

Children's Village Academy

Lenoir County Public Charter School

K-8 Curriculum



"It Takes a Village"

Parent/Student Handbook

Administrative Staff Locations

Grades 6 - 8

701 North Adkin Street

Telephone (252) 939-1958

Fax (252) 208-0194

Grades K- 5

404 Dixon Street

Telephone (252) 520-4536

Fax (252) 520-4542

Message from the Headmistress



Dear Parents and Guardians:

We take great pleasure in welcoming you and your family to Children's Village Academy 2014-2015 school year. Education is the primary purpose of the public schools. In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Please take a few moments to review with your child the *Student Code of Conduct* and the *Character Traits* that are included within this booklet. Discuss with your child the importance of understanding and following these policies and guidelines.

The document was developed to ensure a safe and orderly learning environment that is conducive to learning for all of our students. It also serves as a resource for parents, students, and staff. Our school district strives to make certain that every school maintains classrooms and related school activities that are free of disruptive behavior. Consequences for students who do not support the school environment are clearly outlined in this handbook.

After reading the *Code of Conduct*, please sign, date, and return the *Parent and Student Acknowledgment Form* to your child's school by September 30, 2014.

With your support, we can help our students achieve academic success while fostering an environment where they feel safe and secure every day. Please partner with us as we work together to achieve these goals for all of our children. We solicit your help and your support as we work as a single unit.

We appreciate your support and offer you our best wishes for a great school year!

Sincerely,

Gloria Carr-Battle
Headmistress

CHILDREN'S VILLAGE ACADEMY

MISSION AND PHILOSOPHY

MISSION STATEMENT

Children's Village Academy was established for the development of a model learning institution, with statewide recognition, for the advancement of outstanding academic performance among all who, upon leaving school, are known for their well-grounded psychosocial cultural well being, their upstanding moral fiber and citizenry, and their passion for learning.

PHILOSOPHY

We believe every child has an inherent right to an education, which will enhance the development of maximum capacity, regardless of sex, ethnic origin, economic, social, or religious background.

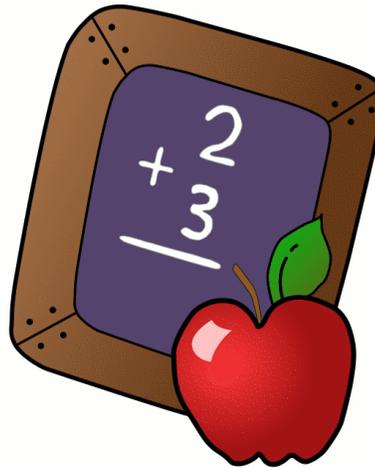
We believe every child has an inherent right to the tools that facilitate the achievement of personal goals and the fulfillment of obligations to society.

We believe every individual has certain basic human needs, beyond education needs, which will be addressed, by our school.

We believe our school must provide an environment in which all students are afforded an equal opportunity to obtain competencies that will help them survive as individuals and as members of society.

21st Century Goals for Children's Village Academy

1. Attain High Academic Achievement for all Students to become Globally Competitive Students
2. Attract, Retain, and Develop 21st Century Professionals
3. Provide Safe and Orderly Learning Environments to Develop Healthy and Responsible Students
4. Provide Leadership to Guide Innovation
5. Provide Engaging Learning Environments Governed and Supported by 21st Century Systems



CHARACTER TRAITS

The following character traits are essential for students to be successful! These traits should be modeled and maintained by adults and students.

Integrity

Adherence to a code of moral values

Courage

Doing the right thing in the face of difficulty and following your conscience instead of the crowd

Good Judgment

Forming an opinion or evaluation by discerning and comparison

Kindness

Displaying an interest in another's welfare

Perseverance

Staying the task; not giving up; demonstrating commitment, pride, and positive attitude in completing tasks

Respect

High regard shown for self, others, and property

Responsibility

Answering for one's conduct and obligations

Self-Discipline

Correction or regulation of oneself for the sake of improvement

Honesty

Truthful in word and action

Caring

Concern for the well-being of others

Justice and Fairness

Impartial, unbiased, and equitable treatment for all

Citizenship

Acting as an informed, responsible, and caring participant in your community

Hope

Believing you will be successful

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STUDENT CODE OF CONDUCT

Since an educated citizenry is essential to good government and can be attained only in an atmosphere conducive to teaching and learning, the Children's Village Academy Board of Directors requires the maintenance of good order in the schools.

Responsibilities for the development and maintenance of disciplined behavior are shared by the parents, guardians, students, teachers, principals, administrative and support personnel, superintendent, and Board of Director's. In the commitment to the responsibility there is also the firm belief that no one has the right to disrupt the climate for learning or jeopardize the learning opportunities of any other student.

All students shall comply with the Code of Student Conduct, state and federal laws, school board policies, and local school rules governing student behavior and conduct. This policy applies to any student who is on school property, including school bus stops, who is in attendance at any school or any school sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the schools. This policy also applies to regular school buses, school activity buses, other school vehicles, or any private vehicle located on property owned or managed by the Children's Village Academy Board of Director's.

It should be understood that this policy is not intended to restrict in any way the authority of the Headmistress to make such rules, not inconsistent with this code, as they are authorized by law to make for the government and operation of their respective schools or with the authority of teachers to make such rules, not inconsistent with this code, as they are authorized by law to make for their respective classes.

Students shall comply with the directions of Headmistress, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

Administrators and teachers may utilize a variety of intervention strategies for violations to the Code of Student Conduct, other Board policies, regulations issued by the individual school, or the North Carolina General Statutes. These interventions may include conferences, detentions, and removal from the classroom, in-school suspensions, behavior contracts, restrictions on activity, or referral to Peer Mediation Program, or any other intervention strategy that is available and is not contrary to Board policy or state or federal law. In addition, disciplinary action may also include suspensions for ten (10) school days or less ("short-term"); suspensions between ten (10) school days and the remainder of the school year ("long-term"); suspensions for 365 calendar days; and/or expulsion. Students also may be assigned to an alternative program approved by the Board of Directors for certain violations. All such assignments will be made by the superintendent on a case by case basis and shall only be done under conditions of probation.

The Headmistress and other school officials are authorized to involve law enforcement in serious violations in any category and are **required** to involve law enforcement in cases of

certain alleged criminal acts as set forth in G.S. 115C-288(g). In such cases, school officials shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall take place independently from the criminal investigation and prosecution.

A badge symbol,  identifies a rule violation when police will be notified.

Items denoted with one asterisk, *, will be confiscated and will not be returned until parent/guardian reclaims items from respective schools.

