



## **Parent-Student Handbook**

2017-18

## **Admissions, Enrollment, and Lottery**

### **Admission**

As required by G.S. 115C-218.45, any child who is qualified for admission to a NC public school is qualified for admission to UDS. Admission will not be determined by school attendance zone/area in which the student resides.

The School will not discriminate against any student on the basis of ethnicity, national origin, gender, disability, religion, creed, intellectual or athletic ability.

### **Admissions Priority**

By state law, UDS may give enrollment priority to the following:

- Siblings of currently enrolled students who were admitted to the School in a previous year. The term “siblings” includes as any of the following who reside in the same household : stepsibling, half sibling, and children residing in a family foster home.
- Siblings of students that have completed the highest grade level at UDS
- Limited to no more than 15% of the School’s total enrollment the following may be given priority:
- Children of full time employees  
Children of board of directors  
A student who enrolled in the School within the two previous years but left the School (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student’s parent.

### **Equal Education Opportunities**

Union Day School provides equal education opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, or religious affiliation. The school adheres to the legal obligations and requirements under section 504 of the Rehabilitation Act and the Individuals with Disabilities Act Amendments, including identification, evaluation, and provision of an appropriate education.

### **Open Enrollment and Lottery**

The School will hold open enrollment beginning in January of each year. The enrollment will continue for a minimum of 30 days. At the end of the enrollment period, if the number of applicants does not exceed the available space, for that grade, the

students who have properly applied will be accepted. If the number of applicants exceeds available space, for a particular grade, a lottery will be held to determine enrollment.

Lottery placement will be conducted two weeks after the end of the enrollment period. Students' names are randomly pulled from all eligible applicants for each grade. In the interest of fairness, a third-party individual selected to pull lottery names. Siblings of current students will have first preference. Students who are pulled after the grade has been filled will go on a wait list. Wait lists will be deleted at the end of each academic year and parents will need to reapply for the new academic year.

UDS will attempt to contact all families with the results of the lottery within 3 business days after the selection. If contact is not made, after several attempts, UDS will move on to the next student on the waitlist. Once UDS has made contact with the family, the family has 3 business days to make a decision about enrollment. If the family declines enrollment or does not reply within this timeframe, UDS will move to the next student on the waitlist.

## **General Student Information**

### **After School Care**

The School will maintain an after school care program that begins at dismissal and ends at 6:00pm, Monday-Friday. The program will begin the second full week of school and end the last full day of school. The program will not be open on teacher workdays, half days or holidays.

Enrolled families will need to complete an after school care enrollment form with emergency contact information, medical information, name(s) of people authorized to pick up the child(ren), etc. All students must be signed out upon pick up and a photo ID presented to the after school care staff. The School will charge families at a rate comparable to the LEA's. Families with a demonstrated financial need may apply for a reduction in cost. The after school care program will consist of, but not be limited to: attendance, snack, homework time, physical activity, related art activity and read aloud/story time/silent reading.

### **Attendance**

Daily attendance is very important in a student's academic success. If a student must be absent, please send a written note within 48 hours for all absences with the date and the reason for the absence. Undocumented absences will be considered unexcused.

In accordance with NC State Board of Education guidelines, and the North Carolina Compulsory Attendance Law (NC GS 115C-378), absences must be for one of the following reasons in order to be considered excused:

1. *Illness or Injury*: When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. *Quarantine*: When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. *Death in the Immediate Family*: When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. *Medical or Dental Appointments*: When the absence results from a medical or dental appointment of a student.
5. *Court or Administrative Proceedings*: When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. *Religious Observance*: School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)
7. *Educational Opportunity*: When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.
8. *Absence related to Deployment Activities*: - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. ( G.S. 115C-407.5Article V (E) )

Per NC GS 115C-378, The principal or his/her designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated **three unexcused absences** in a school year.

After not more than **six unexcused absences**, the principal shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law-enforcement officer accompany him if he believes that a home visit is necessary.

**After 10 accumulated unexcused absences** in a school year, the principal shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the principal determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the principal shall notify the district attorney and the director of social services of the county where the child resides. If the principal determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the principal may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Evidence that shows that the parents, guardian, or custodian were notified and that the child has accumulated 10 absences which cannot be justified under the established attendance policies of the local board shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences. Upon receiving notification by the principal, the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

## **Bullying**

Bullying is defined by NC GS 115C-407.15

(a) As used in this Article, "bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

(b) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.

