by the North Carolina Department of Health and Human Services.

# Code of Student Conduct

## I. PURPOSE

An educated citizenry, which is essential to good government in this country, cannot exist without effective public schools. The effectiveness of the public schools depends in large part on the maintenance of discipline and good order in the schools. In its effort to maintain order and safety in the school system, the board earnestly solicits the cooperation of every student, every parent, and the community at large.

The purpose of this Code of Student Conduct is to outline the proper conduct and behavior expected, required and prohibited of and from any student in the Catawba County Board of Education (hereinafter "CCBOE") school system.

## II. DEFINITIONS AND TERMS WHICH APPLY TO THIS POLICY

- A. Administrator is defined as a principal, assistant principal, or their designee.
- B. Parent is defined as the student's biological parent(s), adoptive parent(s), legal guardian(s), legal custodian or other caregiver adult who is acting in the place of a parent and is entitled to enroll the student in school pursuant to Article 25 of N.C.G.S. 115C.
- C. School employee(s) shall include, for purposes of this policy, all school employees, all authorized school volunteers, student teachers, substitute teachers, substitute cafeteria workers, non-faculty coaches, school resource officers, sports officials, all persons authorized by a school employee to have authority and control over a student, any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students, and any person working on school grounds or at a school function for another agency providing educational or related services to students.
- D. School property shall include any premises, facility or property, real or personal, which is owned, leased, used, operated or provided by the board.
- E. Superintendent is defined as the superintendent and the superintendent's designee.

## III. APPLICATION

Unless otherwise specified, **this Code of Student Conduct shall apply to all students enrolled in the CCBOE school system as follows:**

- A. at all times before, during and after school hours while on any school property;
- B. at all times before, during and after school hours while on any motor vehicle owned, leased, used, operated or provided by CCBOE for transportation of students to and from school or school activities or events;
- C. at all times before, during and after school hours while on any motor vehicle or mechanical equipment owned, leased, used or operated by CCBOE;
- D. at all times before, during and after school hours at and during any and all school-related events, functions, field trips, and any function or activity sponsored or conducted by the CCBOE or in which CCBOE is involved or participating regardless of the location of the event, function or activity;
- E. at all times before, during and after school hours during any period of time when students are subject to the authority of school personnel; and,
- F. at all times before, during and after school hours while not on school property, provided the student's behavior violates this Code of Student Conduct and the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the school or the safety of individuals in the school environment.

This Code of Student Conduct is not intended to restrict the authority of administrators or teachers to make rules that regulate the operation of their respective schools or classes. All students shall comply with all policies, laws, rules and regulations governing student behavior and conduct and all directives and rules issued or imposed by individual schools, teachers, administrators and other authorized school employees. Any student who refuses to comply with board policies, rules or regulations, the Code of Student Conduct, directives and rules issued or imposed by individual schools, teachers, administrators and other authorized school employees, or the North Carolina General Statutes shall be held in violation of this Code of Student Conduct and such violations may result in disciplinary action to the student including, but not limited to, in-school discipline, out-of-school suspensions, expulsions or assignments to alternative settings or programs.

School administrators shall have the authority to impose disciplinary actions upon students pursuant to this Code of Student Conduct. The complete circumstances and the degrees of involvement with regard to any incident may lessen a serious offense or make a minor offense more serious. Each administrator has the authority to modify the discipline recommended in this Code of Student Conduct when, in his/her opinion, the facts and circumstances justify a less or more severe penalty. This policy does not prohibit the superintendent and school administrators from considering the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors when deciding whether to recommend or impose long-term suspension. School administrators are encouraged to use a full range of responses to violations of disciplinary rules, such as conferences, counseling, peer mediation, behavior contracts, instruction in conflict resolution and anger management, detention, academic interventions and other similar tools that do not remove a student from the classroom or school building.

While this policy attempts to address inappropriate student conduct, the Board of Education recognizes that all inappropriate behaviors cannot be defined within the context of these sections. Therefore, the Board of Education delegates to the school administrators the authority to determine the appropriate discipline and consequences for inappropriate behaviors not specifically addressed in this policy and for student violations of other CCBOE policies.

## IV. OPTIONS FOR EFFECTIVE DISCIPLINE AND CONTROL

School personnel should make every effort to develop and implement behavior management techniques and strategies unique to the student and his or her specific disciplinary problem. When appropriate, and as a part of the continuum of disciplinary options, the student's behavior management plan might incorporate contact with the school counselor, school psychologist, school social worker, school behavior management consultant, etc. and/or staffing by the school assistance team.

When corrective actions are necessary, the following options are available to those authorized to discipline or control students. This list is not intended to restrict in any way the authority of teachers and principals to discipline and control students in a manner consistent with board policies. The board encourages and supports the right of administrators to employ a variety of control techniques and disciplinary

actions with respect to students including, but not limited to, the following:

A. Reasonable Force: School employees may use physical restraint only in accordance with N.C.G.S. 115C-391.1. School personnel may use reasonable force to control behavior or to remove a person from a scene in those situations when necessary for any of the following reasons:

1. to correct students;
2. to quell a disturbance threatening injury to others;
3. to obtain possession of a weapon or other dangerous object on the person, or within the control of, a student;
4. for self-defense;
5. for the protection of persons or property; or
6. to maintain order on educational property, in the classroom, or at a school-related activity on or off educational property.

B. Searches of Students, Student's Property, Student Lockers and Student Desks

1. Student Lockers and Desks. Student lockers and desks are the property of CCBOE and may be searched or inspected at any time without prior notice to or consent of the student or student's parent and without a search warrant. While students may store books, papers, clothing and other personal items in their assigned locker or desk, students shall not place any item or substance that is prohibited on school premises in any desk or locker. Students shall at all times keep their locker and desks in a neat, clean and orderly manner.
2. Student's Person, Motor Vehicle or Possessions. A school official may search a student's person, possessions (such as a pocket book, book bag, gym bag, electronic device) or motor vehicle if reasonable grounds exist for suspecting the search will turn up evidence that the student has violated or is violating either the law or the policies, regulation or rules of the board or the student's school. A search will be permissible in its scope when the manner in which the search is conducted is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and nature of the infraction.
3. Reasonable Suspicion. Reasonable suspicion may be based on information provided by a confidential informant, circumstantial evidence and/or the

administrator's "common-sense conclusions about human behavior" upon which "practical people," including government officials, are entitled to rely in making decisions.

4. Plain View. Anything seen by a school employee, official or school resource officer in plain view, including items in plain view inside a student's vehicle, may be used as evidence to discipline, suspend or expel a student. Otherwise, a school employee or official needs reasonable suspicion to search a student's person, motor vehicle or possessions.
5. Bombs, Explosive Devices and Firearms. If any school employee, official or school resource officer has any reason to suspect a bomb or firearm is on the premises of any school and students are at risk of serious bodily injury or death, the administration or its designee may conduct a complete search of the school as well as student vehicles and student possessions for any weapon, bomb or other explosive device.
6. Drug Dogs. The use of trained drug or bomb sniffing dogs to detect the presence of a controlled substance or explosives in a student's desk, locker, vehicle or personal possessions is acceptable. If a dog "hits" on an item, such a "hit" constitutes reasonable suspicion that the item contains a controlled substance or explosive and the item may be searched.