Items denoted with two asterisks, **, will be confiscated and turned over to law enforcement officials.

Level One Violations

- 1.1 **Boycotts** - Participating in any boycott or walk-out of any lawful school function at which attendance is required.
- 1.2 **Conduct on the School Bus** - Failing to follow the directives of the school bus driver and the rules and regulations of school bus safety as well as the rules of this policy while at a school bus stop, or in the school bus parking lot, or while riding on a school bus or other school vehicle. Violation of these rules may result in temporary or permanent suspension from the privilege of school transportation services as well as from school.
- 1.3 **Disruptive or Obscene Literature and Illustrations** - Possessing or distributing literature or illustrations that are obscene or that significantly disrupt the educational process.
- 1.4 **Damage to Property** - Intentionally damaging or attempting to damage or deface school or private property while under school jurisdiction. This level applies to damage or vandalism not exceeding \$1,000, including cost of replacement, repair or restoration of property.
- 1.5 **Disruption** - Using passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct.
- 1.6 **Fighting** - Hitting, shoving, scratching, biting, blocking the passage of, or throwing objects at another person. Taking any action or making comments or writing messages which might reasonably be expected to result in a fight.
- 1.7 **Gambling** - Participation in any unauthorized event, action, or statement which relies on chances for the monetary advantage of one participant at the expense of others.

- 1.8 **Hazing** - Subjecting a fellow student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, or other similar group.
- 1.9 **Integrity** - Engaging in or attempting to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access. Students are subject to disciplinary action as outlined in this policy and/or academic penalty.
- 1.10 **Intimidation** - Extorting or attempting to extort money, personal property, or personal services.
- 1.11 **Laser Pointers *** – Possessing or using a laser pointer device or a watch, key chain, pen, or other device equipped with a laser beam.
- 1.12 **Medication** – Knowingly possessing, using, distributing, selling, or sharing with another student any prescription or non-prescription medication except as authorized under Board policy Administering Medication to Students.
- 1.13 **Peer Relations** - Engaging in behavior which is immoral, indecent, overly affectionate, or of a sexual nature while in the school setting.
- 1.14 **Personal Property *** – Possessing on school property any toy, game, radio, CD player, walkman, tape recorder, pager, personal communication device, personal security alarm, or any other similar object that has no educational purpose or has the potential of disrupting the normal order of school unless the student receives prior authorization from the principal or designee.
- (a) Elementary and middle students may not bring cell phones to school unless for Instructional purposes. The first rule violation will result with a warning and the cell phone confiscated and returned at the end of the day. A second violation will result with a warning and the cell phone confiscated and given to a parent/guardian. **A third violation will result in possible disciplinary action and the confiscation of the cell phone, which, regardless of the ownership of the phone, will be returned to a parent or guardian at the end of the school year.**
- 1.15 **Protests** - Engaging in any protest, march, picket, sit-in, or similar activity, either on or off any school campus, which has as its purpose the disruption of any lawful function, mission, or process of the school or which in fact creates such a disturbance.
- 1.16 **Sales** – Selling to another student or purchasing from another student any item without the prior authorization of the principal.
- 1.17 **Skipping School** - Leaving school grounds or being in an unauthorized area of the school during the Instructional day without prior approval from a site administrator.
- 1.18 **Theft** - Stealing, attempting to steal, or knowingly being in possession of stolen property.
- (a) Unlawfully taking and/or carrying away property belonging to Lenoir County Public Schools, a staff member, or another student.
- (b) Removing any property from a locker other than the one assigned.

(c) Having in one's possession property obtained without permission of the owner.

- 1.19 **Threat/False Threat**  - Making any threat through written or verbal language, sign or act which conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.
(a) A student will not use electronic threatening such as posting information that can be disrupting, cause damage, or endanger students or staff.
(b) A student will not post personal, private, false, or defamatory information about self, another person, or an organization.
- 1.20 **Tobacco Products** *- Using or possessing any tobacco product or paraphernalia, including matches and lighters, at any time on school premises, on a school bus or other school vehicle, or at a school bus stop.
- 1.21 **Trespassing** - Being on the campus of any school except the one to which the student is assigned during the school day without the knowledge and consent of the officials of that school. Students who loiter at any school after the close of the school day without special need or proper supervision are trespassers and may be prosecuted if they fail to leave when instructed to do so. A student who has been suspended or expelled from school is trespassing if he or she appears on the property of any Children's Village Academy school or at any school sponsored activity during the suspension or expulsion period without the express permission of the Headmistress.
- 1.22 **Verbal Abuse or Disrespect** - Participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing; using vulgar, obscene, or abusive language, including slurs or insults intended to mock a person's race, religion, sex, national origin, disability or intellectual ability; or using sexually offensive or degrading language are specifically prohibited.

Penalty for Level One Violations –

Except as otherwise noted, the **first** violation of any of the **Level One** offenses [**except Rule 1.14(b)**] may result in short-term suspension from the Children's Village Academy for up to ten (10) school days or for up to the remainder of the school year for a serious violation.

A **second** violation of the same **Level One** offense during a school year may result in a long-term suspension from the Children's Village Academy for the remainder of the school year.

In all cases involving a long-term suspension, the superintendent or designee may assign the student to an alternative program approved by the Board of Directors. All assignments to an alternative program will be made by the superintendent on a case-by-case basis and shall be done only under conditions of probation.

Level Two Violations

- 2.1 **Assault on Another Student** - Assaulting or attacking, or causing or attempting to cause physical injury to another student or intentionally behaving in such a manner that could reasonably cause physical injury to any student.
- 2.2 **Attempted Assault on a School Employee** - Attempting to cause physical injury to a school employee or school volunteer, or behaving in such a manner that could reasonably cause physical injury to any school employee or school volunteer.
- 2.3 **Damage to Property and Vandalism** - Intentionally damaging or vandalizing or attempting to damage or vandalize, or deface school property or private property, while located on any properties owned or leased by the Children's Village Academy Board of Directors. This level applies to damages or vandalism exceeding \$1,000, including costs of replacement, repair, or restoration of property.
- 2.4 **Failure to Comply with Lawful Directive** - Failing to follow a directive after being personally notified by any school employee.
- 2.5 **Fire Alarms** - Setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection, smoke detection, or fire extinguishing system.
- 2.6 **Fireworks * or Ammunition** - Possessing, distributing, igniting or using any fireworks or ammunition on school premises.
- 2.7 **Gangs and Gang-Related Activities** -
- (a) Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items that show affiliation with a gang or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
 - (b) Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings etc.) to convey membership affiliation in any gang or that promotes gang affiliation;
 - (c) Tagging or otherwise defacing school or personal property with gang or gang-related symbols or slogans;
 - (d) Requiring payment of protection money or insurance or otherwise intimidating or threatening any person;
 - (e) Inciting other students to intimidate or to act with physical violence upon any other person;
 - (f) Soliciting others for gang membership;
 - (g) Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relate to gang activity.
- 2.8 **Reckless Vehicle Use/Car Theft** - Operating any motorized or self-propelled vehicle on school grounds or at a school-sponsored activity in a manner that threatens the health and safety of any other person or risks disrupting the educational process or being in the possession of a stolen vehicle.