(c) No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.

(d) A school employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official.

(e) A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official (teacher and/or principal).

### **Reporting**

Any report of bullying will be investigated, in a timely manner, by the notified teacher and/or principal. The following consequences will apply depending upon the student's age and severity of the offense:

**Level One Violation:** Conference with teacher; notification to Principal and parent

**Level Two Violation:** Parent-Student conference with Principal

**Level Three Violation:** Suspension for 1-3 days and conference with parent-student

**Level Four Violation:** Suspension for 3 to 5 days and conference with parent-student

### **Calendar and Length of Day**

UDS will begin, for students, at 8:00am and dismiss at 3:45pm, daily.

UDS will publish a school calendar every year. The calendar will include start and end dates for staff and students. The calendar will include, but not limited to: holidays, teacher work days, end of grading period and state testing dates. The calendar will be made available on the school's webpage and in the Student-Parent Handbook. Upcoming academic year/school calendars will be published to the school's webpage upon final board approval.

### **Carpool (Morning and Afternoon)**

Students may begin morning drop off at 7:45am. School begins promptly at 8:00am, students arriving after 8:00am will be marked tardy and need to be brought into the school. Afternoon dismissal will begin at 3:45pm. All parents will need to display a car card, provided by the School, during dismissal.

### **Cell Phones**

The Board prefers that students not have cell phones at school. However, the Board is cognizant that many parents have purchased cell phones, for their child(ren), for

emergency purposes. Therefore, the Board has in place the following cell phone rules for students:

1. Students may not use their cell phone to make calls or send texts during the school day.
2. The cell phone must remain off and in a book bag or purse during the school day.
3. School personnel will confiscate visible cell phones and turn them in to the office. Confiscated cell phones must be picked up, by a parent, from the office.

### **Communication with Families**

Union Day School encourages frequent and open communication between the parents, teaching staff and the school. Parents should use email as the first option for contacting their child's teacher. Parents can also call the school and leave a message for the teacher. Teachers will be expected to survey their students' family to determine the preferred form of communication for each family. The School will predominately use email to disseminate needed information to families. If appropriate, the School will also make sure of the School's social media and website for dissemination of information.

### **Discipline**

Discipline and self-control are essential to the academic and social success of each child. Union Day School is committed to helping children develop as productive citizens who demonstrate self-discipline, sound moral character, and respect for our community of unique individuals.

The purpose of the discipline policy is to ensure a safe, positive, learning environment in the school while taking into consideration the behavioral development of the students. For this reason, the aim of disciplinary measures is to correct the students and help them learn from their mistakes, except in cases where the behavior is so severe that it puts the safety or integrity of the school in jeopardy. In most cases, the appropriate faculty members within the classroom setting will handle situations requiring discipline immediately and effectively. In some circumstances, either due to the seriousness or repetitive nature of the offense, intervention by the Principal or his or her designee is warranted. In any action requiring suspension, the Principal will notify the parent or guardian immediately. If the behavior could result in expulsion, the Principal will suspend the student, notify the Board and schedule a meeting of the parent or guardian with the Board. The decision of the Board will be final.

**Level One Violations:** Less serious violations that can and will be handled by the classroom teacher or a faculty member responsible for student supervision. The attending faculty member may bring these situations to the attention of the

Principal or teacher if further disciplinary action is warranted, or if these actions are repeated. Level one violations:

- Use of profane language/inappropriate gestures
- Disruptive behavior
- Disrespect/Noncompliance
- Aggressive behavior – kicking, hitting, spitting, throwing objects at other students and shoving

**Level Two Violations:** The Principal will handle these more serious violations. The Principal will conduct a parent conference (in-person or via phone) and will develop a corrective action plan.

- Physical violence/fighting
- Chronic disruptive behavior
- Threat to another student (verbal or written)
- Repeated level one offenses

**Level Three Violations:** Violations that are serious enough to require suspension or expulsion. Any of these violations may result in suspension, or expulsion.