C. Corporal Punishment: **Corporal punishment may not be used by any school employee under any circumstances.**

D. In-school discipline (ISD) includes the discipline of a student that occurs during school hours or on school property. Students shall be supervised at all times during any period of in-school discipline. Types of in-school discipline include, but are not limited to, the following:

1. Warning includes a school employee giving a verbal or written warning to a student that the student's behavior has violated a board policy and that future violations may result in discipline to the student.
2. Conference(s) with Administrator includes requiring a student to respectfully meet with an administrator regarding the student's behavior or violation of the Code of Student Conduct.
3. Conference(s) with Parents includes an administrator meeting with a student's parent(s) regarding the student's behavior or violation of the Code of Student Conduct.

4. Suspension from School Transportation includes the temporary or permanent suspension from any bus or motor vehicle owned, leased, used, operated or provided by the board for transportation of students to and from school or school activities or events any time before, during and after school hours.

APPROVAL: Suspension from School Transportation requires administrator approval.

NOTICE TO PARENT: In the event a school administrator suspends a student from school transportation, the student's parent(s) shall be notified of the suspension and the reason for the revocation prior to the suspension.

5. "Timeout" / "Lunch Detention" or its equivalent is the separation of a student from other students for a period of time less than one (1) class period to a monitored setting on school property or the removal of a student from his or her assigned classroom or activity to another designated monitored setting on school property for a period of time less than one (1) class period.
6. Service to School is service provided by a student to the school in lieu of other disciplinary sanctions that a teacher or administrator is authorized to impose. The teacher or administrator may require the student to perform specified school service for a period of time in lieu of other disciplinary sanctions. If the student does not complete the assigned school service, the teacher or administrator may invoke other disciplinary sanctions appropriate for the original violation.
7. Restitution includes an administrator requiring a student who removed, took, stole, secreted, lost, destroyed or damaged the personal or real property of another person or entity to give back, return, reimburse the cost of or reimburse for damages the student caused to any personal or real property of another person or entity. An administrator may require restitution by a student if the student's behavior directly resulted in or was a proximate cause of the property of another person or entity being removed, taken, stolen, secreted, lost, destroyed or damaged.
8. Confiscation includes a school employee or administrator taking temporary or permanent possession of any item of personal property from a student when such personal property is, in the discretion of a school employee or administrator, potentially dangerous, used inappropriately, prohibited or relates

to any investigation by the board or its employees.

9. Loss of Driving/Parking Privileges is the revocation for any period of time of a student's privilege to drive to and from school and park a vehicle at school during the school day.

APPROVAL: Loss of Driving/Parking Privileges requires administrator approval.

NOTICE TO PARENT: In the event a school administrator revokes a student's driving/parking privileges, the student's parent(s) shall be notified of the revocation and the reason for the revocation prior to the revocation of driving/parking privileges.

10. In-School Suspension (ISS) is the removal of a student from his or her assigned classroom to a designated in-school suspension classroom for a period of time equal to or greater than one (1) class period.

APPROVAL: The imposition of ISS with respect to any student requires administrator approval.

NOTICE TO PARENT: In the event a school administrator imposes ISS upon a student, the student's parent(s) shall be notified of the imposition of and the reason for ISS

AFFECT ON EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES: Any student who is assigned ISS for a period of time equal to one (1) school day is, on the day such ISS occurs, prohibited from participating in, but may attend, any extracurricular activity conducted or sponsored by the school, board or in which the school or board is participating or involved. In addition, the administrator may prohibit such student from participating in any co-curricular activity conducted or sponsored by the school or board or in which the school or board is participating or involved.

11. Detention is requiring a student to report to and remain at a specific area on school property for a designated period of time prior to the beginning of or after the conclusion of a school day or on a Saturday. The student and parent(s) shall be given at least 24 hours notice that the student is to report to a specific area for detention. The parent(s) is/are responsible for transportation. If the parent(s) cannot or will not provide transportation, the administrator shall substitute another disciplinary action.

APPROVAL: Detention requires administrator approval.

NOTICE TO PARENT: In the event a school administrator imposes detention upon a student, the student's parent(s) shall be notified of the imposition of and the reason for the detention prior to the student serving the assigned detention.

12. Exclusion from Extracurricular and Co-Curricular Activities. Participation in extracurricular or co-curricular activities is a privilege that may be withheld as a measure to maintain effective discipline and control.

Any student who is assigned ISS for a period of time equal to one (1) school day is, on the day such ISS occurs, prohibited from participating in, but may attend, any extracurricular activity conducted or sponsored by the school or board or in which the school or board is participating or involved. In addition, the administrator may prohibit such student from participating in any co-curricular activity conducted or sponsored by the school or board or in which the school or board is participating or involved.

Any student who is assigned OSS is prohibited on any day during which the student is assigned OSS from attending and participating in any extracurricular or co-curricular activities that are conducted or sponsored by the school or board or in which the school or board is participating or involved.

In compliance with the North Carolina High School Athletic Association (NCHSAA) By-laws, any student who is convicted of a crime classified as a felony under North Carolina or federal law or is an adjudicated delinquent for an offense that would be a felony if committed by an adult is NOT eligible to participate in any school sponsored sports program.

- E. Out-of-School Suspension (OSS) and Expulsion

1. Short-Term Out-of-School Suspension Less Than or Equal to 10 school days (OSS<=10 days) is the exclusion of a student from school attendance at the school to which the student was assigned at the time of the disciplinary action for disciplinary purposes for up to and including 10 school days.

APPROVAL: OSS<=10 days requires administrator approval.

NOTICE TO PARENT: In the event a school administrator imposes OSS<=10

school days upon a student, the student's parent(s) shall be notified of the imposition and the reason therefore in accordance with state law and board policy.

AFFECT ON EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES: Any student who is assigned OSS <=10 school days is prohibited on any day during which the student is assigned OSS from being on any school property and from attending and participating in any extracurricular or co-curricular activities that are conducted or sponsored by the school or board or in which the school or board is participating or involved.

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

APPROVAL: Long Term OSS (OSS>10 school days) requires approval by the superintendent.

NOTICE TO PARENT: In the event a superintendent approves OSS>10 school days, the student's parent(s) shall be notified of the imposition and the reason therefore in accordance with state law and board policy.

AFFECT ON EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES: Any student who is assigned OSS > 10 school days is prohibited on any day during which the student is assigned OSS > 10 school days from being on any school property and from attending and participating in any extracurricular or co-curricular activities that are conducted or sponsored by the school or board or in which the school or board is participating or involved. Provided, however, a student who is assigned to an alternative school setting on any day during which the student is assigned OSS > 10 school days is allowed to

be on school property on which the alternative school setting is located and operated and allowed to participate in extracurricular and co-curricular activities operated in conjunction with the alternative school setting.

3. 365 Day Suspension is the exclusion of a student from school for a full calendar year.

APPROVAL: 365 Day Suspension requires approval by the superintendent.

NOTICE TO PARENT: In the event a superintendent approves a 365 Day Suspension upon a student, the student's parent(s) shall be notified of the imposition and the reason therefore in accordance with state law and board policy.