- 2.9 **Sexual Acts** ☹ - Engaging in any consensual sexual act while on school property or at a school-sponsored activity or event.
- 2.10 **Sexual Harassment or Harassment including Bullying (Non-physical)** - Engaging, verbally or through other non-physical means, in sexual harassment or other harassment including bullying as defined in the Sexual Harassment and Harassment policies.
- 2.11 **Threats** ☹ - Threats of death or serious bodily injury communicated toward any student, school employee, or school volunteer by verbal, written or other communication.
- 2.12 **Weapons other than Firearms** ☹ ** - Possessing, handling, transferring, or bringing on to school property any items including, but not limited to, knife, razor, BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, sling shot, leaded cane, switchblade knife (a knife containing a blade that opens automatically by the release of a spring or a similar contrivance), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument, brass knuckles, mace, pepper spray, or other anti-personnel spray, or facsimile or other item that could be considered a weapon or dangerous instrument. This policy does not apply to instructional supplies, unaltered nail files and clips, or tools used solely for preparation of food, instruction, or maintenance.

Penalty for Level Two Violations -

Except as otherwise noted, the **first** violation of any of the **Level Two** provisions shall result in at least a short-term suspension and may result in long-term suspension from the Children's Village Academy for the remainder of the school year.

A **second** violation of the same **Level Two** offense during a school year shall result in long-term suspension from the Children's Village Academy for the remainder of the school year.

Any student who is fourteen years or older who commits a Level Two violation and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school as provided by law.

In all cases involving a long-term suspension or an expulsion, the superintendent may assign the student to an alternative program approved by the Board of Directors. All assignments to an alternative program will be made by the superintendent on a case-by-case basis and shall be done only under conditions of probation.

Level Three Violations

- 3.1 **Arson** ☹ - Burning or attempting to burn any school building or property. Possessing incendiary material, (i.e., gasoline, kerosene, or other flammable liquid), for the purpose of burning or the attempted burning of school property.

- 3.2 **Drugs or Alcohol** - Knowingly possessing, using, distributing, selling, possessing with intent to distribute or sell, or conspiring or attempting to distribute or sell, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit drugs, or possessing or using any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's mood or behavior.
- 3.3 **Sexual Harassment or Harassment including Bullying (Physical) or Sexual Assault** - Engaging in physical sexual harassment or harassment including bullying as defined in the Sexual Harassment and Harassment Policies or offensively touching another person's private parts, including buttocks or breasts, or forcing or attempting to force another to engage in a sexual act against their will.
- 3.4 **Use of a Weapon** - Using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon or a facsimile of a weapon.

Penalty for Level Three Violations –

Violation of any of the **Level Three** provisions shall result in long-term suspension from Children's Village Academy for the remainder of the school year. Any student who is fourteen years or older who commits a Level Three violation and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school as provided by law.

In all cases involving a long-term suspension or an expulsion, the superintendent may assign the student to an alternative program approved by the Board of Directors. All assignments to an alternative program will be made by the superintendent on a case-by-case basis and shall be done only under conditions of probationary placement, as determined by the alternative program.

Level Four Violations

- 4.1 **Assault and Serious Injuries on any Teacher or Other School Personnel** -
- (a) Assaulting and causing serious injury to a teacher or school personnel or volunteer or other adult who is not a student;
 - (b) Physically assaulting a teacher or other adult who is not a student.
- 4.2 **Assault on Another Student (serious injury or witnessed by school personnel)** -
- (a) Physically assaulting another student if the assault is witnessed by school personnel;
 - (b) Physically assaulting and seriously injuring another student.
- 4.3 **Bomb Threat or Hoax** -
- (a) Communicating by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity

off educational property any device designed to destroy or damage property by explosion, blasting, or burning; or

(b) With intent to perpetrate a hoax, concealing, placing, or displaying a device, machine, instrument, or artifact on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.

4.4 **Explosives** ☹️** - Possessing or placing on educational premises any explosive device, including, but not limited to, dynamite or dynamite cartridge, bomb, grenade, mine, nitroglycerine, or any other powerful explosives capable of causing injury or damages.

4.5 **Firearm - Possession or Use of** ☹️*** - Possessing, handling, using, transferring or bringing onto educational property, or to a school-sponsored curricular or extracurricular activity off of educational property, a gun, rifle, pistol or other firearm.

4.6 **Terrorist Threat or Hoax** ☹️ -

(a) Communicating by any means to any person or group of persons, a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored curricular or extracurricular activity off educational property any device, substance or material designed to cause harmful or life-threatening illness or injury to another person;

(b) With intent to perpetrate a hoax, concealing, placing, or displaying a device, machine, instrument, artifact, letter, package, material or substance on educational property or at a school-sponsored curricular or extracurricular activity off educational property, so as to cause any person reasonably to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.

(c) Threatening to commit on educational property or at a school-sponsored curricular or extracurricular activity off educational property an act of terror that is likely to cause serious injury or death, when that threat is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption.

(d) Making a report, knowing or having reason to know the report is false, that there is about to occur or is occurring on educational property or at a school-sponsored curricular or extracurricular activity off educational property, an act of terror that is likely to cause serious injury or death, when that report is intended to cause a significant disruption to the instructional day or a school-sponsored activity, or causes such a disruption.

(e) Conspiring to make a terrorist threat or hoax within the meaning of this policy.

Penalty for Level Four Violations -

For a violation of 4.1, any student who is at least 13 years of age shall be assigned by the superintendent to an appropriate alternative educational program in accordance with **G.S.**

115C-391. If no appropriate alternative educational program is available, then the superintendent shall suspend the student for not less than 300 calendar days but no more than 365 calendar days.

For a violation of 4.2, any student who is at least 13 years of age may be suspended from the Children's Village Academy for a period of up to 365 calendar days, or assigned to an appropriate alternative educational program approved by the Board of Education. For a violation of 4.1 or 4.2, any student who is **under** 13 years of age shall be long-term suspended from the Children's Village Academy for the remainder of the school year or assigned to an appropriate alternative educational program approved by the Board of Directors.