- Repeated level two violations
- Threats towards staff or other adult (verbal or written)
- Theft
- Physical assault or harm to staff or other adult
- Possession of a weapon or any object being used as a weapon
- Academic dishonesty
- Destruction of property
- Fighting that results in physical harm or injury
- Possession of illegal or controlled substances

Appeals with regards to an expulsion should be formally directed in writing to the Union Day School Board of Directors or its designee within two (2) days of the student's dismissal. The suspension will remain in place until the Board meets and reviews the appeal.

## **Dress Code Policy**

Students must wear the required school uniform.

### **Uniform Policy**

Union Day School students are to dress in the required school uniform. High standards of decency, cleanliness and grooming are expected at all times. The Administration believes these dress guidelines are reasonable and promote unity, builds character, and builds self-esteem.

Students are to be in uniform dress code upon arrival until departure from school property unless otherwise approved by administration. The administration

reserves the right to determine appropriateness of dress in cases not covered by the Dress Code or in other cases as they may arise:

**1. Tops — Navy Blue or White collared shirt for grades K-5 and Light Blue or White collared shirt for grades 6-8. Sleeveless tops or tops with thin straps are not allowed.**

- A. Clothing must be clean and tidy.
- B. Sweatshirts: with Union Day School logo in White, Light Blue, or Navy
- C. Shirts must be free of writing
- D. Shirts must not have logos bigger than a quarter

**2. Bottoms - SOLID khaki or Navy blue. Athletic wear is not allowed in classrooms during the school day unless it is a school designated dress down day.**

- A. Pants should not hang on the floor
- B. Shorts/Skorts/Skirts/Jumpers: Hems should fall below fingertips when hands are extended to the side

**3. Shoes and Socks/Tights**

- A. Durable tennis shoes, simple in appearance, are to be worn for all grades
- B. Enclosed toe shoes only
- C. No lights in shoes
- D. Socks/tights in white, navy, gray or black with no pattern or designs

**4. Coats/Jackets/Sweaters**

Coats or jackets of any color may be worn before and after school as well as during recess. They cannot be worn in the classroom or hallway areas during the school day. Sweaters may be worn in the classroom, in uniform colors.

**5. Hair**

- A. All students should have well-groomed hair in traditional styles.
- B. Hair should be kept neat and out of the eyes or hanging over the face or interfere with education
- C. Bangs are not to hang in the eyes
- D. No unnatural colored hair such as orange, green, purple, yellow etc.

**6. Other**

- A. Clothing is not to be tight or form fitting
- C. Belts: brown or black
- D. Clothing should always be in good repair with holes mended
- E. Makeup is not permitted in elementary grades.
- F. No head covering may be worn at school unless required for specific reason with prior approval by Principal.

### **Enforcement**

Dress code will be checked at the beginning of each day. Students are expected to be responsible enough to observe dress code. Staff should not be expected to take up instructional time to address violations, therefore repeated or continual violations will be addressed as a discipline matter by administration.

### **Fire and Tornado Drills**

Unannounced fire drills will be conducted once a month. All students will go to their assigned staging location. Teachers should ensure they have their attendance books with them, and that they are the last person to exit the room. All lights will be turned off and all windows and doors closed. Upon arrival at the designated staging location teacher will take attendance and notify the Principal of missing students.

All students are to be instructed in how to react in the case of a fire on campus. Students will be instructed on how to pull the fire alarm in the event that a faculty member is injured or unable to do so.

A minimum of two (2) tornado drills should be conducted yearly. One drill should take place before the third week of school and another during Severe Weather Awareness Week.

### **Grades**

The academic year is divided into four 9-week grading periods. Progress reports are sent home with students halfway through each nine-week period. Report cards are to be sent home at the end of each nine weeks. The Principal will establish a grade cutoff period for each grading period. The percentage score is entered on the report card. If an academic subject does not allow for a percentage score, the student will be graded on the teacher's assessment of the student's knowledge, their participation, and overall conduct.