AFFECT ON EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES: Any student who is assigned a 365 Day Suspension is prohibited on any day during which the student is assigned the 365 Day Suspension from being on any school property and from attending and participating in any extracurricular or co-curricular activities that are conducted or sponsored by the school or board or in which the school or board is participating or involved. Provided, however, a student who is assigned to an alternative school setting on any day during which the student is assigned a 365 Day Suspension is allowed to be on school property on which the alternative school setting is located and operated and allowed to participate in extracurricular and co-curricular activities operated in conjunction with the alternative school setting.

4. Expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. During any period of expulsion, the student is not considered a student enrolled in the school system. Expulsion may only be exercised if:
- a. the student is at least fourteen (14) years or older; the student's continued presence at school constitutes a clear threat to the safety of other students or employees; and, after a hearing, the board approves the expulsion based upon clear and convincing evidence and upon recommendation of the principal and superintendent; OR
  - b. the board determines that a student is a registered sex offender and should be expelled based upon clear and convincing evidence pursuant to N.C.G.S. 14-208 et al.

APPROVAL: Expulsion can only be authorized by the board upon recommendation of the superintendent.

NOTICE TO PARENT: In the event the board approves the expulsion of a student, the student's parent(s) shall be notified of the expulsion and the reason therefore in accordance with state law and board policy.

AFFECT ON EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES: Any student who is expelled is prohibited on any day during which the student is expelled from being on any school property and from attending and participating in any extracurricular or co-curricular activities that are conducted or sponsored by the school or board or in which the school or board is participating or involved. Provided, however, a student who is assigned to an alternative school setting on any day during which the student is expelled is allowed to be on school property on which the alternative school setting is located and operated and allowed to participate in extracurricular and co-curricular activities operated in conjunction with the alternative school setting.

5. Immediate Removal of a Student From School Grounds is the immediate removal of a student from school or premises owned or operated by the board. During the school day, the principal may, under the following circumstances, remove from school property a student upon whom out-of-school discipline has been imposed:
1. the parent is notified and is able to make arrangements for the student to leave the school or school premises or agrees to the student's using public transportation or driving himself or herself home;
  2. the parent is notified and is available to receive the student and the principal is able to arrange for transportation of the student from the school or school premises to the student's home; or
  3. the principal involves law enforcement in the removal of the student from school or school premises because this action is necessary to provide a safe or orderly school environment.

If none of these circumstances exists, the out-of-school suspension may begin on the next school day, provided all the requirements of state law and board policy have been met.

- F. Alternative School Setting or Program is the assignment of a student by the superintendent or Board to a school setting

or educational environment other than the student's school setting or educational environment existing at the time of the disciplinary action. Alternative education services may include part or full-time programs wherever situated, providing direct or computer-based instruction that allows a student to progress in one or more core academic courses. Furthermore, alternative education services include programs established by the local board of education in conformity with N.C.G.S. 115C-105.47A and local board of education policies. A principal may recommend and a superintendent or board may authorize a student's assignment to an alternative educational class or program in lieu of or in order to reduce any disciplinary action imposed upon the student. Any assignment of a student to an alternative school setting or an alternative school program must be made in accordance with board policy and state and federal law.

Students who receive OSS > 10 school days shall be offered alternative education services unless the superintendent provides a significant or important reason for declining to offer such services. The following may be significant or important reasons, depending on the circumstances and the nature and setting of the alternative education services:

1. The student exhibits violent behavior.
2. The student poses a threat to staff or other students.
3. The student substantially disrupts the learning process.
4. The student otherwise engaged in serious misconduct that makes the provision of alternative educational services not feasible.
5. Educationally appropriate alternative education services are not available in the school system due to limited resources.
6. The student failed to comply with reasonable conditions for admittance into an alternative education program.

APPROVAL: Assignment to an Alternative School Setting or Program, except when assigned in lieu of expulsion, requires recommendation by the school principal and approval by the superintendent. Assignment to an Alternative School Setting or Program in lieu of Expulsion requires board approval.

NOTICE TO PARENT: In the event the superintendent or board approves an Assignment to an Alternative School Setting for a student, the student's parent(s) shall

be notified of the assignment and the reason therefore in accordance with state law and board policy.

## V. CALCULATION OF DAYS

The number of days for any disciplinary action refers to the days when schools are in session for students except for reference to a 365 Day Suspension. A 365 Day Suspension refers to calendar days.

## VI. INFRACTIONS

### A. BUS/VEHICLE MISBEHAVIOR

Students shall obey all directives of any school bus driver, school employee or any driver of any vehicle owned, leased, operated or provided by the board while riding any school bus or any vehicle owned, leased, operated or provided by the board. School transportation is a privilege, not a right. The following conduct is specifically prohibited by any student riding any school bus or any vehicle owned, leased, operated or provided by the board:

1. delaying any bus or transportation schedule;
2. refusing to obey the driver's or school employee's instructions or directives;
3. tampering with or willfully damaging any vehicle owned, leased, operated or provided by the board;
4. getting off at an unauthorized bus stop;
5. distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
6. failing to observe established safety rules and regulations;
7. willfully trespassing upon a school bus or any vehicle owned, leased, operated or provided by the board;
8. attempting to open an emergency door; or
9. violating any other rule of the Code of Student Conduct while on any school bus or other vehicle owned, leased, operated or provided by the board.

Violation of this section may result in disciplinary action to the student as determined by the school administrator which shall include the following Recommended Discipline:

First Offense: Temporary or permanent suspension from school transportation services; or ISD

Second Offense: ISD; or OSS  $\leq$  10 school days

Subsequent Offenses: ISD; or OSS  $\leq$  10 school days; or Assignment to Alternative Program; OSS  $>$  10 school days or expulsion may be imposed upon a student if

- (a) the student's violation under this section is deemed by the principal to be a serious violation of this policy that either threatens the safety of students, school employees or school visitors or threatens to substantially disrupt the educational environment; and
- (b) the provisions of Section IV.F. of this policy are satisfied.

Any school administrator may impose discipline on any student for any student misbehavior under this section in addition to any discipline that may be imposed for violation of any other provision of the Code of Student Conduct.

### B. CLASS I VIOLATIONS

#### 1. Recommended Discipline for Class I Violations

Violations of this section (Class I Violations) may result in disciplinary action to the student as determined by the school administrator which shall include the following Recommended Discipline:

First Offense: ISD

Second Offense: ISD; or, except for violations of VI.B.2.b. and c. of this policy, OSS  $\leq$  3 school days

Subsequent Offenses: ISD; or, except for violations of VI.B.2.b. and c. of this policy, OSS  $>$  3 school days and  $\leq$  10 school days; or Assignment to Alternative Program; OSS  $>$  10 school days or expulsion may be imposed upon a student if

- (a) the student's violation under this section is deemed by the principal to be a serious violation of this policy that either threatens the safety of students, school employees or school visitors or threatens to substantially disrupt the educational environment; and
- (b) the provisions of Section IV.F. of this policy are satisfied.

With regard to tardiness and violations of VI.B.2.b. and c. of this policy, no principal shall impose more than two (2) days OSS on a student for such offenses.

Any school administrator may impose discipline on any student for any student behavior that violates this section in

addition to any discipline that may be imposed for violation of any other provision of the Code of Student Conduct.