A violation of 4.3, 4.4, or 4.5 shall result in suspension for **365 calendar days** from the Children's Village Academy in accordance with **G.S. 115C-391**. The Board, on recommendation by the superintendent, may modify this 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 in an alternative school setting or in another setting that provides educational services.

A violation of 4.6 shall result in a long-term suspension and may result in suspension for up to **365 calendar days** from the Children's Village Academy in accordance with **G.S. 115C-391**.

Any student who is fourteen years or older who commits a **Level Four** violation and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety and health of other students or employees may be expelled from school, or assigned to an appropriate alternative educational program approved by the Board of Directors, as provided by law.

Any student who brings a weapon or firearm to school or on school property shall be referred to the criminal justice or juvenile delinquency system by the superintendent or his designee

Notice to parents for students who are expelled or suspended for more than 10 school days:

If a student is expelled or suspended for more than ten (10) school days, the superintendent or designee shall give notice to the student's parent/guardian of the student's procedural and appeal rights. Notice shall be in plain language and shall be easily understandable. If English is the second language of the parent or guardian, the notice shall be written in the parent's or guardian's first language when the appropriate foreign language resources are readily available. The notice shall also be provided in English. The notice shall also identify the information to be included in the student's official record and the procedure for expunging the information, as provided in the Maintenance, Review and Release of Student Records

TELECOMMUNICATIONS AND THE EDUCATIONAL PROGRAM

INTRODUCTION



This regulation governs the use of all telecommunications technologies, including telephones, facsimile, copy machines, and other wire or wireless telecommunication. The relative newness of the Internet and related technology requires a fairly comprehensive outline of acceptable and unacceptable uses. This regulation therefore applies specifically to use of local area networks, wide area networks, the Internet, and other similar networks. To the extent this regulation can apply to other telecommunications technologies, it shall be interpreted to apply to them as well.

To the extent practical, technology protection measures (or An Internet filters) shall be used to block or filter the Internet, or other forms of electronic communications, and access to inappropriate information. Specifically, as required by the Children=s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized for a bona fide research or other lawful purposes.

It shall be the responsibility of all members of Children=s Village Academy=s staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children=s Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Media and Technology or designated representatives.

The instructional purpose of the Children=s Village Academy network, this is the backbone to the Internet, is to support student research and the educational development of the faculty. All use shall be

intended to facilitate the exchange and access of information, intellectual property, and services to promote research, instruction, and technology diffusion. Use of the Internet and/or electronic mail is a privilege and not a right.

Activities in direct support of this purpose such as professional development, administrative communications, grant applications, new project announcements, and student product publishing, are acceptable. It is the general policy that Children's Village Academy network facilities are to be used in a responsible, efficient, ethical and legal manner in accordance with the instructional mission of the school division. Faculty and students must acknowledge their understanding of the general policy and guidelines as a condition of receiving access to the network.

Failure to adhere to this regulation and standards will result in disciplinary action, including revocation of the offender's network access privilege by the building administrator. Willful misuses will lead to serious disciplinary action and/or to criminal prosecution under applicable state and federal law. The standards do not attempt to articulate all permitted or prohibited behavior by users, and require application of common sense in light of the purpose and general policy for net access.

All employees and students shall sign a statement indicating that they understand and will strictly comply with this Acceptable Use policy.

DEFINITIONS

As used in this policy, the term "telecommunications technologies" shall include all computing and telecommunicating equipment, servers, networks, systems, and other computing and telecommunicating resources, including Internet, intranet, on-line services, electronic mail, web sites as well as copiers, fax machines, cellular phones and handheld devices such as PDAs and pagers.

As used in this policy, the term "electronic data files" shall include all electronic mail, Internet records, and data or other stored information on the school system network or hardware or on an external storage device used on the school system network or hardware.

Unless specifically stated otherwise, the provisions of this policy shall apply to employee and student use of all telecommunications services owned, leased, rented or otherwise provided or controlled by the Children's Village Academy Board of Directors.

PRIVACY

Administrators and/or individuals designated by the superintendent may review files and monitor and intercept communications to maintain system integrity and to ensure that users are complying with this policy. Files stored on Children's Village Academy

equipment and electronic mail (E-mail) are not private and are subject to disclosure to law enforcement or government officials or to other third parties through subpoena or other lawful process. The Children's Village Academy Board of Directors reserves the right to disclose employee electronic mail, Internet records, and data files to law enforcement, government officials, or other third parties without notification to or permission from the employees sending, receiving, or storing the material.

All users have the responsibility to protect the privacy of other users. Children's Village Academy employees are expected to maintain FERPA (Family Educational Rights and Privacy Act) compliance.

SECURITY

Security on the school systems computer resources is a high priority. It shall be the responsibility of the Children's Village Academy Media and Technology Department to monitor resources, activities, users, and documents when there has been a violation of the Acceptable Use policy. A review of the incident will be performed by the responsible parties and appropriate action taken.

USE STANDARDS

Standard 1: Acceptable uses of the network are activities that support learning and teaching. All students are expected to act responsibly and in conformity with generally accepted rules of network etiquette.

Standard 2: All student access to the Internet or e-mail requires student and parental consent prior to privileges being granted. Students and parents shall be required to sign a Student Network and Media Agreement form.

Standard 3: Unacceptable uses of telecommunications technologies include:

1. Violating the rights to privacy of any student or employee;
2. Transmitting profanity, obscenity, or other language which may be offensive to the recipient, or transmitting profanity, obscenity, or offensive language to any web site, newsgroup, mailing list, or similar forum;
3. Transmitting graphics (including still or moving pictures) or sound files which are pornographic, obscene, or offensive to another user, or transmission of such files to any forum where the graphics or sound files are accessible by others;
4. Downloading, storing, or printing files or messages (text, sound, still or moving graphics, or any combination thereof) that are pornographic or obscene or that use language, sounds, or imagery which offends

