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I-SS board policies can be found at [www.iss.k12.nc.us](http://www.iss.k12.nc.us)  
under Administration > Board of Education

## CONCERNS OR COMPLAINTS

While it is our goal that each classroom and school campus runs smoothly, it is inevitable that conflicts will arise in the classroom or on the school campus. Complaints and grievances are best handled and resolved as close to their origin as possible. We strongly encourage you to speak with your child's teacher or the school principal when an issue arises. The school principal is responsible for the operation and supervision of their school. With appropriate communication, they will do their best to resolve the issue. The goal of each administrator is to provide a courteous response within 24 hours of your concern being issued with the most accurate information available. Some concerns may take longer to resolve. Parents that are unable to resolve concerns or complaints at the school level may register a concern or complaint with Student Support Services by calling 704-832-2506.

### DISCLAIMER

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School-based administrators reserve the right to handle any incident that is not covered or mentioned in this handbook in a timely and appropriate manner. Serious or repeated violation of one or more rules would suggest a need for strong parent-student-administrator communication, coordination, and consideration of outside assistance and may result in long suspension or expulsion. Iredell-Statesville Schools receives policy changes during the year from the State of North Carolina Department of Public Instruction. As policies are amended during a school year, the Student Handbook/ Code of Conduct may not reflect the most current policies by which the district must abide.

### RETURNED CHECKS

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Iredell-Statesville Schools has enrolled with CHECKredi to handle all returned checks. When you provide a check as payment, you authorize CHECKredi to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize CHECKredi to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid.

### ADMISSION TO THE IREDELL-STATESVILLE SCHOOL DISTRICT

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Persons under the age of twenty-one (21) years who are domiciled in the Iredell-Statesville Schools Administrative Unit who have not been removed from school for cause or who have not obtained a high school diploma are eligible for enrollment in one of the schools operated by the Iredell-Statesville Schools Board of Education.

No student currently under suspension or expulsion from either a public or private school will be admitted into the Iredell-Statesville Schools until he/she is again eligible for readmission at his/her previous school.

The Iredell-Statesville School System reserves the right to place any transferring student into Monticello School whenever it matches the student's most recent school placement, gives the student the best possibility of earning credit, or is in the best interest of our present school operations.

### NON-DISCRIMINATION STATEMENT

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It is the policy of the Iredell-Statesville School System not to discriminate on the basis of race, ethnic origin, sex, or disability in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, and Title II of the 1990 Americans with Disabilities Act (ADA).

### SEARCHES OF STUDENTS, STUDENTS' POSSESSIONS AND LOCKERS

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Due to a variety of circumstances, it may be necessary to conduct a search of students, their personal possessions, cars and lockers. School officials may use metal detectors, hand-held wands, drug-detecting dogs, bomb-detecting dogs, and other techniques to employ a search. Student lockers are the exclusive property of Iredell-Statesville Schools. Students DO NOT have an expectation of privacy in their lockers. The principal, or assistant principal, with reasonable suspicion, may search a student, their personal possessions, car and locker without prior notice to the student.

## STUDENT BEHAVIOR

Ensuring the safe, secure, and orderly operation of Iredell-Statesville Schools, while maintaining an atmosphere conducive to teaching, learning, and quiet study, is a major responsibility of school administrators, teachers, parents and students.

Each school campus will operate by a mutual "Code of Respect." This "Code of Respect" states: All students will have respect for self and respect for others and their rights. All students will respect the diversity of others. All students will not cheat or engage in any other inappropriate activity. All students will utilize appropriate language. All students will dress appropriately. (The principal at each school will determine appropriate dress, but students are not permitted to wear/display symbols or other items that would be perceived to be disruptive.) All students will contribute to a safe and positive climate.

Each school administrator has the authority to remove any student from any elected/appointed school leadership position or from any school team (athletic or otherwise), if the student's actions, on or off the campus, are of such nature that in the eyes of the principal the student would not be a good representative of the school to the public.

### PROHIBITION OF GANGS AND GANG ACTIVITIES Policy #4328

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No student shall commit any act that furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. Conduct prohibited includes:

- Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items which may be evidence of membership or affiliation in any gang;
- Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), to convey membership or affiliation in a gang;
- Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
- Requiring payment or protection, insurance, or otherwise

intimidating, or threatening any person related to gang activity;

- Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- Soliciting others for gang membership;
- Conspiring to commit any violation of this policy, committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

Before being suspended for a first offense of wearing gang-related attire (when not involved in any kind of altercation), a student may receive a warning and be allowed to immediately change or remove the attire if the school administration determines that the student did not intend the attire to show gang affiliation.  
<http://www.ncgangcops.org/gfnc.html>

### **BULLYING POLICY Policy #1710/4021/7230**

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The Iredell-Statesville Board of Education recognizes its responsibility to promote and maintain a healthy, safe, orderly, and caring learning environment in the public schools, an environment that is free from bullying, and is inclusive of all students and employees. This policy includes, but is not limited to, the following types of acts: bullying based on an individual's race, color, sex, religion, creed, ethnicity, political belief, age, national origin, linguistic and language differences, sexual orientation, gender identity/expression, socioeconomic status, physical characteristics, marital status, or disability. It is possible for bullying to occur at various levels; between fellow students or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees, including visitors, on employees and/or students. The Iredell-Statesville Board of Education prohibits acts of bullying. Like other disruptive or violent behaviors bullying or discrimination is conduct that impedes both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, this policy will apply, including but not limited to, the following circumstances:

1. While in any school building or on any school premises before, during or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. While waiting at any bus stop;
4. During any school function, extracurricular activity or other activity or event;
5. When subject to the authority of school personnel; and
6. Any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

### **DEFINITION**

*Intentional:* A purposeful or hurtful act or behavior.

*Imbalanced:* Imbalanced of power: "ganging up," racial, age, name calling, gender, size, etc.

*Repeated:* The intentional behavior is repeated over time.

### **CATEGORIES OF BEHAVIOR**

*Physical:* hitting, punching, pinching, etc.

*Verbal:* direct insults/put downs, name calling, threats

*Social/Relational Aggression:* spreading rumors/lies about someone to damage their reputation or punish them socially

*Sexual Harassment:* continued, unwanted attention of a sexual nature

### **SOCIAL MEDIA: CYBERBULLYING**

Board policies may authorize suspension for conduct not occurring on educational property, but only if the student's conduct otherwise violates the 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 schools or the safety of individuals in the school environment. G.S. § 115C-390.2(c) May include but not limited to social media sites like facebook, myspace, twitter, etc.

### **HOW TO REPORT A BULLY**

Iredell-Statesville Schools Board of Education has a zero tolerance for bullying of any kind. To report a bully, visit your school's website and click on the quicklink on the top right titled "Report A Bully". The completed form will then automatically be sent to the school's principal or designee to investigate.

### **CONSEQUENCES/RESPONSES**

*Individual responses:* positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups and punitive actions (e.g., in-school suspension, expulsion).

*Classroom responses:* class discussions, role-playing activities, research projects, observing and discussing audio-visual materials on these subjects, skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

*School-wide responses:* theme days, learning-station programs, parent programs, and information disseminated to students and parents.

Consequences for students that violate the bullying policy will depend on the severity of the behavior. Parents and Students should carefully review policy #1710/4021/7230

### **ROLE OF TEACHERS AND ADMINISTRATORS IN SCHOOL SAFETY AND STUDENT DISCIPLINE**

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Effective December 1, 1993, state law requires a principal or designee to immediately report to law enforcement agencies (sheriff or police) certain acts that occur on school property. When the principal has personal knowledge or actual notice that one of the acts listed below has occurred on school property, the principal shall immediately report the act to the appropriate local law enforcement agency. For purposes of this subsection, "school property" shall include any public school building, bus, public school campus, grounds, recreational area or athletic field in the charge of the principal. (G.S. § 115C-307(a)). Teachers and other school employees have a legal obligation to report these same acts to the principal. (G.S. § 115C 288 (g)). Required reportable acts are as follows:

- Assault resulting in serious injury
- Assault involving use of a weapon
- Assault on school personnel (not resulting in serious injury)
- Bomb threat
- Burning of a school building
- Death by other than natural causes
- Kidnapping
- Possession of alcoholic beverage
- Possession of a controlled substance
- Possession of a weapon
- Robbery with a dangerous weapon
- Sexual assault (not involving rape or sexual offense)
- Sexual offense

- Rape
- Taking indecent liberties with a minor
- Possession of firearm or powerful explosive

## **PRINCIPAL RESPONSIBILITIES – POWERS AND DUTIES OF THE PRINCIPAL (G.S. § 115C-288)**

The principal or designee has the authority and responsibility to investigate and take appropriate action regarding any antisocial or criminal student behavior and any other behavior appropriately referred to him or her. The principal or designee is responsible for informing students and parents of any standards or rules that, if violated, could result in short-term, long-term suspension, reassignment to alternative education setting, 365-day suspension, or expulsion. The principal or designee shall have authority to exercise discipline over the pupils of the school. The principal or designee may suspend a student for ten (10) days or less, recommend long-term suspension, recommended for alternative education setting, or recommend a 365-day suspension or expulsion of a student. The principal or designee shall use reasonable force to discipline students and shall assign duties to teachers with regard to the general well-being and the medical care of students pursuant to the provisions of G.S. § 115C-390 and G.S. § 115C-307.

## **DUTIES OF TEACHERS (G.S. § 115C-307 (A)) TO MAINTAIN ORDER AND DISCIPLINE**

The teacher has the authority and responsibility to manage student behavior in the classroom and while students are under his or her supervision. It shall be the duty of all teachers, including student teachers and teacher assistants, when given the authority over some part of the school program by the principal or supervising teacher, to maintain good order and discipline in their respective schools. The teacher may develop other standards or rules consistent with the direction provided by the board and the school. Every teacher, student teacher, substitute teacher, voluntary teacher or teacher assistant is required to report to the principal all acts of violence occurring in school, on school grounds, or at any school related activity /event. The teacher has the authority to manage or remove disruptive or dangerous students. School personnel may use reasonable force to control behavior or to restrain or remove a person from the scene in those situations when necessary:

- To correct students
- To quell a disturbance threatening injury to others;
- To obtain possession of a weapon or other dangerous object on the person, or within the control, of a student;
- For the protection of persons or property;
- Self-defense
- To maintain order on educational property, in the classroom, or at a school-related activity, on or off, educational property.

## **SCHOOL PERSONNEL MAY USE REASONABLE FORCE (G.S. § 115C – 390.3)**

Except as restricted or prohibited by rules adopted by the local board of education, principals, teachers, substitute teachers, voluntary teachers, teacher assistants, and student teachers in the public schools of this state may use reasonable force in the exercise of lawful authority to restrain or correct pupils and maintain order.

## **STUDENT RESPONSIBILITIES**

Each student has the right to attend the public schools of Iredell-

Statesville and must accept the consequences for his/her actions. Each student is responsible for knowing all regulations and policies, which may affect him/her, and for following those regulations. Students share with school officials the responsibility of maintaining order at school through their compliance with all lawful directions of principals, teachers, substitute teachers, teacher assistants, and other school personnel authorized to give directions.

## **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT**

Iredell-Statesville Schools utilizes research-based strategies to help prevent problem behaviors and intervene in more serious chronic discipline issues. Positive Behavior Intervention and Support is a district wide initiative. Many schools in Iredell-Statesville Schools implement school-wide Positive Behavior Intervention and Support strategies, which involve creating clear and common approaches to discipline, a clear set of positive expectations and the teaching and the reinforcing of school-wide expectations that are unique to each individual school. Positive Behavior Intervention and Support (PBIS) fosters a positive climate to improve academic and behavior success. PBIS also provides schools with tools to create a positive school climate.

## **STUDENT INFRACTIONS**

These regulations apply to any student during all school related activities and all school-sponsored or school-related functions, whether they occur before, during, or after school hours, on or off school property, or on the school bus, whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools. When appropriate, school officials shall contact law enforcement and criminal charges may be filed. All violations are subject to the general statutes of the state of North Carolina.

## **ASSAULT (FIGHTING) OR VIOLENCE DIRECTED TOWARD ANY STUDENT Policy #4331**

Upon recommendation of the principal, the superintendent may remove any student from a school who assaults another student or seriously injures another student (even if not witnessed by school personnel) to an alternative educational setting. Any student, who commits the above violation, shall be suspended (OSS) by the principal. The principal at the middle school or high school may request to assign the student to an alternative educational setting in lieu of an out of school suspension (OSS). Principals at elementary schools are expected to use good judgment in assigning consequences to students engaged in physical altercations. It may be recommended to the superintendent that the student be removed to an alternative educational setting, or given a long-term suspension. Based on the severity of the incident, the student may be subject to expulsion and victim may be offered transfer of school assignment. See your principal for more information.

## **ASSAULT OR VIOLENCE DIRECTED TOWARD ANY SCHOOL EMPLOYEE Policy #4331**

No student shall assault, cause bodily harm to, or threaten any school employee. Assault can include threatening language (oral or written), signs or gestures. Any student who commits the above violation, shall be suspended (OSS) by the principal. The principal at the middle school or high school may assign

the student to an alternative educational setting in lieu of an out of school suspension (OSS). It may be recommended to the superintendent that the student be removed to an alternative educational setting, or given a long-term suspension. Based on the severity of the incident, the student may be subject to expulsion. An expelled student may subsequently request readmission not more often than every six months. The local board of education is not required to consider subsequent readmission petitions filed sooner than six months after the previous petition was filed.

### **POSSESSION OR USE OF A WEAPON, INCENDIARY, OR EXPLOSIVES**

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(This includes guns, knives (**including pocket knives**), fireworks and ammunition) or use of any object as a weapon (pellet gun) to cause bodily harm or injury). See board policy #4333 for a complete listing.

No student shall possess, handle, transmit, manufacture or use any weapon on any school grounds or on any school bus. Any student who commits the above violation, shall be suspended (OSS) by the principal. The principal at the middle school or high school may assign the student to an alternative educational setting in lieu of an out of school suspension (OSS). It may be recommended to the superintendent that the student be removed to an alternative educational setting, or given a long-term suspension. Based on the severity of the incident, the student may be subject to expulsion. The possession or use of any firearm on a school campus or at any school event, wherever held, will result in an automatic 365-day suspension from school.