Any school administrator may impose discipline under this section on any student if the student aides, abets or encourages another student to violate this section.

#### 2. Class I Violations

The following violations shall be classified as Class I Violations:

##### a. Insubordination / Compliance with Directions of School Personnel

Students shall comply with all directions of administrators, teachers, school employees and all other school personnel who are authorized to give such directions during any period of time in which students are subject to the authority of such school personnel.

##### b. Failure to Attend Assigned Classes or Activities

No student shall fail or refuse to attend an assigned or scheduled class or activity or fail or refuse to attend the school to which he or she is assigned on any school day without permission from the school administrator or without good reason sufficient to constitute an excused absence.

##### c. Unauthorized Leaving of School

No student who attends school during any portion of any school day shall leave the school grounds prior to the end of the school day without permission from the school administrator.

##### d. Use of Tobacco Products and Tobacco Paraphernalia

Students are prohibited from possessing, using, smoking, chewing, dipping or otherwise consuming any tobacco product or tobacco paraphernalia. The term "tobacco paraphernalia" shall include, but is not limited to, rolling papers, matches and lighters.

##### e. Falsification / Providing False Information

No student shall falsify information that is in any way presented to any school employee. Falsification includes the electronic, verbal or written statement, communication or creation of any untruth or any act or electronic, verbal or written statement or communication intended to give a wrong impression or deceive,

including, but not limited to, forgery of any person's signature.

No student shall make or publish false statements on the Internet, electronically or by any other means of communications that defame the character or reputation of a school employee or student. While students have a constitutional right to criticize school personnel or students, that right does not include making false statements or making statements intended to injure, harass and/or harm an individual.

#### **f. Dress and Appearance**

Except as specifically authorized by the principal or his/her designee, no student shall wear (as defined herein) clothing or any other garment or item or cause him/her self to have an appearance that is not compatible with an effective learning environment or that is inappropriate to the learning process. For purposes of this policy, the term "wear" shall also mean adorn, don, carry, decorate and/or display.

The following is expressly prohibited:

- The creation of an appearance or the wearing of clothing or any other garment or item that is provocative, obscene, vulgar, indecent, sexually suggestive, lewd, transparent, profane, or which displays, suggests, promotes or reveals nudity, violence or an immoral, harassing, bullying, provocative, obscene, profane, indecent, lewd, vulgar, slanderous, libelous, intimidating, insulting, degrading, disrespectful, abusive, disruptive, unsafe, violent, sexually suggestive or sexual message through language, images and/or symbols;
- The wearing of hats, bandannas and headgear of any kind and any garment or item that covers the student's face or conceals the student's identity within any building except for established medical reasons;
- The wearing or removal of clothing in a manner that reveals, exposes or allows the following to be seen: undergarments, cleavage, bare midriffs or any private body part that is inappropriate for display in a school setting;
- The wearing of pants or shorts in such a manner that undergarments or private body parts are exposed,

they drag on the floor, they sag below the waist or they are excessively baggy;

- The wearing of clothing or any other garment or item containing, advertising, naming, or referencing any alcoholic product, tobacco product, controlled substance, firearms or weapons;
- The wearing of chains, jewelry, including those that hang from wallets, studded collars or bracelets that may be used as a weapon, cause injury, hinder movement or are unsafe as declared by the principal;
- The wearing of dark glasses within any building except for established medical reasons;
- The failure to wear shoes or appropriate foot covering;
- The wearing of any clothing or any other garment or item in any manner or style or containing any symbol reflecting, promoting or associated with gangs, intimidation, violence or violent groups;
- The wearing of halters, spaghetti strapped tops, strapless tops, bras or undergarments outside of clothing, pajamas, lounge pants or bedroom shoes as well as shorts and skirts that the principal or his/her designee determines are too short; and
- The creation of an appearance or the wearing of clothing or any other garment or item that is reasonably foreseeable to cause or, in fact, causes, a material or substantial disruption or that is reasonably foreseeable to endanger or be detrimental or, in fact, is dangerous or detrimental to the health or safety of the student or others or that is reasonably foreseeable to cause a fight or, in fact, causes a fight or that creates or is likely to create a hostile learning environment

The foregoing list is not intended to be exhaustive. The CCBOE hereby delegates to the school administrators the authority to determine the appropriateness or inappropriateness of any student's dress or attire that is not specifically addressed in this section. In addition, the CCBOE hereby delegates to the school administrators the authority to make exceptions to this policy and/or reasonable accommodations as are appropriate for medical, religious or special observances.

#### **g. Gambling**

No student shall participate in gambling, betting money, wagering anything on the outcome of a game, contest or other event or participate in any unauthorized event, action or statement that relies on chance for the monetary advantage of one participant at the expense of others. This includes exchanging items of value as well as currency and extends to keeping score for later settlement.

#### **h. Inappropriate Speech, Signs, Gestures and Behavior/Disruptive Behavior**

No student shall create or engage in any communication, whether by electronic, verbal, photographic or written means or by signs, gestures, displays or other acts, that is or conveys, suggests or promotes a message that is immoral, harassing, bullying, vulgar, indecent, provocative, sexually suggestive, lewd, slanderous, libelous, intimidating, insulting, degrading, disrespectful, abusive, profane, obscene, unsafe, violent, disruptive, interrupts or interferes with or prevents an orderly and peaceful learning environment, obstructs or disrupts any lawful function or mission or process of any school, causes or is reasonably foreseeable to cause a material or substantial disruption of the school environment, endangers or is detrimental to or is reasonably foreseeable to endanger or be detrimental to the health or safety of the student or others or that causes or is reasonably foreseeable to cause a fight or create a hostile learning environment.

No student shall engage in sexual conduct or in behavior that is of an overly romantic or sexual nature or in inappropriate displays of affection including, but not limited to, hugging, embracing, kissing, groping or petting.

#### **i. Inappropriate Literature and Illustrations**

Except as specifically authorized by the principal or his/her designee or for instructional purposes, no student shall possess, display, distribute, disseminate or transmit literature, words, photographs, recordings, or illustrations, whether in electronic, physical or documentary form, that are illegal or that convey, suggest or promote a message that is immoral, harassing, bullying, vulgar, indecent, provocative, sexually suggestive,

lewd, slanderous, libelous, intimidating, insulting, degrading, disrespectful, abusive, profane, obscene, unsafe, violent, disruptive, interrupts or interferes with or prevents an orderly and peaceful learning environment, obstructs or disrupts any lawful function or mission or process of any school, causes or is reasonably foreseeable to cause a material or substantial disruption of the school environment, endangers or is detrimental to or is reasonably foreseeable to endanger or be detrimental to the health or safety of the student or others or that causes or is reasonably foreseeable to cause a fight or create a hostile learning environment.

**j. Honor Code Violations**

No student shall commit any act in violation of any school's honor code. Cheating, plagiarism, dishonesty, falsification of assignments, falsification or forgery of signatures, violation of software regulations, violation of copyright laws, violation of the acceptable use policy and inappropriate computer access are prohibited and are considered honor code violations.

**k. Conducting or Soliciting Business on Campus**

Except for charitable solicitation approved by the principal or his/her designee and permitted by CCBOE policy, students shall neither engage in any corporate, business or financial enterprise, solicit any person or entity to purchase anything, nor sell anything to any person or entity.