- or tends to degrade others (the administration invokes its discretionary rights to determine suitability in particular circumstances);
5. Harassment by computer, which includes transmitting any material which is threatening to another person, with the intent to coerce, intimidate, or harass any person to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, whether or not such material is transmitted to that third person;
 6. Copying proprietary information, including software, in violation of applicable law;
 7. Using the network for personal financial gain, business activity not on behalf of the Children's Village Academy, or any illegal activity;
 8. Knowingly or negligently transmitting computer viruses, or failing to scan downloaded files for viruses;
 9. Deliberately trying to degrade or disrupt system performance (such acts will also be viewed as criminal activity under applicable state or federal law);
 10. Re-posting personal communications without the author's prior consent;
 11. Transmitting product advertisement or political lobbying;
 12. Personal use not related to educational purposes;
 13. Fund-raising or links to fund-raising information on school/department web sites or the Children's Village Academy's web page;
 14. Including any school interior maps, floor plans, or written descriptions of interior floor plans on web pages in order to prevent threats to school security;
 15. Any use in violation of federal or state law or Board policy;
 16. Users will not download or copy copyrighted software, inappropriate text and graphic files, or files dangerous to the integrity of the network.
 17. Users will not download movie or sound files unless prior approval has been granted by the Media and Technology Department and is for educational purposes only.
 18. Cell phones are for business purposes only and personal calls should be held to a minimum. Each cell phone user will be responsible for marking all personal calls made on his/her cell phone. Each cell phone user will be billed the appropriate amount for his/her personal use by Children's Village Academy.
 19. Copiers, pagers, and other communications equipment are property of Children's Village Academy and are for business purposes only. Use of this equipment for personal reasons is strictly prohibited.

Employees and students making copies should also be aware of and adhere to Copyright Policy (PL '94-553, 90 Stat. 2541).

Standard 4: All users will abide by prevailing etiquette rules for net usage, including etiquette rules specific to a web site, newsgroup, mailing list, or other forum.

Standard 5: Students are bound to the same standards as employees for use of telecommunications technologies. Failure to adhere to these standards will result in disciplinary action, up to and including expulsion.

APPLICATION OF PUBLIC RECORDS LAW

All information created or received for work purposes and stored on or contained in the school system's computer resources or electronic data files is subject to public disclosure unless an exception to the Public Records Law applies. This information may be purged or destroyed only in accordance with the applicable records retention schedule and the State Division of Archives regulations.

WAIVER OF RESPONSIBILITY

Children's Village Academy makes no warranties of any kind, whether express or implied, for the computer resources it may provide. Children's Village Academy will not be responsible for any damages suffered, including damages caused by loss of service, interruptions or any other cause. Use of information obtained via the Internet is at the user's risk. Children's Village Academy specifically denies any responsibility for the accuracy or quality of information obtained via its Internet service. Children's Village Academy also specifically clarifies that electronic mail / Internet messages authored by employees may not necessarily reflect the views of the Children's Village Academy Board of Directors.

Adopted: July 1, 2010

ADMINISTERING MEDICINES TO STUDENTS



The board recognizes that students may need to take medication during school hours. School personnel may administer drugs or medication prescribed by a doctor upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel should not agree to administer any medication that could be taken at home.

A. STANDARDS FOR ADMINISTERING MEDICINES (PRESCRIPTION AND OVER THE COUNTER)

1. School employees may only administer prescription and/or over-the-counter drugs or medication under the following conditions:
 - a. The student's parent or legal custodian must have their physician complete the "Parent Request and Physician's Order for Medications to be Given During School Hours" form;
 - b. The "Parent Request and Physician's Order for Medications to be Given During Schools Hours" form must be signed by the physician and the parent;
 - c. The medication must be delivered by the parent to the school in its original container; and
 - d. The employee administers the drug or medication pursuant to the written instructions provided by the physician.
2. The superintendent shall develop procedures for the implementation of this policy. These rules and a copy of this policy must be made available to all students and parents each school year. The superintendent's procedures should be developed according to the guidelines listed below.
 - a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine.
 - b. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the Policies Governing Services for Children with Disabilities. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
 - c. Unless the drug has been prescribed to the student by a physician and the student is authorized to possess

and use the drug in accordance with subsection D below, no student may possess, use or transmit any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.

- d. The board generally encourages school personnel to administer medicine from a centralized location. However, whether from a centralized location or multiple locations, any medicines kept at school for a student must be kept in a locked and secure place. An exception to this policy are emergency medications such as, but not limited to, asthma inhalers and epipenes. At the end of the school year or if the administration of the medicine is discontinued, any medication not picked up by the parent within two weeks shall be destroyed.
- e. All school personnel who will be administering medicines must receive appropriate training.
- f. Only drugs clearly prescribed or intended for the student may be administered by school personnel. At the time a parent brings a drug to school for administration, if school personnel have concerns regarding the appropriateness of a drug or dosage for a student, a confirmation should be obtained from the student's doctor or another doctor prior to administering the medicine or allowing a student to self-administer a medicine.
- g. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property.
- h. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

B. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with asthma or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medicine.

C. STUDENT SELF-ADMINISTERING

The board recognizes that students, especially those with asthma or who are subject to anaphylactic reactions, may

need to possess and self-administer medication on school property. The following procedures govern student self administration of medications on school property during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events. The superintendent shall develop further procedures, as necessary, for the possession and self-administration of medication by students.

1. Asthma Medications

As used in this policy, “asthma medication” means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector.

- a. Before a student will be allowed to self-administer medicine pursuant to this section, the student’s parent or guardian must provide to the principal or designee all of the documents listed below.
 - (1) Written authorization from the student’s parent or guardian for the student to possess and self-administer asthma medication;
 - (2) A written statement from the student’s health care practitioner verifying:
 - (a) that the student has asthma and/or an allergy that could result in anaphylactic reaction;
 - (b) that he or she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
 - (c) that the student understands, has been instructed in self-administration of the asthma medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;
 - (3) A written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student’s asthma or anaphylaxis episodes and for medication use by the student;
 - (4) A statement provided by the school system and

signed by the student's parent or guardian acknowledging that the board of education and its agents are not liable for injury arising from the student's possession and self-administration of asthma medication; and

- (5) Any other documents or items necessary to comply with state and federal laws.
 - (a) Prior to being permitted to self-administer medicine at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the asthma medication and any accompanying device.
 - (b) The student's parent or guardian must provide to the school backup asthma medication that school personnel are to keep in a location to which the student has Immediate access in the event of an emergency.
 - © All information provided to the school by the student's parent or guardian must be kept on file at the school in an easily accessible location. Any permission granted by the principal for a student to possess and self-administer asthma medication will be effective only for the same school for 365 calendar days. Such permission must be reviewed annually.
 - (d) A student who uses his or her prescribed asthma medication in a manner other than as prescribed may be subject to disciplinary action pursuant to the school disciplinary policy. No one may impose disciplinary action on the student that limits or restricts the student's immediate access to the asthma medication.