The grading scale for the School as follows:

- A 90-100 Excellent
- B 80-89 Above Average

- C 70- 79 Average
- D 60-69 Below Average
- F Below 60 Failure
- I - Incomplete

Incomplete grades must be made up within three (3) days after returning to school or the grade will be changed to an F. Teachers may use their professional discretion, with the three day rule, when multiple assignments have been missed. Where applicable, conduct is graded as follows:

O= Outstanding, S = Satisfactory, N = Needs Improvement

## **Grievances**

During the academic year problems and misunderstandings between students, parents, and teachers may arise. The best way to resolve these problems is to keep an open, yet orderly channel of communication between all parties. The following is a strategy that will allow an open channel of communication between parents and the staff of Union Day School.

The following steps are critical in maintaining a sense of discipline.

*Step 1:* Make an appointment with your child's teacher or team to discuss issues and concerns. Remember that teachers will not be able to have conferences and lengthy conversations in the classroom or in the hallway during class time. If you are not satisfied with the results from a teacher conference go to Step 2.

*Step 2:* Contact the Principal and request a conference between yourself, the teacher, and the Principal. The Principal will contact you with the conference time and location. Please allow 3-5 business days for a written response from the Principal unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference go to step 3.

*Step 3:* Fill out the conflict resolution form to request a meeting with the Board. Please include your concerns and the results from the previous meetings. Please allow 3-5 business days for a written response from the school, notifying you of a hearing with the Board, unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. In this event, the appropriate authorities should be contacted along with the Board chair or vice chair. Once the Board has heard the complaint and investigated, a decision will be reached within 10 business days and all parties involved notified. In the event the authorities have not been notified and the Board of Directors determines there is an immediate threat to safety, physical, mental, or emotional health or constitutes a criminal act, the authorities will be immediately notified. The board will work with authorities to ensure future safety. The decision of the Board is final.

In the event the grievant does not follow this process, the Board will direct them to through the necessary steps of the grievance policy. The Board will not hear any grievant where legal action is directly threatened and/or the grievant has legal representation.

### **Inclement Weather Delay or Closing**

The School will delay opening or close for inclement weather or the threat of inclement weather. This decision will be at the discretion of the Principal. The Principal may also delay opening or close for any other potential or immediate threat to students and staff. In the event that the School needs to close or delay opening, the Principal shall contact families via school email and local news media.

### **Make-Up Work**

In case of extended absences due to illness, the teacher(s) will work with the returning student to schedule make-up work and test arrangements within a reasonable time frame. Valid causes for absence will be illness, family emergency, and death in the immediate family.

### **Meals**

Union Day provides the option of hot meals through catered lunches from different vendors each day. Parents must purchase catered lunches in advance. All food for consumption in the classroom during authorized snack and lunch times are to be nut free. Students that do not wish to purchase lunch must bring their own from home.

### **Off Campus Activities**

The same Union Day School rules of behavior and discipline as well as the consequences already outlined under Disciplinary Action will apply to Union Day School students attending and participating in any off campus school sanctioned activities. Students who display any inappropriate behaviors as outlined will be subject to the outlines consequences and may result in suspension or expulsion.

### **Parent Volunteers**

All volunteers must register as a volunteer by completing the Parent Volunteer Registration Form. All former and new volunteers must undergo a criminal background check in order to begin volunteer duties. All volunteers must sign in at the Office for each visit to the school and wear a volunteer badge.

### **Pledge of Allegiance and Moment of Silence**

In accordance with NC GS 115C-47 (29)(29a), UDS will observe a moment of silence/quiet reflection at the beginning of each day. UDS will display the US and NC flags, in each classroom, when available, and require the recitation of the Pledge of

Allegiance daily. UDS will provide age appropriate instruction on the meaning and historical origins of the flag and Pledge of Allegiance. UDS will not compel any person to stand, salute the flag, or recite the Pledge of Allegiance. If flags are donated or otherwise available, flags shall be displayed in each classroom.

### **Report Cards**

Report cards will be completed every 9 weeks for parents to review. Report cards are to be signed and returned in a timely manner.

### **Retention/Promotion**

North Carolina public school students are assessed through end-of-grade (EOG) tests in reading and mathematics in grades 3-8; science assessments in grades 5 and 8. Third grade students who do not pass the end-of-grade assessment for reading are subject to additional requirements under the state's Read to Achieve law. To review the Read to Achieve this law, please visit <http://www.ncpublicschools.org/docs/k-3literacy/resources/guidebook.pdf>

The decision to retain the students in K-2 grade will be based on the evaluation of a number of assessments, achievement of mastery, and other academic considerations specific to grade level. Additionally, a student may be retained if the student falls below a 70% yearly average in core subjects or exceeds the maximum number of allowable absences (ten unexcused absences). Parents will be notified of possible retention by the end of March. The final decision for promotion will be made by the end May.