**C. CLASS II VIOLATIONS**

**1. Recommended Discipline for Class II Violations**

Violations of this section (Class II Violations) may result in disciplinary action to the student as determined by the school administrator which shall include the following Recommended Discipline:

First Offense: ISD; or OSS  $\leq$  10 school days

Second Offense: OSS  $\leq$  10 school days

Subsequent Offenses: OSS  $\leq$  10 school days; or Assignment to Alternative Program; OSS  $>$  10 school days or expulsion may be imposed upon a student if

(a) the student's violation under this section is deemed by the principal to be a serious violation of this policy that either threatens the safety of

students, school employees or school visitors or threatens to substantially disrupt the educational environment; and

(b) the provisions of Section IV.F. of this policy are satisfied.

Any school administrator may impose discipline on any student for any student behavior that violates this section in addition to any discipline that may be imposed for violation of any other provision of the Code of Student Conduct.

Any school administrator may impose discipline under this section on any student if the student aides, abets or encourages another student to violate this section.

**2. Class II Violations**

The following violations shall be classified as Class II Violations:

**a. Aggressive Behavior**

No student shall create or engage in any communication, whether by electronic, verbal, photographic or written means or by signs, gestures, displays or other acts, that is or conveys, suggests or promotes a message that is aggressive or threatening.

No student shall engage in any behavior or conduct or commit any act that could reasonably result in or cause physical injury to any student or other person.

**It shall be considered a Class III Violation if a student engages in behavior, conduct or actions that could reasonably result in or cause physical injury to a school employee.**

**b. Assault / Fighting**

No student shall assault another student or other person.

An assault is defined as an overt or deliberate act or attempt or appearance of attempt to commit an overt or deliberate act with force and violence in order to immediately physically injure another person and with the show of force or menace of violence being sufficient to put a reasonable person in fear of immediate physical injury. An assault shall include, but is not limited to, fighting, intentionally hitting, striking, kicking, shoving, scratching, biting, blocking, emitting bodily fluids upon, using force upon, or passing or throwing objects, items or fluids at a student or other person who is not a school employee.

A student who is assaulted may use reasonable force in self-defense but only to the extent necessary to free himself/herself from the assault and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the assault or fight.

**It shall be a Class III Violation if a student commits an assault upon a school employee.**

**It shall be a Class III Violation if a student commits a sexual assault upon a student or other person or school employee.**

**It shall be a Class IV Violation if a student commits an assault upon any person that causes serious injury to another person.**

**It shall be a Class IV Violation if a student commits an assault upon any person involving the use of a weapon or other object that could reasonably be considered a weapon.**

**c. Theft or Damage to Property**

No student shall steal or attempt to steal school property or the private property of any individual, organization or entity or knowingly be in possession of stolen property.

No student shall damage or attempt to damage any school property or the private property of any individual, organization or entity.

**It shall be a Class III Violation if any student robs any person.**

**d. Incendiary Devices / Combustible Materials / Devices Causing a Noise or Disturbance**

Unless specifically authorized by school personnel, no student shall possess any material, item or substance or use any material, item or substance in a manner that causes or is capable of or reasonably likely to cause a noise or disturbance, is or is reasonable likely to be combustible, is capable of or is reasonably likely to start or result in a fire or explosion, or in fact, starts a fire or causes an explosion.

**e. Discrimination, Bullying, Harassment and Hazing**

All forms of discrimination, harassment, bullying, sexual harassment, gender-based harassment or hazing are prohibited. Discrimination, harassment, bullying, sexual harass-

ment and gender-based harassment are defined in policy 1.7100.

All complaints of discrimination, harassment or bullying against students will be investigated promptly and thoroughly in accordance with policies 4.3501/7.1512. Violations will be deemed to be serious disciplinary infractions.

Consequences for offenders who are not students are to be determined as appropriate within the context of the law and policy.

Hazing is defined as a group or individual requiring any student to wear abnormal dress or costume on campus, annoying another student by playing abusive or ridiculous tricks on him or her, intimidating, frightening, scolding, beating or harassing the student or subjecting him/her to personal indignity or personal injury.

**It shall be a Class II Violation if discrimination, sexual harassment, harassment, bullying or hazing is committed verbally, symbolically, electronically, in writing or by gesture.**

**It shall be a Class III Violation if discrimination, sexual harassment, harassment, bullying or hazing is committed by any means that result in physical contact or sexual harm to any person.**

**f. Communicating Threats**

No student shall communicate any threat of force or violence in any form to or about any student or other person.

**It shall be considered a Class III Violation if a student communicates any threat of force or violence in any form to or about a school employee.**

**g. Use of Counterfeit Items**

No student shall use any counterfeit item to obtain or attempt to obtain money, property or services.

**It shall be a Class III Violation if the counterfeit item is a counterfeit drug, medication or illegal substance.**

**h. Extortion**

No student shall engage in extortion. Extortion is defined as the use of one's position or power to obtain property, funds or patronage.

**i. Unauthorized Use or Possession of Medication or Foreign Substances**

No student shall possess or admin-

ister any medication to his/her own person except as provided in policy 4.4340/6.1250.

No student shall administer any medication to any other person.

No student shall insert a foreign substance into the food or drink of another person with the intent to injure or harm or that, in fact, injures or harms the other person or causes an adverse reaction including, but not limited to, alteration of the mind, hallucinations, sleep or euphoria.

**D. CLASS III VIOLATIONS**

**1. Recommended Discipline for Class III Violations**

Violations of this section by students (Class III Violations) shall be reported to law enforcement and may result in disciplinary action to the student as determined by the school administrator which shall include the following Recommended Discipline:

First Offense: OSS  $\leq$  10 days; or OSS  $>$  10 school days

Second Offense: OSS  $>$  10 school days; or Assignment to Alternative Program; or Expulsion

Subsequent Offenses: OSS  $>$  10 school days; or Assignment to Alternative Program; OSS  $>$  10 school days or expulsion may be imposed upon a student if:

- (a) the student's violation under this section is deemed by the principal to be a serious violation of this policy that either threatens the safety of students, school employees or school visitors or threatens to substantially disrupt the educational environment; and
- (b) the provisions of Section IV.F. of this policy are satisfied.

Any school administrator may impose discipline on any student for any student behavior that violates this section in addition to any discipline that may be imposed for violation of any other provision of the Code of Student Conduct.

Any school administrator may impose discipline under this section on any student if the student aides, abets or encourages another student to violate this section.

**2. Class III Violations**

The following violations shall be classified as Class III Violations:

**a. Disorderly Conduct**

No student shall engage in disorderly

conduct or encourage any other student to engage in such conduct or behavior. Disorderly conduct includes, but is not limited to, any act, conduct, behavior, physical, written, verbal or electronic communication or the use of passive resistance, noise, threat, fear, intimidation, coercion, force or violence by a student that interrupts, interferes with or prevents an orderly and peaceful learning environment, interrupts, interferes with, obstructs or disrupts any lawful function or mission or process of any school or activity, causes or is reasonably foreseeable to cause a material or substantial disruption of the school environment or activity, endangers or is detrimental to or is reasonably foreseeable to endanger or be detrimental to the health or safety of the student or others or that causes or is reasonably foreseeable to cause a fight or create a hostile learning environment.