### **BOMB THREAT, ENGAGING A FIRE ALARM, OR HOAX (FALSE 911 CALLS) Policy #4333**

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No student shall, by any means of communication to any person or group of persons, make a report, knowing or having reason to know the report is false, that there is located on any school property, bus or other site owned by Iredell-Statesville Schools, or at any school-sponsored curricular or extracurricular activity off school property any device designed to cause destruction or damage by explosion, blasting, or burning. This includes the engaging of a fire alarm or false 911 calls. The perpetrator of any of the above violations shall receive ten (10) days suspension and recommendation to an alternative educational setting. Upon recommendation by the superintendent, the school board may modify either the suspension requirement on a case-by-case basis that includes, but is not limited to, the procedures established for the discipline of students with disabilities and may also provide, or contract for the provision of, educational services to any students suspended under this subsection in an alternative school setting or in another setting that provides educational and other services.

### **TERRORIST ACTS AND THREATS Policy #4333**

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G.S. § 115C-391 (d4) permits suspension up to 365 calendar days for (1) making a false report that there is any device, substance, or material on school property or at a school-sponsored activity that is designed to cause harmful or life-threatening illness or injury to another person; (2) placing or displaying such a device, substance, or material on school property or at a school-sponsored activity, with intent to perpetrate a hoax; (3) threatening to commit on school property or at a school-sponsored activity an act of terror that is likely to cause serious injury or death, when that threat is intended to cause or does cause significant

disruption to the instructional day or school-sponsored activity; (4) making a false report that such an act of terror is occurring or about to occur on school property or at a school-sponsored activity; (5) or conspiring to commit any of these acts.

### **POSSESSION OF OR BEING UNDER THE INFLUENCE OF ANY ILLEGAL DRUGS Policy #4325**

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Includes counterfeit and synthetic drugs, or alcohol, or possession of drug paraphernalia on school grounds, or in any private vehicle on school grounds, or at any school function, wherever held.

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. Drug education will be a part of the curriculum at all grade levels in the Iredell-Statesville Schools. A "no use" message will be taught from kindergarten through grade 12. Such message will include teaching why drug use is wrong and harmful to self and others, while supporting and strengthening resistance to drug use. Intervention will be included in the comprehensive drug education program.

#### **PROHIBITED BEHAVIOR**

1. Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

- Narcotic drugs;
- Hallucinogenic drugs;
- Amphetamines;
- Barbituates;
- Marijuana or any other controlled substance;
- Any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or
- Any chemicals or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior; or
- Any synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic cannabinoids (e.g., "Spice," "K2").

2. Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

3. Possession or use of prescription and over the counter drugs are not in violation of this policy if possessed and used in accordance with board policy #6125: Administering Medicines to Students. The principal may authorize other lawful uses of substances otherwise prohibited by this policy, such as for approved school projects.

#### **RANGE OF CONSEQUENCES FOR POSSESSION/INFLUENCE**

##### *1st offense*

Immediate notification of parents, police, probation, if applicable and conference with principal and SAP coordinator to discuss appropriate options as follows:

- Mandatory placement into Insight Group for minimum of 10 weeks
- Assessment/recommendations
- Reduction of suspension days from 10 days to 5 days
- Notification of NC DMV Law Lose Control/Lose Your License
- Transition plan for student's return to school following suspension

##### *2nd offense*

- Immediate notification of parents, police, and probation, if applicable. The student(s) will receive ten (10) days suspension

and recommendation to an alternative educational setting. The school district will initiate expulsion proceedings as appropriate. School system will notify North Carolina Department of Motor Vehicles to initiate Lose Control/Lose Your License law.

- SAP coordinator will offer further treatment recommendations/referrals at parent's or student's request.

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### **SALE OR DISTRIBUTION OF ANY ILLEGAL DRUGS/ ALCOHOL Policy #4325**

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Includes prescription drugs, counterfeit drugs and alcohol, or drug paraphernalia on school grounds, or in any private vehicle on school grounds, or at any school function, wherever held.

The distribution or sale of illegal drugs, prescription drugs, counterfeit drugs and alcohol, or drug paraphernalia will not be tolerated on any school grounds, in any private vehicle on school grounds, or at any school function of Iredell-Statesville Schools. Any student who commits the above violation shall be suspended for 10 days and may, at the discretion of the superintendent, be assigned the remainder of the school year to an alternative educational setting for the first semester of the next school year. Counseling will be available to the individual in violation of this policy during his/her assignment at Monticello School. Parents and students should carefully review board policy #4325.

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### **SEXUAL HARASSMENT/SEXUAL OFFENSES Policy #1736/4026/7236**

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No student shall engage in any type of behavior which is verbally or physically abusive in a sexual nature. This includes inappropriate touching, intentional exposure of private body parts (including "moonie"), verbal abuse of a sexual nature, sexual activity involving willing participants, sexual activity, or attempted sexual activity by force, threat, or fear. Any student who believes that he/she is the victim of sexual harassment or of a sexual offense committed by another student or any adult must immediately notify the school principal. Corrective action will be the responsibility of the principal or the superintendent accordingly. Any student who commits the above violation, shall be suspended (OSS) by the principal for 5-10 days. The principal at the middle school or high school may request the student to an alternative educational setting in lieu of an out of school suspension (OSS). It may be recommended to the superintendent that the student be removed to an alternative educational setting, for the remainder of the school year. Parents and students should carefully review board policy #1736/4026/7236.

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### **HAZING, HARASSMENT OR BULLYING Policy #1710/4021/7230**

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The Iredell-Statesville Schools Board of Education believes that all students and employees should be free of unlawful discrimination, harassment, hazing, and bullying as a part of a safe, orderly, caring and inviting working and learning environment. The board commits itself to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination, harassment, hazing or bullying, including on the basis of race, color, national origin, sex, pregnancy, religion, age or disability. The board also prohibits retaliation against a student or an employee who has exercised any rights made available through state or federal law, including prohibiting retaliation for reporting violations of policy #1710/4021/7230. Any violation of Policy #1710/4021/7230 is considered serious and appropriate action will be taken in

response. North Carolina law makes hazing illegal for any student. Incidents of hazing, harassment or bullying could lead to short-term suspension, long-term suspension, reassignment to alternative educational setting or even expulsion depending on the seriousness of the act. Parents and students should carefully review board policy #1710/4021/7230.

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### **CUTTING CLASS, LEAVING SCHOOL GROUNDS WITHOUT PERMISSION, TRUANCY Policy #4400**

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Every adult, having legal charge or control of a child, who enrolls that child in a public school shall also cause the child to attend school continuously until age 16. No person shall encourage, entice or counsel any such child to be unlawfully absent from school. In accordance with local school policy, the parent, legal guardian, or legal custodian of a child shall notify the school of the reason for each known absence of the child. After the initial arrival on campus, no student shall leave the school grounds until the normal dismissal time without prior permission from the school authorities. All incidents will result in a parent contact and disciplinary action will be assigned by school administration.

Skipping, cutting school or class on or off campus is defined as when a student commits any of the following:

- Failure to follow the assigned schedule or remain in the assigned area
- Failure to attend class or activity as scheduled while on campus
- Leaving class without teacher permission
- Failure to report to class
- Failure to produce a timed and dated hall pass any time when not in class
- Waiting or loitering in an unauthorized area during student's scheduled class or activity.

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### **POSSESSION OF INAPPROPRIATE/OBSCENE/ PORNOGRAPHIC MATERIAL Policy #3226/4205**

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A student shall not have possession of any material that conveys offensive, derogatory, obscene, or sexually suggestive messages/images on school property, including the school bus. The reader is referred to the Agreement for Acceptable Use of Telecommunications/Code of Ethics regarding the use of computers and Internet access for additional policies regarding this behavior.

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### **PURPOSEFUL ACTS INTENDED TO DISRUPT SCHOOL, INCITING A RIOT OR DISTURBANCE, ENCOURAGING OTHERS TO DISRUPT SCHOOL**

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No student shall purposely disrupt the lawful function of the school or its special activities, events, trips or performances. In the classroom, no student shall unreasonably impair the teaching or learning process.

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### **RECKLESS OR BELLIGERENT BEHAVIOR WHICH MIGHT RESULT IN BODILY HARM Policy #4331**

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No student shall engage in any behavior which is so careless, wanton, reckless or belligerent that it could result in bodily harm to oneself or others (including reckless driving on school property).

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### **SMOKING OR USE OF TOBACCO OR TOBACCO PRODUCTS Policy #5026/7250**

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Teachers, staff, students and visitors shall not be permitted to smoke, possess, or use tobacco or tobacco products, including electronic cigarettes, on the school grounds including athletic events. Iredell-Statesville Schools, buildings, grounds and vehicles are "tobacco free". Parents and students should carefully review board policy #5026/7250.

### **UNAUTHORIZED ENTRY TO A SCHOOL BUILDING OR SCHOOL PROPERTY, TRESPASSING ON SCHOOL PROPERTY OR SCHOOL BUS**

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No student shall enter a school building or school bus unless authorized by school officials. Unauthorized entry, either by force, contrivance or otherwise, is considered breaking and entering and is a serious criminal offense. Other charges, such as larceny, may be filed by school officials.

### **VANDALISM**

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(Includes writing on walls (graffiti), theft, defacing, damage, destruction, or arson to school buildings, buses or other property; theft or damage to private property)

No student shall willfully damage, deface, mar or destroy any building, school bus, vehicle, property, grounds, supplies, furnishings, or equipment belonging to the school or other public property. No student shall damage or steal any property while participating in any school-sponsored activity, or while riding the school bus. Intentional damage to school property, vehicles, furnishings, or textbooks is against state law. Larceny is a criminal offense, which could result in a misdemeanor or felony conviction.

### **DISTRIBUTION OF NON-SCHOOL MATERIALS, PUBLICATIONS**

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No one, including students or parents, shall distribute, disseminate or otherwise communicate pamphlets, tracks or other publications on any school campus, including material that reflects his/her philosophy, religion, political or other personal beliefs without the prior approval of the school's principal. Parents and students should carefully review board policy #5210.

### **DRESS CODE**

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The board expects students in the public schools to be properly dressed and groomed and not to display extreme dress or grooming styles. Generally, dress and grooming standards as determined by the student and their parents will be deemed acceptable. However, the board prohibits appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school, (2) is substantially disruptive, (3) is provocative or obscene or (4) endangers the health or safety of the student or others.

Failure to comply with this policy will result in disciplinary action. Failure to comply will result in the student being removed from school until their appearance or clothing meets school district policy or rules. The student's parent/guardian will be notified prior to any such removal. Parents and students should carefully review board policy #4316.

Parents can contact the school to request a copy of individual

school dress code/uniform policies.

### **INTERNET/COMPUTER ACCEPTABLE USE**

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I-SS believes that access to the internet and other computer and informational services should be available to all students, faculty, and staff. The internet and other computer and informational services offer vast, diverse, and unique resources that can educate and inform. The internet and these other services have an important place as educational resources in school media centers and classrooms. In order to provide to our school community this resource in a manner consistent with the school district's instructional mission, I-SS has established an Agreement for Use of Telecommunications/Code of Conduct. Each student shall be provided a copy of this policy, found on page 27 of this handbook. Receipt shall indicate a commitment by each individual to the terms set forth. If a parent/guardian of a student does not wish the child to have access to the internet, the individual shall send a letter to this effect to the school administrator on behalf of the student. Electronic communication has provided students an opportunity to communicate virtually worldwide. Student communication via the Internet or "cyber speech" shall not include threatening, pornographic, obscene or vulgar language. The First Amendment never protects physical threats, defamation, obscenity, child pornography, or speech inciting others to imminent violence and unlawful conduct. Parents and students should carefully review board policy #3226/4205.

### **WIRELESS COMMUNICATION DEVICES**

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Except as permitted by this policy, wireless communication devices should be turned off during instructional\* time unless authorized by school administration or school personnel for educational/instructional use. Photography/videography with any wireless communication/electronic device is prohibited. I-SS is not responsible for any theft, damage or investigation for lost or stolen phones.

#### **General Guidelines & Usage**

Elementary school students are not allowed to possess a wireless communication device at school during the instructional day unless in the opinion of the principal a special circumstance exists that warrants approval. The principal will make this decision on a case by case basis and will provide instructions to the student on how the device is to be secured.

Middle and high school students may possess a wireless communication device. Wireless communication devices may be used on the school grounds during the school day at designated times and locations as allowed by school administration. If allowed, the device must be silent. Students should keep the device secured, silent, and out of sight while in class/during assigned class periods unless otherwise approved by the principal.

#### **Guidelines**

- For all offenses: the student will be given the opportunity to remove the battery from the device, unless authorized school personnel have reasonable cause to investigate information in or on the device.
- No wireless communication device shall be seen/heard/used/"on" during testing of any kind. In the event that a student violates this rule, the device will be immediately confiscated and discipline administered as deemed appropriate by school administration.

#### **Consequences**

The consequences for visibility and/or use of a wireless communication device during instructional time in violation of this policy will be:

*First offense:* A warning will be issued to the student. The wireless communication device will be confiscated by school personnel; offense logged in discipline database, and returned to the student at the end of the day.

*Second offense:* The wireless communication device will be confiscated; offense logged in discipline database, and held until a parent conference is conducted.

*Third and subsequent offenses:* Tiered in-school suspension, after-school detention and/or confiscation of wireless communication device ranging from one to ten days will be assigned as designated in the school student handbook.

*\*instructional time-as defined by instructional class/advisory/block/period/intervention/enrichment*

Parents and students should carefully review board policy #4318.

### **CHEATING AND PLAGIARISM Policy #4310**

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Students should complete their own assignments. Allowing another student(s) to copy work or possessing any school assignment that is not their own (another student's) work is a violation of the honor code. Plagiarism is the illegal copying of others work including books, the internet, magazines, and other resources without the proper documentation and footnotes.

### **EXTORTION Policy #4335**

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Students shall not extort through verbal, written or physical threats, coercion or intimidation anything of value from any other student or school employee. Restitution of costs may be required.