Parents may request a meeting, with the school principal, to discuss the recommendation for retention. Final decisions about student promotion are made by the school principal under North Carolina public school law.

### **Search and Seizure**

In order to protect the safety and welfare of students and school personnel, school authorities may conduct a reasonable search of a person and/or possessions, in accordance with students' constitutional rights. Students may be subject to a search based upon a reasonable suspicion that the student has violated the law and/or school policy.

### **Selling Items for Profit**

Students are not allowed to sell items at school such as candy, gum, games, toys, etc. All items intended for sale or sold for profit will be confiscated. The only exception to this expectation is the selling of goods for an approved school fundraiser in times that do not interfere with instruction.

## **Student Records**

Confidentiality of all student records is protected by the Family Educational Rights and Privacy Act (FERPA). Only authorized individuals, including parents/guardians and students eighteen and over, have access to these files. Union Day School cannot make available any student information to unauthorized persons. Parents may review their child's academic record; however, parents are not allowed to remove them from school property.

UDS employees with an educational purpose may have access to student records. Authorized government officials, state and local officials with authority to access student records, officials from other schools where the student has been or will be enrolled (with signed and dated parental consent) and proper authorities/persons during an emergency situation.

The Principal or his/her designee will be responsible for compiling and maintaining each student's official record. The record should include, but not be limited to: birth certificate, immunization record, state standardized test results, final report card, suspensions, expulsion, and attendance record.

The School will permanently maintain official student records, including any Exceptional Children (EC) records. The Principal will maintain these records in the school records room. The school records room will be held under lock and key, with the Principal in sole possession of the key.

## **Tardy**

If a student arrives after 8:00 a.m., the parent and student will need to go to the office to sign the student in and get an admittance slip to present to the teacher. Children need to be in the building in his/her assigned class seat no later than 8:00 a.m. All students who are tardy must be signed in by the parent or adult. Without the signature of a parent or adult, the child will be marked absent. An older school-aged child does not count as the responsible adult.

## **Technology Fee**

A \$25.00 annual technology fee will be collected for every student in Grades K-8. This fee will cover licensures, infrastructure, etc The School may waive this fee in the event of financial hardship.

## **Telephone Use**

The Union Day School telephone is for business and emergency use only. Students will not be allowed to make routine calls from school at any point in the school day. Obviously, emergency use is unquestioned, but you are asked to make travel and after-school plans ahead of time so we don't tie up the school telephone.

**Testing**

All children in grades 3-8 will participate in grade appropriate state required End-of-Grade testing. All state standardized testing materials will be held under lock and key in the student records room, with only the Principal possessing the key.

**Textbook Fees**

Students will be held accountable for the condition of textbooks and materials they are assigned. If they are lost, damaged, or rendered un-useable, parents will be required to reimburse the school for the cost of the book, plus shipping.

**Transportation**

Union Day School will provide limited transportation to and from school using cluster stops. Transportation provided by the school will be based upon students' proximity to the school. Those students having the longest commute to school will be granted priority for transportation. Other students may be picked up along the route to make full use of the bus/van, if space permits.

**Solicitations**

All solicitations are prohibited without the permission of the administration. This includes the selling of tickets, candy, the distribution of political materials, the circulation of petitions, etc.

**Visitors/Volunteers**

Visitors and volunteers are welcomed at the School and are reminded that they are very visible while on campus and should conduct themselves as role models. Visitors are those who make routine visits to their child's classroom to participate in events, etc. Volunteers are those who have signed up to offer specific support while on campus. Due to the nature of their assignments in working directly with our students, volunteers may be asked to review and sign a confidentiality policy and subject to a background check. Visitors and volunteers are subject to the same expectations of the conduct as outlined for students in the Parent and Student handbook. The following are guidelines for all staff to follow in relation to visitors and volunteers.