**Disorderly or disruptive behavior related to Section VI. B. 2. subparagraphs f. Dress and Appearance, h. Inappropriate Speech, Signs, Gestures and Behavior/ Disruptive Behavior and i. Inappropriate Literature and Illustrations may be considered, in the administrator's discretion, a Class I Violation.**

**b. Assault on a School Employee / Sexual Assault**

No student shall assault a school employee.

No student shall commit a sexual assault upon a student or other person or school employee.

An assault is defined as an overt or deliberate act or attempt or appearance of attempt to commit an overt or deliberate act with force and violence in order to immediately physically injure another person and with the show of force or menace of violence being sufficient to put a reasonable person in fear of immediate physical injury. An assault shall include, but is not limited to, fighting, intentionally hitting, striking, kicking, shoving, scratching, biting, blocking, emitting bodily fluids upon, using force upon, or passing or throwing objects, items or fluids at a student or other person who is not a school employee.

A student who is assaulted may use reasonable force in self-defense but only to the extent necessary to free

himself/herself from the assault and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the assault or fight.

**It shall be a Class IV Violation if a student commits an assault upon any person involving the use of a weapon or other object that could reasonably be considered a weapon.**

**c. Sexual Acts**

No student shall engage in sexual acts. Sexual acts shall include, but are not limited to, the touching or groping of his/her own private parts or sexual organs or the private parts or sexual organs of another person, the use of any object or item in any sexual manner and sexual intercourse.

**d. Commission of a Crime**

No student shall commit a state or federal crime.

**e. Attempted Arson or Explosion**

No student shall use any material, item or substance in any manner in an attempt to cause or start a fire or explosion or in a manner that could reasonably cause or start a fire or explosion.

**It shall be considered a Class IV Violation if any student intentionally sets a fire on any school property, burns any school property or causes any school property to be burned.**

**It shall be considered a Class IV Violation if any student intentionally causes an explosion on school property.**

**f. Trespassing**

No student shall be on the campus of another school in this school system during the school day without the knowledge and consent of the officials of the school he/she is visiting.

No student shall be on any school property after the close of the school day without specific and legitimate permission, need or supervision.

No student shall be on any school property or shall attend any school activity after being prohibited to do so.

Any student who acts in violation of this provision will be considered a trespasser and may be prosecuted.

**g. Breaking and Entering School Property**

No student shall commit a breaking and entering upon any school property, real or personal.

**h. Robbery**

No student shall rob any person. Robbery is defined as the taking of anything of value from any person or from the areas under the immediate bodily control of a person, by force or by an act threatening force or violence that puts the victim in fear.

**i. False Fire Alarms**

No student shall deliberately "pull", initiate or make a false fire alarm.

**j. Possession of a Weapon Not Included in N.C.G.S. § 11x5C-391 (d1)**

No student shall possess on their person or within their custody or control, store or carry, whether open or concealed, without the consent of the school administrator, a weapon, defined as follows: Any BB gun, stun gun, facsimile of a gun, ammunition, bows and/or arrows, mace, pepper spray, incendiary device (including, fireworks), air rifle, air pistol, knife, bowie knife, ice pick, switchblade knife, machete, dirk, dagger, slingshot, leaded cane, sword cane, blackjack, synthetic or metallic knuckles, numb chucks, razors, razor blades, box cutter or any other sharp pointed or edged instrument or any other object that can reasonably be considered a weapon or dangerous instrument.

This section shall not apply to a weapon used solely for educational or school-sanctioned ceremonial purposes or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.

**k. Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals and Drug Paraphernalia**

No student shall possess, use, consume, transmit, distribute, sell, exchange or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, or any alcoholic beverage, malt beverage, fortified wine, spirituous liquor or other intoxicating liquor.

No student shall possess, use, consume, transmit, distribute, sell, exchange or be under the influence

of any chemical, chemical compound or product with the intention of using it or enabling another student to use it to bring about a state of exhilaration or euphoria or otherwise alter the student's mood or behavior.

No student shall inhale or ingest any chemical or products with the intention of bringing about a state of exhilaration or euphoria or otherwise altering the student's mood or behavior.

No student shall possess, use, consume, transmit, distribute, sell, exchange or be under the influence of any prescription drug or medication that has not been lawfully prescribed for the particular student possessing or using the medication.

No student shall intentionally consume, ingest or inhale an excessive quantity of over-the-counter or prescription medication or drugs sufficient to impair the student's mental and/or physical capability to function in the school environment. An "excessive quantity" shall mean an amount greater than the recommended dosage or the amount prescribed.

No student shall possess, use, transmit, distribute, sell or exchange drug paraphernalia or counterfeit drugs or counterfeit controlled substances.

No student shall plan or participate in any way in the selling, distribution, transmission or exchange of substances, equipment, products or materials that are prohibited herein regardless of whether the sale, distribution, transmission or exchange ultimately occurs on school property.

As used in this policy, the term "controlled substances" includes but is not limited to any form of cocaine, marijuana, heroin, LSD, amphetamine, methamphetamine, barbiturate, hallucinogen and all drugs listed in the North Carolina Controlled Substances Act.

As used in this policy, the term "drug paraphernalia" includes, but is not limited to:

1. Testing equipment that can be used for identifying or analyzing the strength, effectiveness or purity of controlled substances;
2. Scales and balances that can be used for weighing or measuring controlled substances;

3. Diluents and adulterants, such as quinine, hydrochloride, mannitol, mannite, dextrose and lactose that can be used in mixing with controlled substances;
4. Capsules, balloons, envelopes and other containers that can be used for packaging small quantities of controlled substances;
5. Hypodermic syringes, needles and other objects that can be used in parenterally injecting controlled substance into the body;
6. Objects that can be used for ingesting, inhaling or otherwise introducing controlled substances into the body including, but not limited to:
  - a. Rolling papers;
  - b. Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls;
  - c. Water pipes;
  - d. Carburetion tubes and devices;
  - e. Smoking carburetion masks;
  - f. Roach clips or other objects for holding burning material, such as a marijuana cigarette;
  - g. Miniature cocaine or crack spoons and vials;
  - h. Chamber pipes;
  - i. Carburetor pipes;
  - j. Electric pipes;
  - k. Air-driven pipes;
  - l. Chillums;
  - m. Bongs;
  - n. Ice pipes or chillers;
7. All equipment, products and materials of any kind that are used to facilitate, or intended or designed to facilitate, violations of this policy and/or the North Carolina Controlled Substances Act including planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing and concealing controlled substances and injecting, ingesting, inhaling or otherwise introducing controlled substances into the human body; and;
8. All other equipment, products and materials defined or included as drug paraphernalia by the North Carolina General Statutes.

**l. Discrimination, Sexual Harassment, Harassment, Bullying or Hazing Resulting in Physical or Sexual Harm**

No student shall engage in discrimination, sexual harassment, harassment, bullying or hazing as defined in this policy and as defined in policy 1.7100 that results in physical or sexual harm to any person.

All complaints of discrimination, harassment or bullying against students shall be investigated promptly and thoroughly in accordance with policies 4.3501/7.1512.