### **VIOLATIONS OF NORTH CAROLINA CRIMINAL STATUTES Policy #4335**

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Students shall not violate any criminal statute, local ordinance or commit any act which could result in criminal prosecution or juvenile proceedings not previously covered elsewhere in these rules at any time while a student is at school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property, at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

### **DROPOUT PREVENTION/DRIVERS LICENSE LEGISLATION**

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North Carolina has legislation reflecting a coordinated statewide effort to motivate and encourage students to complete their high school education. The new law requires the revocation of the student's driving permit or license if the student does not maintain adequate academic progress or drops out of school. Adequate academic progress is defined as passing three (3) out of four (4) classes in a block schedule school. The law became effective August 1, 1998. This law applies to all North Carolina students under the age of 18 who are eligible for a driving permit

or license. Any student who received a permit or license prior to December 1, 1997, (implementation date of the graduated drivers license program) is not affected by this legislation. Previously, a student had to present a birth certificate, social security card and driver education completion certificate to the Department of Motor Vehicles in order to obtain a permit or license. There is a provision for a request for a review of the student's situation based on hardship considerations. Students may regain academic eligibility at the end of each semester. (G.S. § 20-11(n)(1)a)

### **LOSE CONTROL, LOSE YOUR LICENSE LEGISLATION**

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Effective July 1, 2000, students given an expulsion/suspension for more than 10 consecutive days for one of the three reasons listed below are subject to having their permit/license suspended for up to one calendar year. 1) The possession or sale of an alcoholic beverage or and illegal controlled substance on school property. 2) The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. § 115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school. 3) The physical assault on a teacher or other personnel on school property. Students who are at least 14 years old or who are rising 8th graders are subject to this law. This law applies to all students, even to those exempted under Dropout Prevention/Driver's License Legislation. Unlike the Dropout Prevention/Driver's License Legislation law that ends when a student turns 18 years old, the "Lose Control" law does not stop at age 18 nor does it stop when the student graduates. Students who may lose their permit/license under this legislation may be eligible to regain the permit/license after a six-month period by displaying exemplary behavior in an alternative educational setting or having successfully completed a school district approved drug or alcohol treatment counseling program. (G.S. § 20-11(n1))

## **TRANSPORTATION**

### **MOTORIZED VEHICLES ON SCHOOL GROUNDS**

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No motorized vehicles (motor bikes, motor scooters, motorcycles, go-carts, 3 or 4 wheel all-terrain vehicles) shall be permitted to be operated on a school parking lot, on a school campus or on a school track, either during school hours or after school hours, except when used by the school for a demonstration or exhibit or by law enforcement. Motorcycles used for transportation to or from school must be properly licensed, registered, with current tag and inspection sticker. Operators of all motorized vehicles shall have a current driver's license. Disciplinary action in this area shall be handled by the local school administration in accordance with their school rules.

### **NON-MOTORIZED TRANSPORTATION ON SCHOOL GROUNDS**

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No non-motorized vehicles (toys, i.e. skateboards, hee-lies, scooters, razors) shall be permitted to be operated on a school parking lot, on a school campus or on a school track, either during school hours or after school hours or when used by the school for a demonstration or exhibit or by law enforcement. Disciplinary action in this area shall be handled by the local school administration in accordance with their school rules.

### **USE OF VIDEOTAPE RECORDERS ON SCHOOL BUSES**

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It is the practice of Iredell-Statesville Schools to utilize videotape



recorders on school buses. Utilization of such videotape recorders shall be for the purposes of identifying safety concerns and to substantiate bus conduct violations. Such videotape recordings may be periodically and regularly reviewed by school officials, are considered confidential, but may be disclosed as part of school disciplinary proceedings or safety programs. The placing of a student on a school bus shall constitute parental consent to have a child videotaped in such a manner. Disciplinary action in this area shall be handled by the local school administration in accordance with their school rules.

## **TRESPASSING ON SCHOOL BUSES**

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Only authorized personnel and students assigned are allowed on school/activity buses. Unauthorized persons may be charged with trespassing (NC General Statute 14-132.2)

## **STUDENT BUS CONDUCT**

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Safety is of paramount concern in providing student transportation services. A safe and orderly environment is critical whenever transporting students. Providing safe transportation requires the cooperation of students, parents and Iredell-Statesville School staff. Each bus has clear and easy to understand rules that are communicated to students at the beginning of the year as well as throughout the year. Parents are encouraged to discuss these bus rules with their children at home as well. All bus drivers have been trained in the five basic rules of behavior management:

1. All adults need to work together
2. Students must be taught to behave safely and appropriately on the bus
3. Drivers need to be treated with respect and given support
4. Positive interactions have tremendous power to shape behavior
5. When misbehavior occurs, drivers will intervene consistently and immediately

Parents are strongly encouraged to review the following bus rules with their children:

- A student shall be subject to all school rules while riding on the school bus, activity bus, or other vehicle when being transported to and from school, athletic events, contests, or field trips. Harassment or bullying is prohibited on school grounds as well as on the school bus or activity bus. Such behavior can jeopardize the student's privilege to ride a bus.
- The driver of the school bus, subject to the direction of the school administrator, has the authority over and responsibility for, the safe operation of the bus and maintenance of good order and conduct. The student is to obey the directions of the driver.
- State law requires we have measures in place to maintain safety on the school bus. I-SS does this through bus rules and seating charts. Students must remain in their assigned seats at all times.
- A student involved in any violation of bus rules or failure to cooperate will be promptly reported by the bus driver to the school administrator.
- No student shall interfere in any way with the safe operation of school buses. Behavior that distracts the driver from his/her function of operating the bus will not be tolerated. This includes but is not limited to all electronic devices (for example, cell phones, iPods, MP 3 players, etc.). School officials may confiscate devices that interfere with the safe operation of the bus. Parents/students assume the responsibility for lost or stolen devices.

- Vandalism of the bus is prohibited. Students/parents will be required to reimburse the school system for all damages to buses.
- The emergency door shall not be opened while the bus is moving or stopped except in cases of emergency.
- Throwing items out of the windows of the bus or having arms or other items held out the window of the bus is prohibited. Students/parents may be liable for damages caused by objects thrown from buses.
- Loud and boisterous talking will not be permitted.
- Food/drinks shall not be taken onto any bus with the exception of authorized (lunch) containers.
- A student shall ride only the bus(es) to which he/she has been assigned and shall not be discharged at any stop other than his/her regular stop unless a school administrator has verified and communicated with the bus driver. No student who boards the bus at his/her home shall leave the bus until he/she arrives at their assigned school.
- No student shall stand or move from seat to seat while the bus is in motion.
- Students should be at their assigned bus stop 10 minutes prior to the arrival of the bus.
- Students are subject to all school rules/policies at the bus stop.
- Only authorized personnel and students assigned are allowed on school/activity buses. Unauthorized persons may be charged with trespassing (NC General Statute 14-132.2).

The severity of the offense will be taken into consideration when determining consequences. Students may be reassigned a seat or lose their privilege to ride the bus based on their behavior. The following are possible discipline actions;

- Conference with the parent, legal guardian, or legal custodian.
- Reassign the student a seat on the bus.
- Assign the student ISS, OSS or Monticello School at the discretion of the school administrator.
- Student will not be allowed to ride the bus for a certain period of time. The time a student is removed from the bus could range from one day to the remainder of the year based on the severity of the offense. The removal (suspension) of a student and the duration of the removal is at the discretion of the school administrator. The length of a bus suspension may increase with each offense, for example:
  - The first offense may be one (1) to three (3) days
  - The second offense may be four (4) to six (6) days
  - The third offense may be seven (7) to ten (10) days
  - The fourth offense may be for the remainder of the school semester or school year
- Certain infractions may require school administrators to report the incident to law enforcement.

## **MEDICATION & NUTRITION**

### **MEDICATION**

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Whenever possible all medicines should be given at home. *(The state recommends that no narcotics be given to a student at school.)*

In the event that medications must be administered during school hours, the Iredell-Statesville Schools Board of Education authorizes designated school personnel to administer medication prescribed by a physician and other practitioners authorized to prescribe medication upon written request and authorization of the parent or guardian as permitted by North Carolina General

Statutes. Designated school personnel may include teachers, substitute teachers, teacher assistants, or other school employees. The board of education assumes no responsibility for students who self-medicate. Confidentiality of medication records will be maintained. Parents and students should carefully review board policy #6125.

#### PROCEDURES FOR MEDICATIONS GIVEN AT SCHOOL

- Complete the “request for medication to be given during school hours” form. This form may be found on page 33 and requires a parent/guardian signature and health care provider signature. This must be completed for prescription and over the counter medication.
- Prescription medication must be brought to school in the original container properly labeled by the pharmacist. Over-the-counter medication must be in the original container.
- Inform the school promptly of any newly prescribed medication or changes in medication.
- If a prescribed medication will be administered at school for 10 days or less, it is not necessary to complete the “request for medication to be given during school hours” form. Send the medication to school in the original container labeled by the pharmacist along with a dated and signed note from the parent/guardian.
- Medications are not to be sent on the bus. If this presents a hardship, contact the school nurse.
- A student with asthma, diabetes, or severe allergies may possess and self-administer medications to treat these health concerns. A “request for medication to be given during school hours” form must be completed.
- All medication forms must have required signatures and returned to your child’s school.
- If you would like to review the Iredell-Statesville School’s Student Medication Policy, copies are available at your child’s school.
- If you have any questions regarding the medication policy contact your school nurse.

#### CHILD NUTRITION INFORMATION TO PARENTS

Prices: Breakfast is \$1.35 for all grades. Lunch is \$2.50 for grades K-5 and \$2.65 for grades 6-12. Reduced prices are \$.30 for breakfast and \$.40 for lunch. Extra milk is \$.60. A price list with all offered items is available from the cafeteria manager.

*Charge Policy:* The Child Nutrition Program operates as an enterprise fund supporting the total education of each student through the provision of nutritional meals. The program goals are to serve nutritious meals to all customers at a minimum cost.

Students who are required to pay for meals are expected to provide payment in a timely fashion. Child nutrition recognizes that, upon occasion, students may be unable to pay for a meal on a particular day. Students in grades K-8 may be allowed to charge up to five lunches. **However, charges for breakfast and supplemental sale items will not be allowed.** Once a student accumulates five lunch charges, they will be given an alternate lunch, i.e., (peanut butter & jelly or cheese sandwich), until the charges are paid. High school students will not be allowed to charge breakfast, lunch meals or supplemental sale items.

To keep parents informed, child nutrition will send home balance due letters on a regular basis. Letters will continue to be sent home until all charges are paid. Parents are encouraged to apply for free or reduced price meals. Applications are available from

the school office.

If parents wish to limit the purchase of supplemental sale items, they should contact the cafeteria manager with instructions which will be flagged on the student’s account. No negative bank accounts will be allowed to charge supplemental sale items.

FNS Instruction 791-1, Rev. 1, prohibits the denial of meals and milk as a disciplinary action against any student who is enrolled in a school participating in the child nutrition program.

*No charges will be allowed the last two weeks of school.*

*Free & Reduced Lunch Applications:* If you think that your child(ren) may qualify for free or reduced price meals, you **must reapply each school year**, UNLESS you receive a letter in August indicating your child(ren) has been pre-approved through direct certification.

If you have NOT received a letter stating your child is already approved to receive free & reduced price meals, AND after reviewing the income eligibility chart on the application’s instruction page you believe your family may qualify, we encourage you to complete an application.

If you received a direct certification letter that does not name each of your children, you should complete an application with the food stamp case number for ONLY the child not listed on the letter.

This year’s form is available online at [www.lunchapplication.com](http://www.lunchapplication.com). Click “Apply Now” to begin. Please make sure to click “Finish” and “Submit” to complete your application. A confirmation email should be received. We CANNOT process a previous year’s application as the forms change annually. **COMPLETE ONLY ONE APPLICATION FORM PER FAMILY!** Completing more than one form per family slows the approval process. Please read the directions and follow carefully. Forms cannot be processed unless each family member either shows income or the “NO INCOME” box is checked, and the person listed as “Signing Adult” both signs the form and includes their social security number or checks the box indicating “No Social Security Number”. **INCOMPLETE OR INACCURATE FORMS WILL BE RETURNED FOR CORRECTION OR COMPLETION.**

*Prepayments:* The child nutrition department encourages parents to prepay for student meals. Parents may pay by the day but are encouraged to prepay weekly or monthly to avoid charges. No counter checks will be accepted. **Please enclose any payments in an envelope addressed to the cafeteria and labeled with the child’s name, Power School number, amount enclosed and teacher name.** We also offer an on-line prepayment option through a program called Lunch Prepay. With this service, you may use a credit or debit card to put money on your student(s)’ account(s), view their meal history, and be notified by email when their balance drops below a level you have set. (There is an additional fee for this service which goes to the service provider, not child nutrition). Visit the secure site at [www.lunchprepay.com](http://www.lunchprepay.com) for details or to enroll or you can go to the child nutrition webpage which has a link to this website. You must have your student’s Power School number to enroll. The student Power School number is the pupil I.D. number located on all paperwork sent home by the school.

*Return Check Policy:* Iredell-Statesville Schools has enrolled with CHECKredi to handle all returned checks. When you provide a check as payment, you authorize CHECKredi to use information

from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize CHECKredi to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid. Insufficient fund checks that are returned to the child nutrition office from CHECKredi will be deducted from the account. The child nutrition office will take the amount of the check out of the student's account and send a letter of notification to the parents. The cafeteria manager will also be notified and if the student has a negative balance, as a result of the insufficient check, the manager will run the option for student bills and write a note on the balance due letter, i.e., "Due to a returned check from the bank". If a second check is returned for insufficient funds, the student's account will be flagged not to accept any more checks for the remainder of the school year.