2. Other Medications

- a. At all grades, students may self-medicate with prescription medicine only if they have permission to do so documented on the form entitled "Parent Request and Physician's Order for Medications to be Given During School Hours." In kindergarten through grade eight, no other self-medication, including self-administration of over-the-counter medicines, is permitted.
- b. The storage of self-administered medications is determined by the principal based on the nature of the medication, age of child and child's ability to maintain safe use. The principal may allow a child to keep the medication on his or her person.
- c. Students are prohibited from sharing medication with other students. The board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students.

LEGAL REF: G.S. 115C-307

ADOPTED: July 1 2010

BUS AND BUS STOP RULES



Violation of any rule included in this handbook may result in suspension from school and/or suspension from riding the school bus.

Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students, or the general public; and to refrain from violating federal, state or local law or the requirements of the Student Code of Conduct.

Student safety on the school buses and at the bus stops is a major priority. Parents/Guardians are encouraged to monitor student behavior going to and returning from the bus stops and at the bus stop locations. Students' behavior on the bus that endangers others will not be tolerated. Rules regarding bus stop safety and behavior on the bus are provided. Adults are encouraged to go over these rules with students and support the school district in enforcing the rules and the expectation that students will be good citizens on the bus. Students will respect the bus drivers and bus assistants and follow their directions.

Students must get on the bus and exit the bus at the assigned stops. On occasion, a student may ride a different bus than the one assigned by staff. This requires a note to the school, signed by the parent/guardian, and an approval by the school staff for the student to ride a different bus and be dropped off at a different bus stop. A note signed by the principal/designee must be given to the bus driver. Disciplinary action may be taken against students who purposely board or exit a bus at a stop other than the assigned stop.

The state law authorizes the proper discipline of students going to and returning from school. As a general rule, this authority to discipline extends to pupils on their way to or from school if such conduct directly affects the good order and welfare of the school. Headmistress stress to students that they are expected to conduct themselves in an orderly manner at all times and that failure to do so going to and from school may result in discipline described in this handbook.

Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop. School begins at the bus stop and continues on the bus.

At the Bus Stop

- ! Arrive at the assigned stop five minutes before bus pick-up
- ! Stand on the sidewalk or the edge of the street by the curb
- ! Stay off private property
- ! Do not stand on the traveled part of the road
- ! Be respectful of and watchful for traffic
- ! Wait quietly and orderly

When the Bus Arrives

- ! Allow the bus to come to a complete stop
- ! Board the bus in a quiet and orderly manner

On the Bus

- ! Remain seated at all times
- ! Cooperate with the driver and practice orderly conduct
- ! No profanity or obscene behavior
- ! No smoking
- ! No eating or drinking
- ! No vandalism
- ! No body parts outside bus windows
- ! No radio, tapes or electronic audio/video devices
- ! No live animals
- ! No unsafe objects or weapons
- ! No throwing items from the bus or on the bus
- ! No gambling

Leaving the Bus

- ! Remain seated until the bus comes to a complete stop
- ! Leave in an orderly manner
- ! Leave at your assigned bus stop
- ! Cross in front of the bus

Children's Village Academy requires 24 hour written notice in order for your child to be picked up or dropped off at another address. Children's Village Academy is available to answer questions regarding transportation of students to school or questions regarding walking students. Parents should call the following telephone number for assistance: 252-939-1958.

Safety Tips for Walking to Bus Stops and to School:

- ! Always walk with a friend or in a group.
- ! Walk on the sidewalk near the roadside curb in order to be seen well.

- ! Stay in well-lit or populated areas.
- ! Never approach or talk to anyone you do not know.
- ! Report any suspicious activity or anything that makes you feel uncomfortable. Dial 911, if necessary.
- ! Children should follow their parents' instructions for what they are to do if the bus or their regular ride to or from school does not arrive.

G.S. 14-132.2 states that any unauthorized person who interferes with the operation of a public school bus can be charged with a Class 1 Misdemeanor.

STUDENT DRESS CODE

Students (male or female) must observe the following guidelines:

- **UNIFORMS MUST BE WORN AT ALL TIMES**

- Shorts and skirts must be worn at an appropriate length.

When students stand with their hands positioned by their sides, shorts or skirts must be at their fingertips or below their fingertips.

- Tank tops, tube tops, halter tops, see-through shirts, mesh shirts, and clothing that exposes the midriff or chest are not appropriate. Shirts and tops should be buttoned high enough to cover the chest.

- Clinging or form-fitting clothing (such as sweat, exercise, or aerobic suits) is not permitted.

- T-shirts and other clothing that depict references to controlled substances, gang affiliations, unacceptable language and symbols, or that may be sensitive to the culture of students or staff members are prohibited. No clothing will be permitted that may be offensive or suggestive to any race, sex, or religion. Pants and trousers must be fastened properly around the waist. When belts are worn, belts are to remain buckled.

- Shoes must be worn at all times.

- No sun/shade glasses are to be worn in the building unless it is medically prescribed that they be worn indoors.

- No head gear (hats, caps, hoods, bandannas, kerchiefs, curlers, etc.) is to be worn inside of the building. Appropriate disciplinary action will be taken for any violation of the dress code.

DUE PROCESS

It is the objective of the Children's Village Academy Board of Directors to maintain the orderly, efficient, and safe operation of Children's Village Academy while respecting the individual rights of students. Students may be suspended from school or expelled only in accordance with state law and Board policy.

Definitions

1. Appeal - request for review by the superintendent, or by the Board of Directors, of action taken at a formal long-term suspension hearing at the central office level
2. Board – Children's Village Academy Board of Directors
3. Formal Hearing - a process of review conducted at the central office level by the superintendent or the hearing officer
4. Hearing Officer - the superintendent's designee who conducts formal hearings
5. Informal Hearing - the provision for direct communication between the principal and the student to assure the opportunity for a student to respond to any allegation giving rise to disciplinary action
6. Long-Term Suspension - removal from school for a period of more than ten (10) school days
7. Parent - natural parent, legal guardian, legal custodian, or custodial adult under G.S. 115C-366
8. Principal - school principal or any school professional to whom official authority has been delegated
9. School Property - that location over which the school or Board of Directors has supervisory responsibility
10. Short-Term Suspension - removal from school for a period of up to and including ten (10) school days
11. Student - any person attending any of the Children's Village Academy
12. Summary Suspension - immediate removal from school for a period of up to and including three (3) school days to prevent further disruption and ensure safety at the school
13. Superintendent - the superintendent of Children's Village Academy or the superintendent's designee

Procedure

The Headmistress or designee shall investigate all instances of alleged misconduct, including violations of the General Statutes of the State of North Carolina occurring on school property and violations of the Code of Student Conduct or other Board policy.

The Headmistress or designee shall attempt, within reason, to hear every side of of the controversy. The student will be confronted with the allegations and given the opportunity to respond to the allegations. The Headmistress will attempt to question witnesses requested by the student.