**m. Gang Activity**

No student shall engage in gang activity. Gang activity shall include any act that furthers gang or gang-related activities including, but not limited to, the following:

- i) communicating either verbally, non-verbally or electronically through hand signs, gestures, handshakes, slogans, words, drawings or electronic means in order to convey membership or affiliation with a gang;
- ii) defacing school property with gang-related graffiti, symbols or slogans;
- iii) requiring payment of protections or insurance or otherwise intimidating or threatening any person in any way relating to gang activity;
- iv) inciting other students to intimidate or to act with physical violence upon any other person in any way relating to gang activity; and
- v) soliciting others for gang membership.

**n. Use of Counterfeit Drugs, Medication or Illegal Substance**

No student shall use any counterfeit drug, medication or illegal substance to obtain or attempt to obtain money, property or services.

**E. CLASS IV VIOLATIONS**

**1. Recommended Discipline for Class IV Violations**

Violations of this section by students (Class IV Violations) shall be reported to law enforcement and may result in disciplinary action to the student as follows:

First Offense: A principal shall recommend to the superintendent the 365 Day Suspension of any student believed to have violated this section. The superin-

tendent has the authority to suspend for 365 days a student who has been recommended for such suspension by the principal when such recommendation is consistent with all board policies and, in particular, the provisions of IV.E.2.c. of this section are satisfied.

With regard to section IV.E.2.c. of this section and notwithstanding the foregoing, the superintendent may modify, in writing, the required 365 Day suspension if the superintendent determines that the student took or received a firearm or destructive device from another person at school or found the firearm or destructive device at school, 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 such firearm or destructive device in a harmful or threatening way.

Second Offense: 365 Day Suspension and subsequent Assignment to Alternative Program; or Expulsion; provided, the provisions detailed in the first offense and IV.E.2.c. of this policy are satisfied.

Subsequent Offenses: Expulsion; provided, the provisions detailed in the first offense and IV.E.2.c. of this policy are satisfied.

Any school administrator may impose discipline on any student for any student behavior that violates this section in addition to any discipline that may be imposed for violation of any other provision of the Code of Student Conduct.

Any school administrator may impose discipline under this section on any student if the student aides, abets or encourages another student to violate this section.

**2. Class IV Violations**

The following violations shall be classified as Class IV Violations:

**a. Assault with a Weapon/ Assault Causing Serious Injury**

No student shall commit an assault upon any person involving the use of a weapon or other object that could reasonably be considered a weapon.

No student shall commit an assault upon any person that causes or results in serious injury to another person.

An assault is defined as an overt or deliberate act or attempt or appearance of attempt to commit an overt or deliberate act with force and

violence in order to immediately physically injure another person and with the show of force or menace of violence being sufficient to put a reasonable person in fear of immediate physical injury. An assault shall include, but is not limited to, fighting, intentionally hitting, striking, kicking, shoving, scratching, biting, blocking, emitting bodily fluids upon, using force upon, or passing or throwing objects, items or fluids at any person.

A student who is assaulted may use reasonable force in self-defense but only to the extent necessary to free himself/herself from the assault and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the assault.

**b. Arson or Explosion**

No student shall intentionally set a fire on any school property, burn any school property or cause any school property to be burned.

No student shall intentionally cause or attempt to cause an explosion on school property.

**c. Possession of a Firearm or Destructive Device or Powerful Explosive**

Except as specifically provided herein, no student shall possess on their person or within their custody or control, store or carry whether open or concealed, without the consent of the school administrator, a firearm or destructive device defined as follows:

Any gun, rifle, pistol, firearm of any kind or as defined by the North Carolina General Statutes, or any dynamite cartridge, bomb, grenade, mine or other destructive device or powerful explosive as defined in N.C.G.S. 14-284.1 or any other North Carolina General Statute, whether operable or inoperable. Such weapon also includes, but is not limited to, 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; and the firearm or receiver of any such weapon; and any firearm muffler or firearm silencer. Such weapon does not include an inoperable antique firearm, a BB gun, stun gun, air rifle or air pistol. A destructive device is defined as an explosive, incendiary or poison gas,

which includes, but is not limited to the following:

- a. bomb;
- b. grenade;
- c. rocket having a propellant charge of more than four ounces;
- d. a missile having an explosive or incendiary charge of more than one-quarter ounce;
- e. mine; and
- f. device similar to any of the devices listed in this policy or state or federal law.

This section shall not apply to a weapon used solely for educational or school-sanctioned ceremonial purposes or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.

**d. Bomb Threat or Hoax**

No student shall, by any means of communication make a report, knowing or having reason to know the report is false, that there is located on any school premises a device designed to cause damage or destruction by explosion, blasting or burning.

No student shall place on any school premises with the intent of perpetrating a hoax, any device that would appear to a reasonable person to be a bomb or similar instrument capable of causing injury or damage.

ADOPTED JANUARY 29, 2002  
REVISED MAY 31, 2005  
REFORMATTED MAY 22, 2006  
REVISED OCTOBER 27, 2008  
REVISED APRIL 26, 2010  
REVISED AUGUST 22, 2011

Descriptor Term: Descriptor Code:  
CODE OF STUDENT CONDUCT 4.3600  
& OPTIONS FOR EFFECTIVE DISCIPLINE AND CONTROL

Legal References: Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d-2000d7; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681; Gun-Free Schools Act of 1994, 20 U.S.C. § 8921; Equal Employment Opportunity Commission's "Final Amendment Guidelines on Discrimination Because of Sex"; G.S. 14-33, -35, -36, -60, -67, -69.1 - 69.2, -132, -132.2, -134, -269.2, -284.1, -288.4; 115C -36, -45, -47, -112, - 288(g), -307, -390, -391, -392, G.S. 18B-300 to 302

**VII. INAPPROPRIATE CONDUCT, BEHAVIOR THAT CHALLENGES THE INTEGRITY OF THE SCHOOL ENVIRONMENT AND/OR SCHOOL OFFICIALS**

While this policy attempts to address inappropriate student conduct, the Board of Education recognizes that all inappropriate behaviors cannot be defined within the context of these sections. Therefore, the Board of Education delegates to the school administrators the authority to determine the appropriate discipline and consequences for inappropriate behaviors not specifically addressed in this policy and for student violations of other board policies.