The School is authorized to ban/restrict any person the administration deems as a threat to the welfare of the children and the safety of the faculty. We are charged to place the security and safety of the children and employees as our highest priority. All visitors and volunteers must report to the administration building prior to going to the classrooms and receive a pass. It is the responsibility of the teacher or assistant to stop

anyone on campus who does not have a visitor's pass and direct them to go to the administration office and get one prior to allowing them into the classroom.

## **Student Code of Conduct**

### **Students will not:**

1. Compromise the safety of oneself or others through inappropriate behavior (horseplay).
2. Use profane, rude, or disrespectful language or gestures towards other students and/or adults.
3. Display mean, unkind, or unpleasant behaviors towards others
4. Possess or use alcohol, tobacco products, marijuana, controlled substances or associated paraphernalia on campus or while attending off-campus events.
5. Possess, threaten to possess, or use weapons of any kind (as defined in NCGS 14-269) or powerful explosives as defined in G.S. 14-284.1 on campus or while attending off-campus events.
6. Fight, show physical aggression, or display any inappropriate physical contact.
7. Misuse school or personal property of others.
8. Engage in personal harassment or bullying as defined by NC GS 115C-407.15
9. Leave school grounds without express permission of parent and/or Principal. Being outside the boundaries of the school campus will be construed as leaving school grounds.
10. Engage in bullying of any kind
11. Litter or harm school property by damaging bathroom fixtures, writing on walls, destroying any property in and around the building.
12. Violate the Dress Code

### **Disciplinary Consequences for Violation of the Student Code of Conduct**

Level three disciplinary actions could be implemented for acts listed in this section and related to school activities which occur at any time, including (but not limited to) any of the following: while on school grounds, while going to or coming from school, during the lunch period whether on or off campus, during, or while going to or coming from, a school sponsored activity.

### **Act of Violence**

- Fighting and threats of fighting will not be tolerated by Union Day School. This behavior is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Acts of violence, whether directed at another student, teacher or adult will carry a severe penalty. Possible disciplinary actions: On-campus suspension, home suspension or expulsion. Flagrant or repeat offenses may result in a maximum consequence of expulsion.
- Threatening to cause physical harm detracts from the educational setting and places students in fear. Thus, depending on the severity of these actions, the following disciplinary actions may result: On-campus suspension, work details, home suspension or recommendation for expulsion.

### **Weapons and Dangerous Objects**

- Possession of a defined weapon or an object intended to be used as a weapon will not be tolerated. Possession of a weapon will result in disciplinary action -- home suspension or expulsion.
- Possession of fireworks and explosives or the use of these items will also result in home suspension or expulsion.

### **Tobacco, Drugs, and Alcohol**

Union Day School is a tobacco, drug, and alcohol-free campus. Any possession or use of these substances is strictly prohibited. Offenses of the rule may result in suspension or expulsion. This rule, as all school rules apply for after school events and school trips. Possession of these substances with the intent to distribute or sell will result in expulsion. The sale of look-alike drugs will result in suspension for the first offense and expulsion for any subsequent offense. Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion and notice to proper authorities.

### **Stealing, Robbery, or Extortion:**

These offenses will result in on-campus suspension, home suspension or expulsion. The severity of the crime and the number of offenses will dictate the punishment.

### **Damage to Property:**

Caused or attempts to cause damage to school property will result in the replacement of the damaged property by the student. The parent or guardian will also be held responsible for the replacement of the damaged property. Severe cases of damaging, defacing or mutilating school property such as arson, damage to windows, playground equipment, computers, etc. may result in the suspension or expulsion and notification to the proper authorities.

**Obscene Acts, Demeaning Statements and Vulgarity:**

These acts will be construed as an attack on the rights and privileges of other students who are attempting to receive an education and the rights of teachers to teach. Therefore, the attempt or act of projecting the above named actions whether on clothes, written, verbal or through gestures is in violation of school policy. The resulting disciplinary action will require: changing offensive clothing, suspension, expulsion or a combination of any of these actions.

**Willful Disobedience**

Willful disobedience is the intentional defiance of teachers and/or staff. Such action may be exhibited while coming to and from school, on the bus, during the normal school day or on field trips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. All students will come to understand this policy. It may take more time, patience and understanding to illuminate the younger children; however, student safety and a positive educational environment must be maintained. Therefore, timeout, work details, and on campus suspension may be employed. Every attempt will be made to correct the inappropriate behavior before actions of suspension and expulsion are considered.