A. Summary Suspension

If the Headmistress witnesses or is made aware of any serious student misconduct and has reasonable grounds to believe that immediate removal of the student is necessary to restore order or to protect school property or persons on the school grounds, the student may be suspended immediately for not more than three (3) school days. In such cases, the Headmistress is not required to conduct a full investigation before suspending the student. In all cases, however, the student is entitled to minimal due process, as described in section B for short-term suspensions, as soon as reasonably possible.

After further investigation, the Head mistress may carry out further disciplinary action, if any is warranted. If subsequent investigation convinces the Head Mistress that the student receiving the summary suspension is not guilty of the misconduct in question, the student shall have the right to make up work missed, receive credit for such work, and will be counted present for days missed.

B. Short-Term Suspension

A short-term suspension is removal from school for a period up to and including ten (10) school days. The principal may invoke a short-term suspension only after investigating the misconduct and confronting the student with the allegations against the student and giving the student an opportunity to respond. The principal may invoke a short-term suspension only for a violation of school Board policy or procedure or as provided in G.S. 115C-391.

When a student is issued a short-term suspension, the Headmistress shall:

1. Send a written notice to the parent adequately stating the charge against the student and containing sufficient facts to describe the nature of the offense.

2. Make every effort to hold a conference with the parents before or at the time the student returns to school.

A short-term suspension may not be appealed to the Board of Directors.

C. Sending a Student Home during the School Day

When a student is suspended, a reasonable attempt shall be made to reach the student's parents to inform them of the school's action and request that they come to the school or make arrangements for the student to leave the school. If the parents are available to receive the student, but unable to make arrangements to pick up the student, the school may provide transportation. A suspended student may only be released to a parent or to another adult at the request of the parent. If the parents are unreachable, then the student must remain on school property until the close of the school day, unless, in extreme circumstances, immediate removal of the student from school grounds is necessary to restore or maintain order or to protect school property or people on the school grounds.

D. Long-Term Suspension - Initiation of Notice and Proceeding

If the Headmistress, following the investigation, determines that a long-term suspension is appropriate, a short-term suspension of ten (10) school days shall be invoked and a recommendation to invoke a long-term suspension shall be made, in writing, to the superintendent/or his designee.

The Headmistress also shall send a copy of the recommendation by mail to the student's parent. The student and parent shall be informed of the Procedures for Suspensions and Expulsions.

The written recommendation to the superintendent shall state the charges against the student and contain sufficient facts to describe the nature of the offense. The superintendent shall approve or disapprove the long-term suspension within five (5) school days following receipt of the principal's recommendation if the student or parent does not ask for a formal hearing.

If the superintendent approves the long-term suspension, he or she shall identify the information that will be included in the student's official record and describe the procedure for expunging that information.

E. Formal Hearing

If a formal hearing is desired, the student or parent must notify the superintendent in writing within three (3) school days following the notice of impending long-term suspension.

If the parent/guardian or student fails to appeal within three (3) school days, they waive the right to a hearing before a hearing panel or the Board of Directors.

At the start of the school year, the superintendent shall appoint a hearing officer who will serve in that capacity for the duration of one school year. The hearing officer shall have no vote.

Upon receipt of a notice of appeal, the superintendent shall notify the hearing officer who shall appoint three panel members from a slate of yearly nominees made by the superintendent. These three panel members shall be employees of the Children's Village Academy currently assigned to a school not involved in the particular case.

The hearing shall be convened and conducted by the hearing officer within five (5) school days following the request.

The following rules shall govern all formal hearings:

1. The hearing shall be private and informal. Rigid rules of evidence need not be observed. The hearing may be attended by the Headmistress or her designee, the student, the student's parents and if desired, the student's legal representative, the hearing panel and such other persons as the hearing officer deems necessary. If the student chooses to have legal representation present, notification must be given to the superintendent or hearing officer at least two (2) calendar days prior to the hearing.

2. The hearing panel may consider the testimony of any witness, including hearsay evidence considered reliable by the hearing officer.

3. At the hearing, the principal or other representative of the school shall offer competent evidence concerning the student's violation of the Code of Student Conduct. The student or the student's representative may then present evidence, including documents and witnesses.

4. Both the Headmistress or school representative and the student or his or her legal representative may question the witnesses presented by the other side. The hearing officer has the power to limit questioning by any person if such questioning is repetitive, immaterial or irrelevant.

5. A record shall be kept of the hearing.

6. After the evidence has been presented and the hearing adjourned, the hearing panel shall proceed to reach a decision in private. The hearing officer may provide advice on policy or procedural issues but will not participate in the decision. The decision will be reached by simple majority and will be based solely on the evidence presented at the hearing. Written notification of the hearing panel's decision will be sent to the superintendent by the end of the next school day following the hearing. The notice should include a finding as to whether the student violated the Code of Student Conduct, and if so, shall make a recommendation as to the severity of the punishment. The notice should explain the findings upon which the decision was based as well as any conditions associated with the decision.

7. After considering the recommendation of the hearing panel, the superintendent shall send written notification of his disposition in the case to the parents of the student and to the Headmistress within five (5) school days of the hearing panel's recommendation. This written notice shall inform the parents of their rights to appeal the decision to the Board and shall also identify the information that will be included in the student's official record and describe the procedure for expunging that information.

F. Appeal to the Board of Directors

Any student or parent who disputes the final decision of the superintendent regarding a **long-term suspension** may appeal to the Board of Directors. The appeal must be made, in writing, within five (5) school days of the mailing of the notice from the superintendent.

The appeal shall be held before a panel of the Board of Directors members. The student shall have the right to be represented by counsel. The hearing shall be conducted in closed session, and the appeal shall be on the record unless the Board determines that additional information is necessary. The period of suspension decided by the hearing panel will not be postponed pending the appeal.

The student's parent ordinarily will be notified of the Board's decision within five (5) school days of the hearing.

G. 365-Day Suspension for Firearms/Explosives

The procedures for long-term suspension above shall apply in cases involving bomb threats or hoaxes or the possession or use of a firearm or explosive except as follows: The hearing panel shall only decide whether the student committed the violation and not what form of discipline is appropriate. If the hearing panel finds there was a violation, the student or parent/guardian may appeal to the Board of Directors as provided in Paragraph F above.