# Catawba County Schools

<i>School</i>	<i>Address / E-mail Address</i>	<i>Telephone</i>	<i>Fax</i>
Arndt Middle School Dr. David Fonseca, Principal	3350 34th Street Drive NE, Hickory, NC 28601 David_Fonseca@catawbасchools.net	(828) 256-9545	(828) 256-6748
Balls Creek Elementary School Lisa Thompson, Principal	2620 Balls Creek Road, Newton, NC 28658 Lisa_Thompson@catawbасchools.net	(828) 464-4766	(828) 464-5396
Bandys High School Todd Black, Principal	5040 E. Bandys Road, Catawba, NC 28609 Todd_Black@catawbасchools.net	(828) 241-3171	(828) 241-9402
Banoak Elementary School Dyanne Sherrill, Principal	7651 W. NC 10 Hwy., Vale, NC 28168 Dyanne_Sherrill@catawbасchools.net	(704) 462-2849	(704) 462-4125
Blackburn Elementary School Brian Hefner, Principal	4377 W. NC 10 Hwy., Newton, NC 28658 Brian_Hefner@catawbасchools.net	(704) 462-1344	(704) 462-4496
Bunker Hill High School Jeff Taylor, Principal	4675 Oxford School Road, Claremont, NC 28610 Jeff_Taylor@catawbасchools.net	(828) 241-3355	(828) 241-9401
Catawba Elementary School Vermel Moore, Principal	5415 Hudson Chapel Road, Catawba, NC 28609 Vermel_Moore@catawbасchools.net	(828) 241-3131	(828) 241-2332
Catawba Rosenwald School Tim Conaway, Principal	403 6th Avenue SW, Catawba, NC 28609 Tim_Conaway@catawbасchools.net	(828) 241-2734	(828) 241-4999
Challenger Early College High School Heather Benfield, Principal	CVCC 2550 Hwy. 70 SE, Hickory, NC 28602-9699 Heather_Benfield@catawbасchools.net	(828) 485-2980	(828) 485-2981
Claremont Elementary School Chris Gibbs, Principal	3384 East Main Street, Claremont, NC 28610 Chris_Gibbs@catawbасchools.net	(828) 459-7921	(828) 459-1734
Clyde Campbell Elementary School Scottie Houston, Principal	2121 35th Avenue Drive NE, Hickory, NC 28601 Scottie_Houston@catawbасchools.net	(828) 256-2769	(828) 256-2846
Fred T. Foard High School Sally Bradshaw, Principal	3407 Plateau Road, Newton, NC 28658 sbradshaw@catawbасchools.net	(704) 462-1496	(704) 462-1988
Jacobs Fork Middle School Dr. Jeffrey Isenhour, Principal	3431 Plateau Road, Newton, NC 28658 Jeffrey_Isenhour@catawbасchools.net	(704) 462-1827	(704) 462-1600
Lyle Creek Elementary School Sharon Harwood, Principal	1845 Edgewater Drive NW, Conover, NC 28613 Sharon_Harwood@catawbасchools.net	(828) 464-0299	(828) 464-3397
Maiden Elementary School Lori Reed, Principal	201 N. Main Avenue, Maiden, NC 28650 Lori_Reed@catawbасchools.net	(828) 428-8769	(828) 428-4374
Maiden Middle School Nan Van Hoy, Principal	518 North C Avenue, Maiden, NC 28650 Nan_VanHoy@catawbасchools.net	(828) 428-2326	(828) 428-5389
Maiden High School Dwayne Finger, Principal	600 W Main Street, Maiden, NC 28650 Dwayne_Finger@catawbасchools.net	(828) 428-8197	(828) 428-8341
Mill Creek Middle School Rob Rucker, Principal	1041 Shiloh Road, Claremont, NC 28610 Rob_Rucker@catawbасchools.net	(828) 241-2711	(828) 241-2743
Mountain View Elementary School Nancy Yount, Principal	5911 Dwayne Starnes Road, Hickory, NC 28602 Nancy_Yount@catawbасchools.net	(828) 294-2020	(828) 294-3239
Murray Elementary School Chip Cathey, Principal	3901 Section House Road, Hickory, NC 28601 Chip_Cathey@catawbасchools.net	(828) 256-2196	(828) 256-8079
Oxford Elementary School Kelly Nicholson, Principal	5915 Oxford School Road, Claremont, NC 28610 Kelly_Nicholson@catawbасchools.net	(828) 459-7220	(828) 459-1122
River Bend Middle School Donna J. Heavner, Principal	4670 Oxford School Road, Claremont, NC 28610 Donna_Heavner@catawbасchools.net	(828) 241-2754	(828) 241-2820
Sherrills Ford Elementary School Shelly Black, Principal	8103 Sherrills Ford Road, Sherrills Ford, NC 28673 Shelly_Black@catawbасchools.net	(828) 478-2662	(828) 478-5927
Snow Creek Elementary School Dr. Wally Zahler, Principal	3238 Snow Creek Road NE, Hickory, NC 28601 wzahler@catawbасchools.net	(828) 449-1076	(828) 256-2187
St. Stephens Elementary School Donna Sigmon, Principal	684 30th Street NE, Conover, NC 28613 DonnaW_Sigmon@catawbасchools.net	(828) 256-2570	(828) 256-5641
St. Stephens High School DeAnna Taylor, Principal	3205 34th Street Drive NE, Hickory, NC 28601 dtaylor@catawbасchools.net	(828) 256-9841	(828) 256-7159
Startown Elementary School Barbara Bell, Principal	4119 Startown Road, Newton, NC 28658 Barbara_Bell@catawbасchools.net	(828) 464-1257	(828) 465-6568
Tuttle Elementary School DeAnna Finger, Principal	2872 Water Plant Road, Maiden, NC 28650 DeAnna_Finger@catawbасchools.net	(828) 428-3080	(828) 428-0675
Early Head Start Program Gail Henson, Director	2110 Main Avenue SE, Hickory NC 28602 Gail_Henson@catawbасchools.net	(828) 327-3689 (Ext. 204)	(828) 322-2022
Sweetwater Early Childhood Education Center Brenda Sigmon, Preschool Coordinator	2110 Main Avenue SE, Hickory, NC 28602 Brenda_Sigmon@catawbасchools.net	(828) 327-3689	(828) 327-0097

# 2011-2012 Catawba County Schools Calendar

Revised July 12, 2011

The school calendar is approved well in advance so that parents can make vacation plans that will not involve taking a child out of school.

Student days are in green.

Professional Workdays are for teachers to work on grades, instructional planning, and parent conferences.

Legal Holidays

Annual Leave

ER Early Release for Students

+ County Mandated Workday



Grading Periods Designated by ( )

- August 25, 2011 - October 27, 2011  
# Report Cards issued: November 2, 2011
- October 31, 2011 - January 20, 2012  
# Report Cards issued: January 26, 2012
- January 25, 2012 - March 29, 2012  
# Report Cards issued: April 4, 2012
- March 30, 2012 - June 8, 2012  
# Report Cards issued: June 13, 2012

## Snow Make-Up Days

Snow days will be determined as needed. Revisions will then be made to the calendar.

School and district administrative offices are open on non-student days except for legal holidays.

Opening and closing times for schools vary because buses must transport students from elementary, middle, and high schools.

## Graduations

- Bandys High School - June 7, 2012
- Maiden High School - June 8, 2012
- Fred T. Foard High School - June 9, 2012 at 10 a.m.
- Bunker Hill High School - June 9, 2012 at 2 p.m.
- St. Stephens High School - June 9, 2012 at 7 p.m.

July							August							September							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2													1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23+	24	(25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		
October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1			1	2	3	4	5					1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10+	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20 <sup>ER</sup>	21	22	23	24	
23	24	25	26	27	28+	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				
January							February							March							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4					1	2	3	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	
22	23+	24	(25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23+	24	
29	30	31					26	27+	28	29				25	26	27	28	29	(30	31	
April							May							June							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7			1	2	3	4						1	2		
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8 <sup>ER</sup>	9	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	

Students: August 25, 2011 - June 8, 2012

Teachers: August 19, 2011 - June 14, 2012