**Sexual Harassment**

Prohibited sexual harassment includes, but is not limited to unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment and submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

**Other types of conduct that are prohibited and may constitute sexual harassment include:**

- Unwelcome leering, sexual flirtations or propositions

- Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single-sex class
- Touching an individual's body or clothes in a sexual way
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment; and
- Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

### **Other Harassment**

Intentionally engaging in harassment, threats or intimidation against a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment will not be tolerated.

### **Appeal Procedures**

Appeals with regards to an expulsion should be formally directed in writing to the Union Day School Board of Directors or its designee within two (2) days of the student's dismissal. The suspension will remain in place until the Board meets and reviews the appeal.

The identity of the students other than the student appealing the suspension shall be protected to the extent required by the Family Education Rights and Privacy Act (FERPA). There are two levels to the appeals process to the long term suspensions and expulsions.

**School-Level Disciplinary Hearings:** held at the school and chaired by the appointed student due process officer.

**Administrative-Level Appeals:** written appeals and school-level hearing materials reviewed by the Principal.

**Board-Level Appeal Hearings:** held at special board meetings.

## **Student Health and Wellness**

### **Administration of Medications**

The administration of medication to students by designated staff members will be permitted only when proper written authorization is received from the student's parent or guardian with a prescription from a physician. Instructions for such administration of any medications must be provided by the physician and must be in the original prescribed container. Over the counter medication will not be given without being prescribed by a physician.

### **Communicable Diseases and General Illnesses**

Students with the following symptoms should not come to school until he/she is symptom free for 24 hours.

- Fever -with a fever of 100 degrees or higher
- Diarrhea
- Vomiting

To protect the school population, students with diseases that are easily spread must be kept at home until treatment renders the students non-contagious.

- *Pink Eye (Conjunctivitis)*: Student may return to school with a doctor's note, or after 24 hours after antibiotic treatment has started, or when the eye is no longer red and swollen and discharge and itching has stopped.
- *Ringworm*: Student may return to school after-treatment has begun. Placing patches and bandages over infected areas is not acceptable treatment.
- *Chickenpox*: Children may return to school after all lesions are crusted.
- *Head Lice*: Children may return to school when the head lice eggs are absent.

Students that become ill or injured while at school will generally be sent to the office for evaluation and treatment. The school will treat minor injuries and determine if the student is okay to return to class or if a parent/guardian needs to pick up the student. Parents will be notified of all significant injury, accident or illness occurring during school hours or while on school sponsored field trip.

### **Emergency Epinephrine**

In accordance with NC GS 115C-375.2A, UDS will supply of emergency epinephrine auto-injectors on school property for use by trained school staff to provide emergency medical aid to persons suffering from an anaphylactic reaction. The School shall store in a secure but easily accessible location, a minimum of one epinephrine auto-injector for use in different areas of the school, such as the school office, school cafeteria, or the school gymnasium. The Principal shall designate one or more staff members to receive initial training and annual retraining on the storage and emergency use of an epinephrine auto-injector. The Principal will collaborate with appropriate staff to develop an emergency action plan for use of the epinephrine auto-injector. The plan shall include: storage procedures, symptoms of anaphylaxis, emergency follow up

procedures (calling emergency personnel and student's parent), and instructions and certification in cardiopulmonary resuscitation (CPR).

A supply of emergency epinephrine auto-injectors provided in accordance with this NC GS 115C-375.2A shall not be used as a medication supply for students known to have a medical condition requiring the availability or use of an epinephrine auto-injector. Those students may be authorized to possess and self-administer their asthma medication on school property under NC GS 115C-375.2.

### **Immunizations**

No student will be allowed to attend school without a certificate of immunization. Parents will be notified the first day a child attends school without an immunization record. The parent will then have thirty (30) days to immunize the student and provide the School with the current immunization record. An extension to the thirty days will only be given if a physician verifies a need. If the parent does not supply the School with the immunization record by the end of the thirty days or extension, the Student will be suspended until the vaccinations are current.

The School will retain all immunization records in a separate file for each student. The School will allow for inspection of these records by county and/or state health officials, without notification to parents. In accordance with G.S. 130A-155(c) and G.S. 130A-440 the School will file an immunization report, within sixty (60) days, of the start of school, each year.