*What is a Meal:* To ensure that students are not charged a la carte prices, they must take what constitutes a "reimbursable meal". A reimbursable meal for breakfast means that the student **must** take 3 of the 4 components offered. If a student takes less than 3 components, the student will be charged a la carte pricing even if the student is free or reduced. The same applies to lunch. A student **must** take 4 of the 5 components offered for a reimbursable meal. Students who are in the after school snack program are served 2 of the 4 components and must take them both. Students must take a fruit or vegetable at breakfast and lunch to be a reimbursable meal. Examples are listed below as to what a component is:

#### OFFER VS. SERVE

Breakfast (3 of 4)	Breakfast (3 of 4)	After School Snack (Elementary / 2 of 4)
8 fluid oz. milk	8 fluid oz. milk	8 fluid oz. milk
½ cup fruit, juice or Vegetable	2 oz. yield of meat/ meat alternate	¾ cup fruit, juice or vegetable
1 bread / grain serving	½ cup serving of vegetable	1 bread / grain serving
1 oz. yield of meat/ meat alternate	½ cup serving of fruit	1 oz. yield of meat/ meat alternate
OR a combination of 1 bread and 1 oz. meat/ meat alternate OR 2 breads	1 bread/ grain serving	

#### SPECIAL DIET REQUESTS

1. The purpose of the special diet order is to record a student's disability requiring dietary modifications of school meals and the changes needed. Menu substitutions are made only for diagnosed medical disabilities. Examples of special diet request include: texture modifications, nutrient modifications, diabetes, food allergies, or any other type of modification for students. (We are unable to honor food preferences. We do however, offer a variety of menu choices and a la carte items to accommodate individual likes and dislikes.)
2. A copy of the Iredell-Statesville Schools special diet order form can be picked up at the school office of cafeteria and is located on the I-SS child nutrition webpage. [www.iss.schoolwires.com/specialdiet](http://www.iss.schoolwires.com/specialdiet)
3. The special diet order **MUST** be completed by the parent AND licensed physician (MD) or registered dietitian (RD). A

new diet order needs to be completed each school year. The diet order must be complete and specific to the needs of the student.

4. The original diet order needs to be sent to the Iredell-Statesville child nutrition department by mail or interoffice courier, or the parent may drop it off at the child nutrition office (350 Old Murdock Road, Troutman, NC 28166).
5. After the diet order is completed and reviewed, the child nutrition department will send it to the cafeteria manager with instructions to fulfill the order. The cafeteria manager will flag the student's lunch account with any specific needs. The child nutrition department will also send the diet order to the school nurse for reference.
6. If the student's diet order changes at anytime during the school year, a **new** diet order form needs to be completed following step #3 above.
7. Please allow a minimum of one week for the diet order to be processed. Therefore, if your child has specific needs, please provide him/her with a nutritious meal for breakfast/lunch until the diet order is in place.
8. Questions about the special diet order form should be directed to the child nutrition department and/or school nurse. The child nutrition department will follow-up with the cafeteria manager and anyone else that needs to be involved.

## INCLEMENT WEATHER

### BAD WEATHER PROCEDURES FOR STUDENTS

Safety is our primary concern. Parents, please use your best judgment. Always err on the side of safety. Remember to notify your school if you cannot attend for any reason.

All staff/student/families will receive a Connect-Ed message between 5:00-5:30 am for a 2-hour delay or if schools are closed. Info will also be posted on main page of the I-SS website <http://www.iss.k12.nc.us> and local TV stations (WBTV-3, WSOC-9, NBC6, WXII-TV12) and local radio stations (WSIC (1400AM), WAME (90.9)) will be notified by 6:00 am.

IF SCHOOL IS CLOSED DURING THE SCHOOL DAY, an announcement will be made on our website and through the media.

- Parents of car riders must pick up their children immediately.
- Bus Riders will be brought home early.
- After-school PrimeTime will not be open if school closes early.

IF YOU WAKE UP WITH SNOW OR ICE ON THE GROUND, check our website or tune in to one of the TV or radio stations listed above. A decision on whether to close schools will be made before 6 a.m.

- If it looks as if roads will clear after early morning, an announcement may be made that schools will open two hours late. This also means buses will run two hours later than usual. If some roads remain icy, limited bus routes may be announced. This means that if you live on a back road that is icy, you should plan to meet the school bus at the end of your road or subdivision where there is a main thoroughfare. Or you should plan to come to school by family car. Parents always have the choice of keeping their children at home if they feel their safety is at risk.
- If schools are closed for the day, PrimeTime is closed also. If schools open on a delayed schedule, PrimeTime will operate as usual.

## FREQUENTLY ASKED QUESTIONS ABOUT SNOW CLOSINGS

### 1. How is the decision made to close school?

Student safety is the #1 priority whenever weather conditions affect school operations. A team of school employees drive roads and bridges throughout Iredell County to determine their safety for our school buses. (Approximately 6 out of 10 students ride the bus every day.) Those employees regularly report in to the assistant superintendent of operations who is also in contact with NC Department of Transportation, the Highway Patrol and the weather service. A decision is made no later than 5:30 a.m. that school will close that day. If possible, a decision is made the day before. If secondary and back roads are still icy at sunset and temperatures are forecast to remain below freezing, the decision to delay or close will be announced that night. In unpredictable weather, the school system will always err on the side of safety.

### 2. What is my most reliable source for learning about school closings?

While we contact all area TV stations and local radio stations regarding school closings, we have found some media outlets are more reliable and accurate than others in broadcasting school closing news. For the fastest and most accurate information, we encourage you to monitor our website: <http://www.iss.k12.nc.us> and district social media pages. School closings are posted on these sites immediately as the decisions are made. If you are visiting the website frequently, be sure to hit the “refresh” or “reload” button on your browser to make sure you are viewing the latest page.

### 3. The streets are fine where I live. Why aren't we in school today?

Iredell is a large county covering an area of almost 60 miles from Lake Norman to the Brushy Mountains above Harmony. The weather and temperatures can be very different from one end of the county to another. Even so, the Iredell-Statesville Schools functions as a system with many operations interconnected. After carefully studying the issue of closing only parts of the system in unsafe weather, the board of education rejected the proposal as not only operationally inefficient, but divisive and counter to system goals of equity.

### 4. My school is open, but my road is dangerous. What do I do?

Parents always have the option of keeping their children at home if conditions are dangerous where you are. Safety is our top priority. Make-up for absences will be arranged by your teacher and principal.

### 5. What are our system-wide make-up dates?

State law requires students to attend school for 185 days or 1,025 hours. The system-wide school calendar has scheduled possible make-up days for regular days lost to bad weather. In addition to scheduled make-up days, other days may be necessary if school is closed beyond five days for any reason.

Other make-up days, such as Saturday school, could be announced. In the case of extreme weather problems, it is possible we could lose spring break or extend the school year into the summer. These options would be a last resort.

## CURRICULUM

### CURRICULUM, INSTRUCTION, ACADEMIC ASSESSMENT AND SUPPORT

For information regarding what students are expected to learn, please go to [www.iss.k12.nc.us](http://www.iss.k12.nc.us) and navigate to Departments

> Curriculum, or go to <http://www.dpi.state.nc.us> where you will find many resources to explain what students in North Carolina must know and be able to do. There are resources under accountability on the drop down menu on that home page of DPI that will help you understand the assessments that are required of students in the state and at what grade levels.

Other resources that may help

- your school counselor
- your student's teacher
- [www.iss.k12.nc.us](http://www.iss.k12.nc.us), under Departments > Curriculum & Instruction > High School Education, is the high school curriculum guide
- also from the I-SS website you may access school board policy. Those policies numbered 3000 and above are instruction policies

Below is the I-SS Student Accountability Policy which governs how the system ensures that all students are equipped for success in a rigorous environment with safety nets. For the specifics of how the policy is applied at your student's school, contact that school's administration.

### POLICY CODE 3420: STUDENT PROMOTION AND ACCOUNTABILITY

*Purpose:* The board believes that students should progress to the next level of study only after they are proficient in their knowledge and application of the current curriculum level. To the extent reasonably possible, students should be given as much time or as little time as they need to be proficient at a particular level of study. Students will be promoted to the next level of study as described in this policy.

#### A. Student Promotion Standards

The superintendent shall develop (1) proposed promotion standards and (2) a process to be used in determining a student's readiness to progress to the next level of study and shall submit the standards and process to the board for approval. The standards will be based, in part, upon proficiency in reading. The standards and process must provide multiple criteria for assessing a student's readiness to progress to the next level of study, such as standardized test scores, formative and diagnostic assessments, grades, a portfolio or anthology of the student's work, and, when appropriate, accepted standards for assessing developmental growth. The standards and process will incorporate all state law and State Board of Education policy requirements, including those for the assessment and promotion of third grade students as described in G.S. 115C-83.6 et seq. and State Board of Education Policies GCS-J-002 and -003.

Principals shall ensure that the promotion standards are used by teachers and school administrators in assessing each student's readiness to progress to the next level of study. Principals have the authority to promote or retain students based upon the standards approved by the board and any applicable standards set by the State Board of Education.

To reduce the number of students who do not meet promotion standards, the board directs school administrators and teachers to use personal education plans as required in policy 3405, Students at Risk of Academic Failure, to address the needs of students who are not making adequate academic progress.

#### B. Diploma Standards

To receive a North Carolina high school diploma, a student must complete the requirements set forth in policy 3460, Gradu-

ation Requirements.

### C. Appeals of Promotion Decisions

#### 1. *Appeal to the Superintendent*

Within five workdays of receiving the principal's written decision to promote or retain a student, the student's parents may appeal the decision to the superintendent. The superintendent may overturn the principal's decision only upon a finding that the principal's decision was arbitrary and capricious (i.e., without a rational basis) or was otherwise an abuse of discretion.

The superintendent must render a decision within 10 workdays of receiving the appeal. The superintendent may support the principal's decision, remand it back to the principal for consideration of additional issues, or reverse the decision.

The superintendent's findings must be in writing and must be provided to the parents.

#### 2. *Appeal to the Board of Education*

The superintendent's decision to promote or retain a student may be appealed to the board in accordance with the procedures set forth in subsection E.5 of policy 1740/4010, Student and Parent Grievance Procedure.

### D. Promotion Standards for Students with Disabilities

To the extent possible, students with disabilities must be held to the same promotion standards as all other students. However, for students who take alternative assessments in lieu of the end-of-grade (EOG) or end-of-course (EOC) tests, promotion decisions must be based on criteria recommended by the IEP team.

All intervention strategies and other opportunities, benefits, and resources that are made available to students without disabilities must be made available to those students with disabilities who are subject to the student promotion standards. Such opportunities must be in addition to the special education services provided to the student.

### E. Credit by Demonstrated Mastery

Beginning with the 2014-15 school year, the superintendent shall provide opportunities for students in grades 9 through 12 to earn course credit by demonstrating mastery of course material without first completing the regular period of classroom instruction in the course. Students in grades 6 through 8 may earn credit by demonstrated mastery for high school courses offered in middle school. To earn credit by demonstrated mastery, students must demonstrate a deep understanding of the content standards and application of knowledge through a multi-phase assessment, in accordance with standards established by the State Board of Education and any additional standards established by the superintendent.

### F. Acceleration

Some students may need less time to learn the curriculum. Teachers are encouraged to challenge these students by expanding the curriculum, providing opportunities to explore subjects in greater detail or providing different types of educational experiences. To challenge a student sufficiently, the principal may reassign the student to a different class or level of study and/or may identify concurrent enrollment or other curriculum expansion options (see policy 3101, Dual Enrollment).

The principal, after consulting with the professional staff and the student's parents, may determine that skipping a grade

level is appropriate.

### G. Reporting Requirements

#### 1. *Superintendent's Report to the Board*

At least on an annual basis, the superintendent shall provide the board with the following information for each school:

- a. aggregate student performance scores on state-mandated tests and any other standardized tests used by a school or the school system;
- b. the number and percentage of students retained and/or not meeting the standards for their grade level;
- c. the number and percentage of third grade students exempt from mandatory third grade retention by category of exemption as listed in state law; and
- d. remedial or additional educational opportunities provided by the school system and the success of these efforts in helping students meet promotion standards.

#### 2. *Report to the North Carolina State Board of Education and Department of Public Instruction*

Pursuant to statutory requirements and standards established by the Department of Public Instruction, all required information regarding student performance will be provided annually to the State Board of Education and the Department of Public Instruction.

#### 3. *Publication on the School System Website*

Information about the reading performance of third grade students will be posted on the school system website in accordance with state law.

### H. Resources

Consistent with the objective of improving student performance, the board will provide schools with maximum flexibility in the allocation of state funds. School personnel are expected to budget financial resources in a manner that will meet the standards established in this policy. The board will consider requests to transfer funds from other funding allotment categories to intervention strategies as part of the school improvement plan submitted by school officials. All funds will be used in a fiscally sound manner in accordance with policy 8300, Fiscal Management Standards.

### I. Notification to Parents

The superintendent or designee shall provide information regarding promotion standards to all students and parents. In addition, if a kindergarten, first grade, second grade, or third grade student (1) is demonstrating difficulty with reading development; (2) is not reading at grade level; or (3) has a personal education plan under G.S. 115C 105.41, the student's teacher shall provide the student's parents timely written notice advising that if the student is not demonstrating reading proficiency by the end of third grade, the student will be retained, unless exempt from mandatory retention for good cause. Parents are encouraged to help their children meet the promotion standards and will have opportunities to discuss the promotion standards and procedures with teachers and the principal. Information provided to parents should be in the parents' native language when appropriate foreign language resources are readily available.

The teacher of a student who does not meet promotion standards

must notify the student's parents that the student has failed to meet the standards for progression to the next level of study and must provide the parents with information concerning retesting, intervention, review, and appeal opportunities. When a student is to be retained, the principal shall provide the student's parents written notice of the retention and, if the student will be retained in accordance with G.S. 115C 83.7(a) for failure to demonstrate reading proficiency, (1) written notice of the reason the student is not eligible for a good cause exemption as provided in G.S. 115C 83.7(b) and (2) a description of proposed reading interventions that will be provided to the student to remediate identified areas of reading deficiency. Teachers shall provide parents of students retained under G.S. 115C 83.7(a) at least monthly written reports on student progress toward reading proficiency. The evaluation of a student's progress will be based upon the student's classroom work, observations, tests, assessments, and other relevant information.

#### J. Children of Military Families

As required by the Interstate Compact on Educational Opportunity for Military Children (G.S. 115C-407.5) and policy 4155, Assignment to Classes, school administrators have the authority to exercise flexibility in waiving course or program prerequisites or other preconditions for the placement of children of military families in courses or programs offered by the school system.