*Note: As part of the transfer of records, the School will transfer immunization records when a student transfers to another school.*

### **Student Diabetes Plans**

UDS will implement rules and procedures for students with diabetes that are in accordance with NC Board of Education requirements under GS 115C-12(31) and GS 115C-375.3. The School will provide general diabetic training to all faculty and staff. Two staff members will receive more intensive training. A written diabetic care plan will be created with the student's: parent(s)/guardian, physician, classroom teacher, student (if appropriate) and other appropriate school staff. The Board will report to the State Board of Education annually, the number of students on a diabetes plan and the School's compliance with state law.

### **Yearly Information for Parents and Students**

- Meningococcal meningitis, influenza and their vaccines-information concerning the causes, symptoms and spread will be provided to parents

at the beginning of each school year. The School will also provide parents with places they may obtain additional information and vaccinations.

- Cervical dysplasia, cervical cancer, human papillomavirus, and their vaccines - information concerning causes, symptoms, transmission, the benefits and possible side effects of their vaccines will be provided to parents of students in fifth through twelfth grade, at the beginning of each school year. The School will also provide parents with places they may obtain additional information and vaccinations. (Applicable to grades five through 12)
- Lawful abandonment of a child- Students in fifth through twelfth grade will receive information about how a parent may lawfully abandon a newborn with a responsible adult, in accordance with NC GS 7B-500(b) (d).
- Preventable risk information for preterm birth in later pregnancies, including, but not limited to use of illegal drugs, alcohol consumption during pregnancy, smoking while pregnant, induced abortion, and insufficient prenatal care. (Applicable to grades seven through 12)

## **Absences of Policy and Compliance with Laws**

### **Absence of Policy**

When a situation arises for which there is no policy, the Principal may exercise his/her discretion, acting in a manner he/she believes best serves the School. The Principal will notify the Board promptly of the action taken and if necessary, recommend changes to Board policy.

### **Compliance with Other Laws**

The school shall comply with all applicable federal laws and regulations, including, but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The School shall comply with all applicable health and safety laws and regulations, whether federal, state, or local.

# FERPA (Family Education Rights and Privacy Act) Notification

## Parent Consent

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by Union Day School without parental consent, provided annual notification has been given and the school does not have on file written denial to release directory information.

The primary purpose of directory information is to allow UDS to include this type of information from your child's education records in certain school publications. Examples of general directory information are:

- Student's - name, address, telephone number, email address
- membership in UDS activities/clubs and sports
- attendance/enrollment status

**Directory Information Consent:** (select one of the options below)

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited law enforcement, public health agencies and trained medical personnel. In addition, two federal laws require schools receiving federal funding to provide military recruiters, upon request, with the following information—names, addresses, and telephone listings—unless parents have advised UDS that they do not want their student's information disclosed without prior, written consent.

\_\_\_\_\_ I allow UDS to release directory information on my child. I understand that directory information includes, but is not limited to, all of the examples listed above.

\_\_\_\_\_ I do not allow UDS to release directory information on my child. I understand that directory information includes, but is not limited to, all of the examples listed above.

## Photo Release Form

**Photo Consent:** (select one of the options below)

During the school year, Union Day School or school representatives may film or photograph students. UDS will/may subsequently publish, broadcast, or use these materials, which may include images and depictions of students, as well as a student's work. If you consent and grant permission for your child's likeness or work to be used/featured by UDS, or the media, please check the appropriate space below.

\_\_\_\_\_ My child is allowed to be filmed and/or photographed for use by UDS. I also allow my child's work product to be featured by UDS (this will include, but is not limited to the school yearbook, programs, group and team photos, UDS display/presentations) .

\_\_\_\_\_ My child is allowed to be photographed for UDS yearbook only. I do not allow UDS to film or photograph my child for any other purpose. I also do not allow my child's work product to be featured by UDS (this will include, but is not limited to programs, clubs and team photos).

\_\_\_\_\_ My child is not allowed to be filmed and/or photographed for use by UDS. I also do not allow my child's work product to be featured by UDS.

Print Student's Full Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

At any time throughout the year, parents may modify the consent given to UDS. Please contact the school to make these updates.

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