*Legal References:* G.S. 115C-36, -45(c), -47, -81, -83.2, -83.7, -83.8, -83.9, 83.10, -105.21, -174.11, -288(a), -407.5; *State Board of Education Policies* GCS-J-002, GCS-J-003, GCS-M-001

*Cross References:* *Student and Parent Grievance Procedure* (policy 1740/4010), *Goals and Objectives of the Educational Program* (policy 3000), *Dual Enrollment* (policy 3101), *Students at Risk of Academic Failure* (policy 3405), *School Improvement Plan* (policy 3430), *Graduation Requirements* (policy 3460), *Extracurricular Activities and Student Organizations* (policy 3620), *Children of Military Families* (policy 4050), *Assignment to Classes* (policy 4155), *Fiscal Management Standards* (policy 8300)

*Other Resources:* *Guidelines for Testing Students Identified as Limited English Proficient*, (N.C. Department of Public Instruction), available at <http://www.dpi.state.nc.us/docs/accountability/policyoperations/lep/testinglep1314.pdf>; *North Carolina Read to Achieve: A Guide to Implementing House Bill 950/S.L. 2012-143 Section 7A* (N.C. Department of Public Instruction), available at <http://www.dpi.state.nc.us/docs/k-3literacy/resources/guidebook.pdf>

*Adopted:* April 19, 2004

*Revised:* June 9, 2014

## ATHLETIC GUIDELINES

Protect your athletic eligibility by knowing the basic eligibility guidelines. If you have any specific sport questions or questions about something that is not covered in the general guidelines, please contact your school's athletic director.

#### Eligibility

- All students must be eligible prior to dressing or participating in any interscholastic contest
- Only students in grades seven and eight can participate in middle school athletics
- Student-athletes may not accept prizes, merchandise, money or anything that can be exchanged for money as a result of athletic participation (NCHSAA amateur status rule)
- Residency requirement for athletic eligibility – A student who transfers from one school to another without a change of residence is ineligible to participate in athletics for one calendar

year. However, the principals of the two schools involved may grant athletic eligibility by completing the appropriate waiver form. Exception: by NCHSAA rules, a student may not participate in the same sport at two different schools unless there is a documented change of residence.

#### Attendance

- A student must have been in attendance for at least 85% of the previous semester to be eligible
- All student-athletes must attend the school in which their parents/legal guardian reside unless an out of district application has been approved

#### Scholastic Requirements

- All student-athletes must meet the I-SS local promotion standards
- A student-athlete, upon entering the seventh grade for the first time, is automatically eligible to participate in middle school athletics; a student-athlete, upon entering the ninth grade for the first time, is automatically eligible for high school athletics
- In high school, a student must pass three out of the four courses on the block during the semester
- In middle school, a student must pass at least one less than the number of required core courses during the semester
- Students in middle school have four consecutive semesters to participate, and students in high school have eight consecutive semesters in which to participate
- Students who attend summer school or extended school programs to recover credit will have the credits applied to the most recent semester for eligibility purposes

#### Medical Examination

- All student-athletes must receive a medical examination once every 365 days by a licensed physician, nurse practitioner, or physician's assistant in order to try out, practice or participate in athletics

#### Age of Player

- No student may be approved for any athletic contest if his or her 19th birthday comes on or before August 31st of that school year at the high school level;
- Middle school students can not be approved if his or her 15th birthday falls on or before this same date.

*Note:* An eighth grader who has aged out of the middle school program may participate at the feeder high school. This begins the eight consecutive semesters of eligibility for that student.

#### Practice/ Playing

- There shall be no athletic practice during the regular school day. Practice may begin after the last regularly scheduled instructional period
- No authorized practice or contest may occur during a teacher workday. Exception: If the superintendent gives permission for schools to practice prior to the end of a workday due to inclement weather.
- Each coach will schedule practice times. Players should be in attendance for all scheduled practices. It is the responsibility of the student-athlete to contact their coach prior to a practice or game if they need to be absent.
- There shall be no Sunday practice of any kind on or off the school's campus.
- The coach will decide who makes the team and how much a student-athlete plays in the games. Questions concerning cuts, playing time or other issues should be directed to the head coach at an appropriate time- not immediately after a game.

Parents with concerns should call the school and set up an appointment with the coach.

#### Sportsmanship

- Interscholastic athletic events should be conducted in such a manner that good sportsmanship prevails at all times. Every effort should be made to promote a climate of wholesome competition. Sportsmanship is more important than victory and student-athletes, coaches and spectators should respect the judgment of games officials at all times. The primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well being of the players through the medium of contest. Student-athletes who are penalized in a contest for unsportsmanlike actions will be subject to the NCHSAA and DPI mandated suspension and ejection policy, plus any sport-specific rules that the coach may have for his/her team.

#### Sportsman/Ejection Policy

- The NCHSAA Sportsman/Ejection Policy applies to all persons involved in athletic contests, including student-athletes, coaches, managers and game administrators. The following examples include behavior or conduct which will result in an ejection from a contest: fighting, biting observed by an official, taunting, baiting or spitting toward an opponent, profanity, obscene gestures, or disrespectfully addressing an official, (making physical contact with an official is subject to automatic expulsion and can result in ineligibility for remainder of career).
- Football-ejection from the contest, miss the next contest at that level and all contests in the interim (**miss the next two contests for fighting**)
- All other sports-ejection from the contest, miss the next two contests at that level and all contests in the interim (**miss the next four contests for fighting**)
- Players receiving two ejections for unacceptable behavior will be suspended from all sports for the remainder of that sports season.
- Receiving a third ejection in a school year will result in suspension from athletics for one calendar year (365 days) from the date of the third ejection.
- For soccer, five yellow cards accumulated by the same player will result in a suspension. An additional five yellow cards accumulated by the same player will result in an ejection. The player will be suspended from all sports for the remainder of that season on the 15th yellow card. A red card disqualification that is not an ejection is the equivalent of two yellow cards.
- For wrestling, track, tennis, golf, cross-country, and swimming any individual ejected from an individual event or individual tournament may not participate for the remainder of the event from which he or she was ejected.

#### Student-Athlete Conduct

- All student-athletes are to abide by the policies and Student Code of Conduct of the I-SS system. Student-athletes who violate policies, regulations or the Code of Conduct may be subject to additional consequences as determined by their school or coach. Each school is responsible for setting guidelines in regards to their athletic program. Each coach is responsible for setting and administering team rules.
- It is the expectation of ISS that all student-athletes conduct themselves appropriately, realizing that each student-athlete represents their school and the school system.
- Any student-athlete who is convicted of a crime classified as a felony under NC 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 athletics per NCHSAA rule.

#### In School Suspension (ISS), Out of School Suspension (OSS), Monticello School

- Students that are assigned one full day or more of ISS or OSS are not permitted to participate or be in attendance at any extracurricular activities, including practices, during the assigned time. The suspension does not end until midnight of the last day assigned.

#### Tobacco Products, Alcoholic Beverages, Illegal Drugs & Controlled Substances

- The I-SS and the NCHSAA emphatically opposes the use of tobacco, alcohol, and other drugs by students, student-athletes, coaches and officials. All ISS schools, grounds and vehicles are tobacco free.
- Spectators, participants, coaches and other team representatives and officials should not use any tobacco products, alcoholic beverages or controlled substances at any game sites or on any I-SS school grounds.
- Student-athletes who violate rules and regulations in regards to tobacco, alcohol, and illegal drugs are subject to consequences as outlined in the Student Code of Conduct as well as athletic consequences from the coach.
- I-SS engages in random drug testing of student-athletes in grades 9-12. This policy was developed to serve as a deterrent for drug use among student-athletes, as well as to identify those with problems and offer support. This program was not designed to be punitive. The entire policy can be found on the ISS website under Board Policy 3623/4343. It is also mentioned on the first page of the I-SS athletic permission/physical form and requires a parent/guardian signature.

#### Hazing and Initiations

- Initiations to be a member of an athletic team are prohibited. Initiations can lead to a more serious situation of hazing, which is defined as deliberately subjecting another person to physical injury as part of an initiation or prerequisite for membership (HB 171) and it is against NC law (G.S. 14.35). Regardless of a student's willingness to participate, hazing and other humiliating activities expected of a student to belong to a team or group, have many negative consequences. Incidents of hazing could lead to suspension or expulsion, depending on the seriousness of the act.

#### Gfeller-Waller Concussion Awareness Act: Implications and Considerations for Schools

- The Gfeller-Waller Concussion Awareness Act was drafted and implemented to protect the safety of student-athletes in North Carolina and was signed into law on June 16, 2011 by Governor Beverly Purdue. There are three major areas of focus in the law and protocol implementation, and clearance/return to play or practice following concussion. The Gfeller-Waller Concussion Awareness Act Resource Packet containing all compliance materials can be found at [http://tbicenter.unc.edu/MAG\\_Center/gwlaw\\_files/GfellerWallerResourcePacket%20%288-8-2011%29.pdf](http://tbicenter.unc.edu/MAG_Center/gwlaw_files/GfellerWallerResourcePacket%20%288-8-2011%29.pdf) or by clicking the link found on the Student Code of Conduct webpage.

*Note:* The above guidelines are taken from the NCHSAA and DPI athletic manuals, as well as local I-SS policies. In addition, every school has sport specific guidelines that are established by the school's athletic department. Participating in interscholastic athletics is a privilege not a right, and every school and ISS has the authority to determine who is allowed to participate based on

meeting established eligibility criteria.

## APPENDICES

### A. Definition of Terms

1. In-School Suspension (ISS): Usually short-term (1-10 days), but can be longer. During an in-school suspension, the student will work on his/her regular school assignments, will be counted in attendance, and will receive his/her earned grades.
  - Time spent in ISS applies only to days school is in session for students. Teacher workdays, weekends, holidays, and school days missed due to inclement weather do not count toward the completion of an ISS.
  - Students assigned a full day or more of ISS are not permitted to participate or be in attendance in any extracurricular activities during the assigned time. The suspension does not end until midnight of the last day assigned. Placement in ISS will not be delayed for the purpose of permitting participation in school extracurricular activities.
2. Short-Term Out-of-School Suspension (OSS): Lasts from 1-10 days. Short-term out-of-school suspensions for students in grades 6-12 could be served at the alternative school sites located at Monticello School. While in attendance at Monticello School the student will be counted in attendance, work assignments will be provided, and the student will receive his/her earned grades. There is not an appeal process. (G.S. 115C-390.6(e)) Following any short term out-of-school suspension, students shall have the opportunity to take any quarterly, semester or grading period examinations missed during the suspension.
  - Opportunities may be provided for academic credit at Monticello School.
  - Time spent in OSS or Monticello School applies only to days school is in session for students. Teacher workdays, weekends, holidays and school days missed due to inclement weather do not count toward the completion of an OSS or Monticello assignment.
  - Students assigned to OSS or Monticello School are not permitted to participate or be in attendance in any extracurricular activities during the assigned time. The suspension does not end until midnight of the last day assigned.
3. Long-Term Out-of-School Suspension: Lasts from 11 to 365 days. Following any long-term out-of-school suspension, students shall have the opportunity to take any quarterly, semester or grading period examinations missed during the suspension. The decision for the implementation of a principal recommended long-term suspension rests with the Superintendent.
  - Any student receiving long term out of school suspension or placed in an alternative educational setting shall not return to their home school campus or any other property of Iredell-Statesville Schools, nor shall he/she attend any athletic contests or any extra curricular student activities during the suspension period.
  - Time spent in OSS applies only to days when school is in session for students. Teacher workdays, weekends, holidays, and school days missed due to inclement weather do not count toward the completion of an OSS assignment.
4. Expulsion: The Permanent Exclusion of a Student from School. The decision for the implementation of a principal recommended expulsion rests with the Superintendent and the Board. An expulsion is the permanent removal of a student

from school. The expelled student shall be permanently prohibited from returning to the school system unless the School Board reverses its decision.

A student may be expelled only if:

- The student is at least 14 years of age; and
- The continued presence of the student in school constitutes a clear threat to the safety and health of other students or school employees; or
- The student has been found guilty of a felony in North Carolina or any other state.

### B. Due Process Procedures for Long-Term Suspension and/or Expulsion

The principal (designee) shall conduct an investigation of the reported incident. The student shall be informed of the charges and of the principal's (designee's) decision to issue an out-of-school suspension.

Principal (designee) shall contact and conference with parent(s), legal guardian(s), or legal custodian(s) immediately. The parent(s) and student(s) signatures will be obtained on the long-term notification form, at that time the principal will explain the appeals process and the parent will receive a letter of suspension.

The principal (designee) shall: 1) notify the superintendent or designee in writing of the recommendation of long term suspension; 2) include a copy of correspondence mailed to student's parent(s), legal guardian(s), or legal custodian(s); and 3) shall notify parents of their right to a hearing, at which the administrator's decision may be appealed. Notification of the appeal process is required (appeals procedure letter). Their will not be an appeal process if student is placed in an alternative education setting.

The superintendent shall review the principal's report and findings and render a decision communicated in writing by letter to the student's parent(s), legal guardian(s), or legal custodian(s) within two (2) school days.

If the parents, legal guardians or legal custodians wish to appeal the superintendent's decision, they may do so in writing to the deputy superintendent of operations within three (3) days. The board or a panel of the Board shall consider the matter in closed session.

The board shall review the superintendent's recommendations and the record of the hearing. The student and the parent(s), legal guardian(s), or legal custodian(s) may present a written statement and may be allowed fifteen (15) minutes to make oral comments to the board, at the board's discretion. The Iredell-Statesville Schools Board of Education shall render a written decision by mail within a reasonable period of time. The decision of the board is final.

### C. Due Process Rights for Alternative Educational Placement

Students assigned to an alternative educational setting are not subject to the long-term appeals process because they are not being denied a free and appropriate education. They can still make progress toward their graduation. (Reference: Session Law 2011-282, House Bill #736, 115C-309.6 and 115C-390.7)

### D. Disciplinary Suspension of an Exceptional Student

*Rules Governing Short-Term Suspension of One (1) to Ten (10) days.* When a child with a disability begins demonstrating behaviors,



which results in the child's suspension from school for ten (10) school days or less in a given school year, the school may follow its normal disciplinary procedures.

In the event a child with a disability is subject to suspension for more than ten (10) consecutive school days, or more than ten (10) cumulative school days in a given school year, the principal must immediately determine if the suspension constitutes a disciplinary change in placement.

If the suspension is more than ten (10) school days or results in a change in placement, the IEP team comprised of a local education agency representative, teacher, parent, and other qualified personnel must determine if the behavior is a manifestation of the child's disability. If a functional behavior assessment has not already been done for the student, and the student does not have a behavioral intervention plan, the team must meet within ten (10) business days to develop a plan for assessing the student and addressing the student's behavior through a behavioral intervention plan. If the student has a behavioral intervention plan, the team must review the plan and modify it as necessary to address the behavior. If the IEP team determines the behavior is not a manifestation of the student's disability, the school may proceed with its normal disciplinary procedures subject to parental right to seek a due process hearing. The student must be provided with the level of services mandated by the Individuals with Disabilities Education Act (IDEA) during the time of suspension or expulsion. If the suspension is for more than ten (10) school days or results in a change of placement, the parents shall be given a copy of their procedural rights.

If the IEP team determines the behavior is a manifestation of the student's disability, the student may not be suspended or expelled. The team may propose a change of placement if appropriate for the student. The parent may request a hearing, which must be expedited, if the parent disagrees with a determination that the student's behavior was not a manifestation of the student's disability, or with any decision regarding placement.

In-school suspension days do not count toward the ten days as long as the student receives his/her services as outlined in the IEP. However, out-of-school suspension days served at Monticello School do count toward the ten days regardless.

Bus suspension does not count toward days of suspension unless transportation is listed as a related service on the IEP.

If the misbehavior is a criminal act, the special education records of the student shall be made available to law enforcement when the incident is reported by school officials. If the misbehavior involves drugs or a weapon, school officials will follow the procedures set forth in the Individuals with Disabilities Education Act (IDEA).

#### E. Corporal Punishment

Iredell-Statesville Schools do not use corporal punishment as a consequence for misbehavior.

### **REASSIGNMENT INFORMATION**

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Individuals who wish to transfer to another school within the county must follow the reassignment process outlined below. While it is our desire to accommodate as many requests as possible, we must be cautious not to exceed the space

available at each grade level. Parents and students should carefully review policy #4150

- Applications – All Iredell-Statesville schools will have applications available. The application will also be available at each school and at the central office.
- Submission of application – Mail or hand deliver the completed application to Iredell-Statesville Schools 549 N Race Street PO BOX 911 Statesville, NC 28677 or calling 704-924-2027.
- Timeline – Applications for transfer will be approved at the beginning of the term and mid-term. Applications must be submitted for review by July 15 and January 14. Applications based upon change of residence or medical needs may be submitted for approval outside the July 15 and January 14 timelines.
- Eligibility – Eligibility means that a student must be in good standing with their previous school. Student must be in compliance with the district attendance policy, exhibit exemplary conduct, must maintain an academic average necessary for promotion to the next grade.
- Athletic eligibility – A student who transfers from one school to another without a change of residence is ineligible to participate in athletics for one calendar year. However, the principals of the two schools involved may grant athletic eligibility by completing the appropriate waiver form. Exception: by NCHSAA rules, a student may not participate in the same sport at two different schools unless there is a documented change of residence.
- Tuition fee for out-of-county students – Any student approved to attend Iredell-Statesville Schools whose domicile is outside Iredell County will be required to pay an out-of-county tuition equal to the local current expense appropriation from the Iredell County Board of Commissioners for the previous school year. For the 2012-13 school year, the annual fee is \$1,547.00. Fifty percent (50%) of the annual out-of-county tuition can be paid at the beginning of each semester.
- Transportation – The parent/legal guardian custodian shall be responsible for transportation of the student for any approved reassignment request.
- Any transfer request that is approved based upon false or misleading information will be declared void and the transfer will be rescinded.
- All applications are approved for the current school year. All out of district students must submit a new application annually.

### **ATTENDANCE**

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Regular school attendance is an important part of educational success. With this in mind, we seek to evaluate continually and improve the policies, procedures, and services extended to our students and their families.

Our policy is designed to reduce the number of school dropouts in our county and was developed with input from parents from every part of Iredell County.

The number one reason students drop out of school is they do not attend school regularly and fall behind in their class work. These attendance patterns often begin in elementary school but can develop at any time. Often, the student falls behind, becomes discouraged, and drops out.

Following are the changes in the attendance policy at each grade level. It will be helpful to keep this in mind as you review the

new rules.

#### *Elementary School*

- Students are limited to no more than 10 excused or unexcused absences during the school year
- 10 early dismissals and/or tardies = 1 absence for the purposes of promotion/retention
- After 10 absences, the student's promotion to the next grade level is at risk
- All assignments missed during any absence must be completed within the time period set by the teacher
- Non-school sponsored trips will be coded as unexcused

#### *Middle School*

- Students are limited to no more than 10 excused or unexcused absences during the school year
- 5 early dismissals and/or tardies = 1 absence for the purposes of promotion/retention
- Absences must be made up before or after school, on teacher work days and/or in summer school
- More than 10 excused or unexcused absences with no make-up time will put the student's promotion to the next grade at risk
- Waivers to this policy may be requested in extreme circumstances. Parents must request a waiver within 5 days of the student's return to school
- Non-school sponsored trips will be coded as unexcused

#### *High School*

- Students are limited to no more than 3 excused or unexcused absences each nine-weeks/6 absences per semester
- 50% of the school day missed = 1 daily absence. 50% of one class missed = 1 class period absence
- Absences must be made up hour-for-hour and make-ups should begin as soon as possible after returning to school
- Absences may be made up before or after school, on teacher workdays, in Saturday School, and/or in summer school
- Waivers to this policy may be requested in extreme circumstances
- Non-school sponsored trips will be coded as unexcused

The complete policy is available online at [www.iss.k12.nc.us](http://www.iss.k12.nc.us) by navigating to Administration > Board of Education. The goals behind these new rules are twofold: to use makeup time to increase teacher-student contact hours and to prevent any child from falling hopelessly behind. We hope you will support us in achieving these goals.

The revised school attendance protocol addresses the following:

- Establishes guidelines for Iredell-Statesville Schools Truancy Court involvement;
- Increases consistent system-wide compliance with current laws, policies, administrative regulations and local procedures;
- Creates seamless communication within schools, across the system, and in the community;
- Ensures all teachers accurately report period and daily attendance;
- Identifies students early who need interventions;
- Lends accurate and consistent parental/guardian notification regarding student attendance;
- Ensures no students are lost in school-to-school or alternative placement transitions; and
- Forms ongoing process improvement based on annual review of attendance data at the school level and at the district level.

#### Absences Classified

#### A. Excused Absences:

According to Iredell-Statesville Schools Attendance Policy Code #4400, when a student misses school, the parent, guardian or custodial parent must submit a written and signed excuse or complete an online Student Absence Excuse Form, available from the school's homepage. The excuse must be presented within two (2) days of returning to school or the absence(s) will be coded as unexcused.

The school will code absences in accordance with state guidelines, which provide that an absence may be coded excused for the following reasons:

##### 1. Illness or Injury:

When the absence results from illness or injury which prevents the student from being physically able to attend school. If your child misses ten (10) or more days due to illness/injury the principal may require a doctor's statement for any further absences due to illness/injury.

##### 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. Pregnancy and Related Conditions:

When the absence results from pregnancy and related conditions or parenting when medically necessary.

##### 5. Medical or Dental Appointments:

When the absence results from a medical or dental appointment of a student.

##### 6. Court or Administrative Proceedings:

When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal.

##### 7. Religious Observance:

When the student is absent due to a religious observance in accordance with local school board policy.

##### 8. 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.

##### 9. Local School Board Policy:

LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day.

##### 10. 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-407.5 Article V (E) )

#### B. Unexcused Absences:

In accordance with the **Compulsory** Attendance Law and the attendance regulations adopted by the State Board of Education, an unexcused absence (sometimes referred to as unexcused absence) is any absence for any purpose other than those listed above (Section A, 1-8). The term "unexcused absence" applies only to the Compulsory Attendance Law.

Additionally, if the parent/guardian fails to provide written explanation of the absence within two days of the student's return to the school, the absence shall be unexcused.

#### Excessive Tardies

Elementary School: Ten (10) early dismissals/tardies=absence. Promotion at risk after (10) absences  
Middle School: Five (5) early dismissals/tardies=absence. Promotion risk after (10) absences.

The North Carolina Compulsory School Attendance Law, G.S. 115C-378, requires every child between the ages of seven (7) and sixteen (16) to be enrolled in school and attend regularly. The compulsory attendance law applies to children under age seven who are enrolled in public school. If a student accumulates three (3) unexcused absences, the school principal or his designee will contact the parent or guardian to determine the reason absences have occurred. After six (6) unexcused absences, the principal shall contact the attendance social worker/other designee and notify the parent/guardian by mail that he/she may be in violation of the compulsory school attendance law and may be prosecuted in district court if the absences cannot be justified under the established attendance policies of the state and local boards of education. If ten (10) unexcused absences occur within a school year, the principal may notify the district attorney for possible prosecution. Violation of the North Carolina Compulsory School Attendance Law is a misdemeanor and upon conviction, the person may be fined, imprisoned (or both) at the discretion of the court.

For more information regarding the perfect attendance policy visit <http://iss.schoolwires.com/perfectattendance>.

## **DUTIES OF SCHOOL PERSONNEL**

**TEACHER** - The teacher is essential in the enforcement of the Compulsory Attendance Law. It is his/her duty to:

1. Inform students and parents/guardians of the value and importance of regular attendance through:
  - a. Classroom activities;
  - b. Programs and announcements at Parent-Teacher Organization (PTO) meetings and teachers' meetings;
  - c. Development of public support in the community for regular school attendance. (The practice of requiring written excuses is recommended as a means of obtaining information about absences; however, when a teacher obtains knowledge through another means that the cause of an absence is excused and a written excuse is not provided, such absences should be reported as excused.)
2. To maintain accurate student accounting records. (Attendance records shall be kept for each day of the school year.)
3. In cases of (3) consecutive absences the data manager shall make all reasonable efforts to contact the parent or guardian. All efforts must be documented.

**SCHOOL COUNSELOR/SAP** - The school counselor/SAP may establish parent contact when necessary regarding illnesses or other attendance issues. He/she may share information with other school personnel and may make referrals to the truancy court liaison.

**ADMINISTRATOR** - The principal has the following responsibilities for the enforcement of the Compulsory

Attendance Law and the provisions of the North Carolina Administrative Code as approved by the State Board of Education:

1. The principal must inform students, parents/guardian, and teachers as to their respective duties regarding school attendance. He/she must perform his/her duties as specified under "Duties of the Social Worker" and "Duties of the Teacher."
2. He/she must provide necessary forms for use by himself/herself and the teachers working under his/her supervision.
3. The principal or his/her designee must notify the parent guardian/custodian of his/her child's excessive absences after the child has accumulated three excused absences in a school year. After not more than six unexcused absences, the principal must notify the parent/guardian/custodian by mail that he/she 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. After ten accumulated unexcused absences in a school year, the principal must review any report or investigation prepared under G.S. 115C-381 and confer with the student and his/her parent/guardian/custodian, if possible, to determine whether the parent/guardian/custodian has received notification and made a good faith effort to comply with the law. If the principal determines that a parent/guardian/custodian has not made a good faith effort to comply with the law, the principal shall notify the school social worker/other designee for a referral to be made to the truancy court liaison.
4. In the case of a student or parent being reported to the court for failure of the student to attend school and the principal is called as a witness, it shall be the principal's duty to appear when so called at the time and place specified, and have with him/her the data manager's list of unexcused absences.
5. He/she must report, in writing, all cases of suspension or expulsion to the social worker and to the superintendent.

**SOCIAL WORKER/OTHER DESIGNEE** - The primary responsibility of the social worker/other designee is to ensure the regular attendance of all students. The social worker/other designee shall, as prescribed by the law, investigate all violators of the Compulsory Attendance Law. The social worker/other designee must do the following:

1. Investigate all violators of the compulsory Attendance Law reported to him/her by the principal, by contacting the parent/guardian about the receipt of notifications of unexcused absences (3 unexcused and 6 unexcused).
2. Work with the student and his/her family to analyze the causes of the absences and determine steps, including adjustments of the school program and obtaining supplemental services, to eliminate the problems; and
3. Report and verify on oath, the necessary criminal warrants or other documents for the prosecution of violations of the Compulsory Attendance Law.

**TRUANCY LIAISON** - Upon receiving a truancy referral, the truancy court liaison will access the referral material to determine if further efforts to work with the family are needed or if a petition is to be filed with the court.

**DATA MANAGER** - The data manager will maintain accurate records, generate and mail attendance letters, and provide copies to appropriate personnel. The data manager will provide any additional student information for court purposes.

**SUPERINTENDENT** - The superintendent is responsible for creating and encouraging public sentiment favorable to regular school attendance and to the enforcement of the Compulsory

Attendance Law and the provisions of the North Carolina Administrative Code as approved by the State Board of Education.

Statesville, NC 28687  
704-924-2012

1. He/she must endeavor to obtain cooperation among all concerned (students, parents, teachers, principals, social workers/other designee, and court officials) in the administration of the Compulsory Attendance Law.
2. Through teachers' meetings, PTO meetings, newspapers, periodical releases, and other media, he/she must keep the public informed about the value, importance, and necessity of regular school attendance. He/she must advise principals and teachers as to their duties and responsibilities in respect to the enforcement of the law.
3. He/she must arrange with the social workers/other designee for meetings with teachers and principals for discussions concerning school attendance and the enforcement of the Compulsory Attendance Law.
4. He/she must provide such forms and materials as are necessary for the administration of the Compulsory Attendance Law and of the rules and regulations of the State Board of Education and distribute these materials to the school principals (G.S. 115C-276).
5. He/she must maintain data on each student suspended for more than 10 days or expelled. (G.S. 115C-276).

You will be asked to write down the incident that you believe to be in violation of the right of privacy act, and the persons you believe breached this privacy.

You may also file a complaint about the failure of the Iredell-Statesville Schools Administrative Unit to comply with the Family Educational Rights and Privacy Act at the same time you file such a complaint as described above. The address is: FERPA Office, Department of Education, 330 Independence Avenue, S.W., Washington, DC 20201. You may file a complaint with the Department of Education without filing a complaint with the local unit. Parents and students should carefully review board policy #4700.

#### HOMELESS STUDENTS MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Iredell-Statesville Board of Education is committed to assuring that all students have equal access to the same free public education as that of other students. Parents and Students should carefully review policy #4124; Services for Homeless Students For information concerning the educational rights of homeless students, please contact:

### **IREDELL – STATESVILLE SCHOOLS ANNUAL PUBLIC NOTICES**

#### STUDENT RECORDS: FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law which governs the maintenance of student records. Under the law, parents of students and/or students who are at least 18, have both the right to inspect records kept by the school about the student and the right to correct inaccuracies in records. Access to the records by persons other than parents or the student is limited and generally requires prior consent by the parents or student. The Iredell-Statesville School Administrative Unit has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the principal's office of each school in the unit.

The Iredell-Statesville Schools Administrative Unit classifies the following as directory information: student's name, address, telephone listing, date and place of birth, major field of study, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and most recent previous educational agency or institution attended by the student. Any parent or eligible student who objects to the release of any or all of this information without his/her consent must notify, in writing, the principal of the school where the records are kept. The objection must state what information the parent or student does not want to be classified as directory information. If no objection is received within seven (7) days after the first day of school, the information will be classified as directory information until the beginning of the next school year.

If you believe that the Iredell-Statesville Schools Administrative Unit has failed to maintain the privacy of the record of your child, you may file a complaint with the principal of the school where the records are kept, or you may file a complaint with:

Assistant Superintendent of Operations  
P.O. Box 911

Executive Director of Student Services  
410 Garfield St.  
Statesville, NC 28677  
(704) 832 – 2506

#### NOTIFICATION OF GRIEVANCE PROCEDURES TITLE IX AND HANDICAPPING CONDITION ANNUAL EMPLOYEE/STUDENT NOTIFICATION

It is the policy of the Iredell-Statesville Schools not to discriminate on the basis of sex, race, color, national origin or handicapping conditions in its educational programs, activities, or employment as required by Title IX of the 1972 Educational Amendments and Section 504 of PL 93-112. As a student of the Iredell-Statesville Schools you are protected from discrimination.

If you believe that you have been discriminated against on the basis of either sex or handicapping condition, you may make a claim that your rights have been denied. This claim or grievance may be filed with the principal of your school or the appropriate person listed below:

**Title IX – Sex Discrimination**  
Assistant Superintendent of Operations  
549 North Race Street  
Race Street Office  
Statesville, NC 28677  
Phone: (704) 924 - 2012

**Handicapping Condition**  
Executive Director of Exceptional Children  
410 Garfield St.  
ADR Education Center  
Statesville, NC 28677  
Phone: (704) 873 - 9432

You will be asked to write down the actions, policies, or practices, which you believe are discriminatory. You may obtain help from either of the two persons listed above or from anyone that you

believe is knowledgeable. Once you have filed your grievance, you will be asked to meet with those persons who would be involved in correcting the policies, practices, or programs that you believe are discriminatory. If there is agreement that you were discriminated against, corrective action will be taken to restore your rights. If there is not agreement, you may appeal the grievance to a person with higher authority.

You may also file a complaint of illegal discrimination with the Office of Civil Rights, Department of Education, Washington, D.C., at the same time you file the grievance, during or after the grievance process, or without using the grievance process at all. If you file your complaint with the Office of Civil Rights, you must file it in writing no later than 180 days after the occurrence of the possible discrimination.

In preparing your grievance you should give thought to the following:

- The exact nature of the grievance – how you believe you may have been discriminated against, and any persons you believe may have been responsible
- The date, time and place of the grievance
- The names of witnesses or persons who have knowledge about the grievance
- Any available written documentation or evidence that is relevant to the grievance
- The actions that could be taken to correct the grievance

If you wish to discuss your rights under the above acts, to obtain a copy of the full grievance procedure, or to obtain help in filing a grievance, contact the principal of the school you attend, or either the Title IX Coordinator or the Director of Exceptional Children's Programs.

#### NC SAFE HAVEN LAW

You can leave your unharmed baby, up to 7 days old with anyone on duty for a hospital, health department, or community health clinic under North Carolina's Safe Haven Law. You can also leave him or her with an on-duty law enforcement officer (sheriff or police), social services worker, or certified EMS worker (fire station or emergency service station). The baby will get needed medical care and be placed for adoption.

You will not be breaking any laws and you can remain anonymous.

You do not have to give your name or any other information. No attempt will be made to contact you. This is a SAFE process for you and your baby. The purpose of the law is to save babies, not to pass judgment on you. This law is for parents who don't know how to cope with a new baby.

For more information visit the North Carolina Bar Association website at: <http://www.ncbar.org> or see your guidance counselor for more information.

### **STUDENT RESTRAINT/SECLUSION/ISOLATION**

Effective July 1, 2006 G.S. 115C-391.1 outlined for public schools laws requiring careful attention be given to student restraint/seclusion/isolation. The Iredell-Statesville Schools takes all necessary steps to be in full compliance with the Permissible Use of Seclusion and Restraint Law.

#### I. Reasonable Force

The Iredell-Statesville School Board of Education believes that ensuring safety for students and staff is essential. Securing order in the school environment sometimes requires that students be subject to greater controls than those appropriate for adults. Except as restricted or prohibited by rules adopted by the board of education, principals, teachers, substitute teachers, voluntary teachers, teacher assistants, and student teachers may use reasonable force in the exercising of lawful authority to restrain or correct students and maintain order. (G.S. § 115C – 390)

Notwithstanding any board of education policy, school personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

- to quell a disturbance threatening injury to others;
- to obtain possession of weapons or other dangerous objects on their person, or within the control, of a student;
- for self-defense;
- to maintain order on school property, in the classroom, or at school related activity on or off school property. (G.S. § 115C 391.1)

Notwithstanding any other law, no officer or employee of the board of education shall be held civilly liable for using reasonable force in conformity with state law.

#### II. Physical/Mechanical Restraint

Physical restraint is defined as the use of physical force to restrict the free movement of all or a portion of a student's body. Physical restraint shall be allowed by Iredell-Statesville Schools personnel as a reasonable force under the following circumstances in accordance with North Carolina General Statute § 115C 391.1:

- a. as reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person;
- b. as reasonably needed to maintain order or prevent or break up a fight;
- c. as reasonably needed for self-defense;
- d. as reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present;
- e. to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
- f. as reasonably needed to escort a student safely from one area to another; (students should not be physically escorted when it is deemed safe or if the current setting conditions pose hazards for the student or staff. Escorts should only be conducted in accordance with training procedures adopted by the system.)
- g. if used as provided for in a student's IEP or section 504 plan or Behavior Intervention Plan as a brief intervention strategy to assist the student in regaining self-control; or
- h. as reasonably needed to prevent imminent destruction to school or another's person's property. [G.S. § 115C 391.1(c)(1)]

Physical restraint shall not be considered a reasonable use of force if used solely as a disciplinary consequence.

Mechanical restraint is defined as the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint shall be allowed only in the following circumstances:

- a. when properly used as an assistive technology device included in the student's IEP or as otherwise prescribed for the student by a medical or related services provider;
- b. when using seat belts or other safety restraints to secure student during transportation;
- c. as reasonably needed to obtain possession of a weapon or

- other dangerous objects on a person or within the control of a person;
- d. as reasonably needed for self-defense; or
- e. as reasonably needed to ensure the safety of any student, school employee, volunteer, or other person. [G.S. § 115C 391.1(d)(1)]

If used for the purpose of preventing self-injurious behavior, the use of mechanical restraints should be included in the IEP as part of a Behavior Intervention Plan.

Nothing in the policy prevents the use of physical or mechanical restraint by school resource officers or other sworn law enforcement officers in the lawful exercise of their law enforcement duties.

Physical restraint in Iredell-Statesville Schools shall follow the prescribed methods taught by the Crisis Prevention Institute (CPI).

### III. Seclusion

Seclusion is defined as the confinement of a student alone in an enclosed space from which the student is:

- a. physically prevented from leaving by locking hardware or other means; or
- b. not capable of leaving due to physical or intellectual capacity.

Seclusion of students by school personnel may be used in the following circumstances:

- a. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
- b. as reasonably needed to maintain order or prevent or break up a fight;
- c. as reasonably needed for self-defense;
- d. as reasonably needed when a student's behavior poses a treat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
- e. when used as specified in the student's IEP, Section 504 behavior intervention plan; and
  - the student constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
  - the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, 504 or behavior intervention plan;
  - the confining space has been approved for such use by the local education agency;
  - the space is appropriately lighted, ventilated and heated or cooled; and
  - the space is free of objects that unreasonable expose the student or others to harm. [G.S. § 115C 391.1(e)(1)]

### IV. Isolation

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Iredell-Statesville Schools personnel may use isolation provided that:

- a. the space used for isolation is appropriately lighted, ventilated, and heated or cooled;
- b. the duration of the isolation is reasonable in light of the purpose of the isolation;
- c. the student is reasonably monitored while in isolation; and
- d. the isolation space is free of objects that unreasonable expose the student or others to harm. [G.S. § 115C 391.1(f)]

### V. Aversive Procedures

Aversive procedures are defined as the systematic physical or sensory intervention for modifying behavior of student with disabilities that causes or reasonably may be expected to cause significant physical harm, serious, foreseeable long-term psychological impairment to student, or obvious repulsion to observers of the intervention due to procedures which do not follow acceptable standard practice. Iredell-Statesville Schools prohibits the use of aversive procedures as defined above by its employees, volunteers, or personnel permitted in schools in accordance with interagency agreements. [G.S. § 115C 391.1(b)(2)]

### VI. Notice, Reporting and Notification

Iredell-Statesville Schools personnel shall follow the following notification procedures when physical restraint or seclusion is implemented. All employees and parents/guardians shall be provided a copy of N.C.G.S., Section 115C-391.1 and receive a copy of this policy and any related board of education policy at the beginning of each school year. [G.S. § 115C 391.1(j)(1)]

School personnel shall promptly notify the Principal or designee of any use of aversive procedures, any use of physical restraint resulting in observable physical injury to a student, any prohibited use of mechanical restraint, or any prohibited use of seclusion or seclusion lasting more than 10 minutes or the time specified on a student's Behavior Intervention Plan. When a principal or designee has personal knowledge or actual notice of these incidents, they shall promptly notify the parent/guardian and provide the name of a school employee they can contact regarding the incident. Prompt notification means by the end of the workday during which the incident occurred, but in no event later than the end of the following workday.

In addition, the parent/guardian of the student shall be provided with a written incident report of any incident reported under this section within a reasonable period of time, but in no event later than 30 days, after the incident. The written documentation shall include:

- a. the date, time of day, location, duration, and description of the incident and interventions used;
- b. the event or events that led up to the incident;
- c. the nature and extent of any injury to the student; and
- d. the name of a school employee the parent/guardian can contact regarding the incident.

In the case of seclusion incidents, the school personnel supervising the seclusion shall maintain a log of observations of the student which shall be available for inspection upon request by the parent/guardian.

All schools shall maintain a record of incidents reported to the principal and parents under G.S. § 115C 391.1(j)(4) and provide this information annually to the State Board of Education.

### VII. Training of Personnel

Iredell-Statesville Schools personnel who are most likely to be called upon to prevent or address disruptive or dangerous student behavior, shall receive appropriate training in the management of such behavior. Training shall include instruction in:

- a. positive management of student behavior;
- b. effective communication for defusing and de-escalating disruptive or dangerous behavior, and
- c. safe and appropriate use of seclusion and restraint. [Ref. G.S. § 105C 105.47(b)(9)]

Iredell-Statesville Schools will provide pre-service training for all

lateral entry employees in:

- a. the identification and education of children with disabilities;
- b. positive management of student behavior;
- c. effective communication for defusing and de-escalating disruptive or dangerous student behavior; and
- d. safe and appropriate use of seclusion and restraint {Ref. G.S. § 115C 296(c)}

Questions regarding G.S. 115C-391.1 may be addressed to:

Assistant Superintendent of Operations  
P.O. Box 911  
Statesville, NC 28687  
704-924-2012

## PARENTAL INVOLVEMENT

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Iredell-Statesville Schools values the children it serves. I-SS believes that it is essential for a cooperative effort to exist between the schools and its parents. Meaningful involvement by all parents in the education of the children has a positive impact on student achievement, and our schools are committed to ensuring a cooperative climate.

Iredell-Statesville Schools will comply with the requirements contained within the “Every Child Succeeds” Act of 2015 and the Elementary and Secondary Educational Act of 2001, Title I, section 1118(2) regarding parental involvement. The Iredell-Statesville Schools believe that the term “parental involvement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, ensuring the following:

- That parents play an integral role in assisting their child’s learning;
- That parents are encouraged to be actively involved in their child’s education;
- That parents are full partners in their child’s education and are included, as appropriate, in the decision making and on advisory committees to assist in the education of their child.

Iredell-Statesville Schools and every individual school will inform and involve parents throughout the school year. Using available communication tools, notices will be given for open houses, PTO/booster meetings, and area advisory meetings. Every attempt will be made to communicate the need for parent conferences and discussions surrounding student success. Publications will be generated and every effort will be made to insure that written and oral information is presented to parents in a language and form that is clear and concise. I-SS will utilize the school district website, school websites, and the Connect-Ed notification system to enhance communication with parents.

## PARENT FORMS

### MANDATORY FORMS

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THE FORMS ON PAGES 27-31 ARE MANDATORY  
AND MUST BE RETURNED\*

- Agreement for Acceptable Use of Telecommunication  
(*must be completed upon 1st time entry at the school of attendance*)
- Annual FERPA Notification and Opt Out Form\*
- Student-Parent-Teacher Contract
- Code of Conduct

*\*Parents may change their permission choice at anytime*

### OPTIONAL FORMS










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- Request for Medication to be Given During School Hours
- Free & Reduced Lunch  
(*Available online at [www.LunchApplication.com](http://www.LunchApplication.com)*)
- School Accident Insurance\*\*

\*\* Each student receives a brochure containing information about student accident insurance. Students without insurance are strongly encouraged to take out this policy.

**Iredell - Statesville Schools**  
**2016-2017 Calendar**

**KEY**

- Teacher Workday 
- Required Teacher Workday 
- Holiday 
- Annual Leave 
- First/Last Day for Students 
- Early Release Day for Students 
- School makeup days are identified by 
- Makeup days will be taken in the order in which they appear.
- Other time, including Saturdays and extended days may be necessary.
- Progress Reports 
- Report Cards 
- Last Day of Quarter 

**JULY**

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**AUGUST**

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**SEPTEMBER**

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**OCTOBER**

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**NOVEMBER**

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**DECEMBER**

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**JANUARY**

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**FEBRUARY**

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**MARCH**

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**MAY**

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**JUNE**

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# IREDELL-STATESVILLE SCHOOLS NETWORK/INTERNET ACCEPTABLE USE POLICY FOR **STUDENTS**

**This form will be required of all students who are new to the school building.**

The activities that are not permitted include, but are not limited to the following:

- Cyberbullying
- Sending or displaying offensive communication or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws including failure to cite online sources
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent/guardian
- Trespassing in the folders, work or files of the others
- Disabling or circumventing filtering/security software
- Using logins, user names, and/or passwords of other users
- Employing the network/Internet for commercial purposes, financial gain, fraud or illegal activities
- Damaging or modifying computers, computer systems or computer needs
- Use of personal equipment within the district

More detailed expectations are provided in the Requirements for Acceptable Use of the Iredell-Statesville Schools Network/Internet.

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We understand that access to the Internet through the Iredell-Statesville Schools network is a privilege that is to be used for educational purposes. We have read and understand the Requirements for Acceptable Use for the Iredell-Statesville Schools Network/Internet and agree to abide by these requirements. We have discussed appropriate and inappropriate use of the network/Internet. We also understand that students will be provided instruction in digital citizenship.

We understand that any violation of these requirements is unethical and can result in disciplinary action up to and including suspension from school and/or appropriate legal action.

Since all files are on a public network and on equipment provided by the school district, we understand that these files are subject to examination and review at any time and no right of privacy exists.

Although Iredell-Statesville Schools provides Internet access that is constantly filtered and supervised, we understand that there are text and graphic files available on the Internet which are inappropriate for minors. We also understand that the student is ultimately responsible for his/her actions and the school system will not be held responsible for materials which the student might access.

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_

Iredell-Statesville Schools  
Network/Internet Acceptable Use Policy Agreement for Students  
June, 2001, Revised May, 2004, Revised May, 2010





## Annual FERPA Notification Parent Consent and Photo Release Form

According to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), directory information about students may be released by Iredell-Statesville Schools 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 I-SS to include this type of information from your child's education records in certain school and district publications.

Examples of general directory information are:

- name, address, telephone listing, electronic mail address
- date and place of birth
- participation in officially recognized activities and sports
- weight and height of athletes
- enrollment status
- date of graduation, degrees and awards received
- dates of attendance
- most recent previous school attended
- programs, school yearbook information
- grade level

### 1. Directory Information Consent: *(select one of the two options below)*

This information will be made available to qualified agencies upon request. Qualified agencies include, but are not limited to colleges and universities, scholarship providers, potential employers, and companies that manufacture class rings or publish yearbooks. In addition, two federal laws require school districts receiving federal funding to provide military recruiters, upon request, with the following information—names, addresses, and telephone listings—unless parents have advised I-SS that they do not want their student's information disclosed without prior, written consent.

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

### 2. Photo Consent: *(select one of the three options below)*

At different times throughout the school year, I-SS or school representatives, partners/vendors of I-SS, and media outlets request permission to film or photograph students in our schools. They subsequently publish, broadcast, or use these materials, which often 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 your school, I-SS, its partners or electronic / media, please sign in the appropriate space below.

**My child is allowed to be filmed and/or photographed** for use by my school, I-SS, its partners and the media. I also allow my child's work product to be featured by I-SS *(this will include, but is not limited to the school yearbook, programs, group and team photos, and the school's display/presentation of student created media).*

**My child is allowed to be photographed for use by my school's yearbook only.** I do not allow I-SS, its partners, the media to film or photograph my child. I also do not allow my child's work product to be featured by I-SS *(this will include, but is not limited to programs, group and team photos, and the school's display/presentation of student created media).*

**My child is not allowed to be filmed and/or photographed** for use by my school, I-SS, its partners and the media. I also do not allow my child's work product to be featured by I-SS *(this will include, but is not limited to the school yearbook, programs, group and team photos, and the school's display/presentation of student created media).*

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Print Student's Full Name

Grade Level

Homeroom Teacher

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School Name

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Parent's Printed Name

Parent's Signature

Date

**At any time throughout the year, parents may modify the consent given to I-SS.  
Please contact your child's school to make these updates.**





## Student-Parent-Teacher Contract

The Iredell-Statesville Schools will rigorously challenge all students to achieve their academic potential and to lead productive and rewarding lives. We will achieve this mission with the support of parents, staff and the community.

### Student Agreement

- I will come to school every day well rested and on time and remain in school until dismissal.
- I will come to school with necessary materials and prepared to work.
- I will complete all assignments on time.
- I will ask for help or assignments missed when needed.
- I will respect the rights of others at all times.

### Parent/Guardian Agreement

- I will make sure my child is well rested and at school on time and remains in school until dismissal.
- I will make sure my child is prepared with the necessary materials and ready to learn.
- I will provide before/after school transportation for additional instruction if needed.
- I will monitor my child's schoolwork and communicate any concerns with my child's teacher.
- I will read, sign, and return progress reports and teacher communications and attend parent/teacher conferences as requested.

### Teacher Agreement

- I will teach the appropriate curriculum.
- I will provide a classroom environment conducive to learning.
- I will communicate my expectations, instructional goals, and grading system with parents through conferences, progress reports, e-mails, or by telephone.
- I will provide students who have been absent with missed assignments.
- I will accept and respect the cultural differences of my students.

The principal of your child's school is committed to ensuring a safe and orderly environment conducive to learning. As the instructional leader of the school, he/she will support the teachers in their efforts to teach all students. Opportunities for the establishment and attainment of high expectations will be made available to all students.



### Student-Parent-Teacher Contract

I have read the above Student-Parent-Teacher Contract. My signature below acknowledges my agreement to do my part to ensure success in school.

Student Agreement:

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Parent/Guardian Agreement:

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Teacher Agreement:

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date



## Student/Parent Handbook & Code of Conduct

Dear Parents/Guardians:

It is a primary goal in Iredell-Statesville Schools to provide an environment at school which is supportive of a good learning atmosphere for each of our students. We want every student and parent to know that school is a safe and secure place.

Our board of education has adopted a Student/Parent Handbook and Code of Conduct which is intended to ensure a proper environment at school for all children. This publication is our attempt to clearly communicate our expectations. This handbook can be located on our website at [www.iss.k12.nc.us](http://www.iss.k12.nc.us) under "Parents" heading and then click "Student/Parent Handbook & Code of Conduct" or a copy can be obtained at your school.

Not only do we want you to be informed, but we also solicit your support. We know that parents and teachers together can work with our students to ensure safe and orderly schools completely free of disruptive behavior. Thank you for your continued support of better education for your children.

Sincerely,



Richard Armstrong, Jr., Assistant Superintendent of Operations/ Athletic Director

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Please discuss the importance of the Student/Parent Handbook and Code of Conduct with your children and **sign and return this portion of the sheet to your school principal.**

Thank you for your support!

I have read the Iredell-Statesville Schools Student/Parent Handbook and Code of Conduct.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Iredell Statesville Schools

School Name: \_\_\_\_\_

## Request For Medication To Be Given During School Hours

(Signature of Parent/Guardian and Physician Required)

### To Be Completed By Physician:

Pupil's Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Grade: \_\_\_\_\_ Diagnosis: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_ Route: \_\_\_\_\_

Time to be given: \_\_\_\_\_ Purpose of Medication: \_\_\_\_\_

Significant Information (side effects, toxic reaction): \_\_\_\_\_

Duration of order from \_\_\_\_\_ to \_\_\_\_\_

**Yes No** If medication is used for asthma/allergic reaction or diabetes (ie: inhaler, epipen, insulin) I certify this student has been taught to self-administer and should be allowed to carry own medication and use as prescribed.

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Physicians Name (please print)

\_\_\_\_\_  
Physicians Signature

\_\_\_\_\_  
Date

**Physician and Parent please note per ISS School Board Policy Code 6125: NO controlled substance (with the potential to impair students ability to function at school ie: stay awake in class, potential for falling) shall be maintained or given by the school unless imperative to have for the student's education or for life threatening situation.**

Physician's Stamp

### TO BE COMPLETED BY PARENT OR GUARDIAN:

I request that my child be administered the medication as indicated in the physician's order above. I understand that non-medical personnel may conduct the administration or injection of medication after training by the school nurse. I understand that it is my responsibility to furnish this medication within a container properly labeled by a pharmacist with identifying information. Student will demonstrate to staff proper skill level for usage.

I authorize the release and exchange of medical and educational information between my child's physician and school staff that is necessary to carrying out this service to my child.

**Yes No** If medication is inhaler, epipen, or insulin I authorize my child to carry and administer own medication as prescribed by Physician.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Telephone/Cell

\_\_\_\_\_  
Date

Reviewed by Nurse \_\_\_\_\_ Date \_\_\_\_\_

**Over**





## Information For Parents Regarding Medications At School

- Medication form must be filled out and signed by physician **and** parent.
- Nurse/ School Staff may not give **any** type of medication without completed medication form. *This includes such medications as Tylenol, Ibuprofen, Tums, cough drops, Benadryl, antibiotic ointments, cough medicine, etc.*
- Parent must provide all medication.
- Medication must be brought in to school in original labeled container.
- Parent must transport medications to and from school. Medications may not be sent to school on the bus. If hardship, contact your school nurse.
- New medication forms should be provided at the beginning of each school year.
- **Parent is responsible to pick up any leftover medication at the end of the school year. Medications left will be discarded, unless the parent contacts the school nurse and requests they be held.**

School	Grades	Address	Telephone	Fax
Brawley Middle	6-8	132 Swift Arrow Road, Mooresville, NC 28117	704-664-4430	704-664-9846
Career Academy & Technical School (CATS)	9-12	350 Old Murdock Road, Troutman, NC 28166	704-978-2791	704-978-2792
CCTL (Early College)	9-12	Mitchell Community College 500 West Broad Street, Statesville, NC 28677	704-978-5450	704-978-5452
Celeste Henkel Elementary	K-5	1503 Old Mountain Road, Statesville, NC 28677	704-873-7333	704-871-0153
Central Elementary	K-5	4083 Wilkesboro Road, Statesville, NC 28625	704-876-0746	704-876-6226
Cloverleaf Elementary	K-5	300 James Farm Road, Statesville, NC 28625	704-978-2110	704-978-2117
Coddle Creek Elementary	K-5	141 Frank's Crossing Loop, Mooresville, NC 28115	704-439-4077	704-439-1554
Cool Spring Elementary	K-5	1969 Mocksville Highway, Cleveland, NC 27013	704-873-4949	704-873-2661
Crossroads Arts & Science Early College	9-12	476 North Center Street, Statesville, NC 28677	704-978-0034	704-978-0035
East Iredell Elementary	K-5	400 East Elementary Road, Statesville, NC 28677	704-872-9541	704-872-1085
East Iredell Middle	6-8	590 Chestnut Grove Road, Statesville, NC 28677	704-872-4666	704-873-6602
Harmony Elementary	K-5	139 Harmony School Road, Harmony, NC 28634	704-546-2643	704-546-3074
Lake Norman Elementary	K-5	255 Oak Tree Road, Mooresville, NC 28117	704-662-8261	704-662-8264
Lake Norman High	9-12	186 Doolie Road, Mooresville, NC 28117	704-799-8555	704-799-1512
Lakeshore Elementary	K-5	252 Lakeshore School Road, Mooresville, NC 28117	704-660-5970	704-660-7809
Lakeshore Middle	6-8	244 Lakeshore School Road, Mooresville, NC 28117	704-799-0187	704-663-6431
Monticello School	3-12	435 Monticello Road, Statesville, NC 28625	704-872-5297	704-924-8814
Mount Mourne School	6-8	1431 Mecklenburg Highway, Mooresville, NC 28115	704-892-4711	704-892-3804
North Iredell High	9-12	156 Raider Road, Olin, NC 28660	704-876-4191	704-876-3241
North Iredell Middle	6-8	2467 Jennings Road, Olin, NC 28660	704-876-4802	704-876-6190
N.B. Mills Elementary	K-5	1410 Pearl Street, Statesville, NC 28677	704-873-8498	704-872-3755
Northview School	6-8	625 Carolina Avenue, Statesville, NC 28677	704-873-7354	704-873-6149
Pressly School	K-12	222 Knox Street, Statesville, NC 28677	704-872-7606	704-838-0839
Scotts Elementary	K-5	4743 Taylorsville Highway, Statesville, NC 28625	704-585-6526	704-585-6971
Sharon Elementary	K-5	880 Sharon School Road, Statesville, NC 28677	704-872-3401	704-924-9963
Shepherd Elementary	K-5	1748 Charlotte Highway, Mooresville, NC 28115	704-664-2582	704-660-1642
South Iredell High	9-12	299 Old Mountain Road, Statesville, NC 28677	704-528-4536	704-528-0882
Statesville High	9-12	474 North Center Street, Statesville, NC 28677	704-873-3491	704-878-6195
Statesville Middle	6-8	321 Clegg Street, Statesville, NC 28677	704-872-2135	704-871-9279
Third Creek Elementary	K-5	361 East Barkley Road, Statesville, NC 28677	704-873-7351	704-871-0755
Troutman Elementary	K-5	220 South Main Street, Troutman, NC 28166	704-528-4526	704-528-0988
Troutman Middle	6-8	305 Rumble Street Post Office Box 807, Troutman, NC 28166	704-528-5137	704-528-4006
Union Grove Elementary	K-5	1314 Sloans Mill Road, Union Grove, NC 28689	704-539-4354	704-539-5500
West Iredell High	9-12	213 Warrior Road, Statesville, NC 28677	704-873-2181	704-873-0356
West Iredell Middle	6-8	303 Watermelon Road, Statesville, NC 28677	704-873-2887	704-881-0582
Woodland Heights Elementary	K-5	288 Forest Lake Boulevard, Mooresville, NC 28117	704-663-1370	704-663-1383

# NOTES...