H. Transfer or Suspension of Assaultive Students

1. Mandatory Removal

a. Any student who is at least 13 years of age and who assaults and seriously injures a Board employee on school property or at a school-sponsored or school related activity shall be transferred to an alternative setting, or suspended from school for no less than 300 or more than 365 calendar days. In such cases, the principal shall determine whether an appropriate alternative setting exists, or whether suspension is appropriate. The student may appeal the decision under the procedures established for long-term suspension.

b. If a teacher is assaulted or injured by a student and as a result of this conduct the student is suspended or removed to an alternative educational setting, the student may not be returned to the teacher's classroom unless the teacher consents.

c. **Conduct Occurring on or before the 90th School Day**
If the Board removes the student to an alternative educational setting under this section as a result of the conduct and the conduct occurred on or before the 90th school day, the student shall be removed to that setting for the remainder of the school year and the first 90 school days in the following year.

d. **Conduct Occurring after the 90th School Day**
If the Board removes the student to an alternative educational setting as a result of the above conduct occurring after the 90th school day, the student shall be removed from that setting for the remainder of the school year and for the entire subsequent school year.

e. Notwithstanding the above provisions, the Board may authorize a shorter or longer length of time a student must remain in an alternative educational setting if the Board finds this would be more appropriate based upon the recommendations of the Head Mistress of the alternative school and the school to which the student will return.

2. Permissive Removal

Any student at least thirteen years old who while on school property or at a school activity: (a) physically assaults a teacher (without serious injury) or another adult, (b) assaults another student and the assault is witnessed by school personnel, or (c) assaults another student and causes serious injury, may be subject to removal to an alternative educational setting, or suspension for not more than 365 calendar days. The Board may authorize a shorter or longer length of time a student must remain in an alternative educational setting if the Board finds this would be more appropriate based upon the recommendations of the principals of the alternative school and the school to which the student will return.

3. Appeals

A student who is subject to a transfer or suspension under this section may appeal the decision to the Board of Directors under the procedures established for long-term suspension.

I. Suspension of Children with Disabilities

The policies and procedures for the discipline of students with disabilities shall be consistent with federal laws and regulations. Any change in placement shall be made by the child's IEP team. The procedures for the suspension of children with disabilities are addressed in Procedures Governing Programs and Services for Children with Disabilities which is available in the Exceptional Children's office.

J. Expulsions

Upon recommendation of the principal and superintendent, the Board may permanently expel a student who is fourteen years of age or older and whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The Board's decision to expel such a student shall be based on clear and convincing

evidence. The Board may also consider the State Board of Education guidelines defining acts and conduct that are considered a clear threat to the safety of students or employees. Prior to ordering the expulsion of such a student, the Board shall consider whether there is an appropriate alternative program offered by the Board that may provide education services to the student.

Students recommended for expulsion may appeal the recommendation under the procedures specified in this policy for long-term suspension. The decision of the Board under this provision is final, subject only to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes.

Any student who has been expelled may request that the Board reconsider its decision at any time after the first July 1 that is at least six months after the expulsion decision. If the student demonstrates to the Board's satisfaction that his presence in school no longer constitutes a threat to the safety of other students or employees, the Board shall readmit the student and assign him to a school on a date the Board deems appropriate.

LEGAL REF: G.S. 115C-112, G.S. 115C-288(e), G.S. 115C-307, G.S.115C-390, and G.S. 115C-391

ADOPTED: July 1, 2010

HARASSMENT

The Children's Village Academy Board of Directors is committed to providing a nondiscriminatory environment that is conducive to learning. To this end, the Board specifically prohibits harassment on the basis of race, religion, sex, ethnicity, national origin or disability. This policy is in addition to the Board's Sexual Harassment policy.

Harassment means any offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity, or to alter the conditions of an employee's employment and create a hostile working environment. Prohibited conduct may include, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation. Bullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and

exclusion from peer groups.

Harassment is prohibited at all levels: between students, between employees and students, between peers or coworkers, between supervisors and subordinates, or between non-employees and employees and/or students.

Any student who believes that he or she has been harassed in violation of this policy should report such behavior immediately to a teacher, counselor or administrator at his/her school. A school employee who is notified of or otherwise becomes aware of conduct which may violate this policy shall report the matter to the principal, and failure to do so may subject the employee to disciplinary action.

Any employee who believes that he or she has been harassed in violation of this policy should report such behavior to the Headmistress, or the superintendent. Any supervisor who reasonably believes that an employee has been subjected to harassment in the workplace shall report the information promptly to the superintendent.

All complaints of harassment shall be promptly and thoroughly investigated. Evidence of harassment may result in disciplinary action being taken, up to and including dismissal in the case of employees, or up to and including long-term suspension or expulsion in certain cases for students. The Board specifically prohibits retaliation against any individual who makes a complaint or reports an incident of harassment or who participates in an investigation or grievance proceeding initiated under this policy.

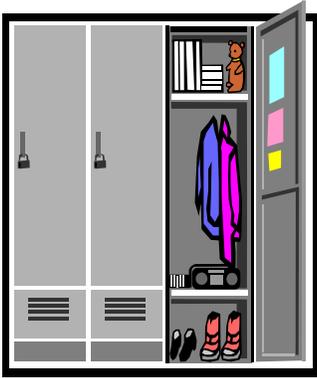
Nothing in this policy precludes the school system from taking disciplinary action against a student or employee where the evidence does not establish harassment but the conduct otherwise fails to satisfy the school system's high expectations for appropriate conduct.

LEGAL REF: Title VI of the Civil Rights Act of 1964, 42 U.S.C. ' 2000d et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. ' 2000e et seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. ' 1681 et seq.; Rehabilitation Act of 1973, 29 U.S.C. ' 701 et seq.; G.S. 126-16.

ADOPTED: July 1, 2010

Revised: March 7, 2005

STUDENT SEARCHES



To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel; any item disruptive of any lawful function, mission or process of the school; or any item described as unauthorized in school rules available beforehand to the student.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches

A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized materials.

If a pat-down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

If a school official has reasonable suspicion that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student’s person may be conducted. Such a search may only be conducted in private by a school official of the same sex with an adult witness of the same sex present, and only upon the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures. The parent or guardian shall be notified of the search and any items impounded.

Locker Searches

Student lockers are school property and remain at all times under control of the school. Students are expected to assume full responsibility for the security of their lockers. However, periodic general inspections of lockers may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion that illegal or unauthorized materials are contained inside. Exterior patrols and inspections, including canine searches, may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such property shall be turned over to proper legal authorities for ultimate disposition.

School Computers

School computers and any data they contain remain under control of the school and are subject to inspection at any time.

LEGAL REF: G.S. 115C-36; U.S. Const. Amend. IV.

ADOPTED: July 1, 2010

SEXUAL HARASSMENT

The Children's Village Academy Board of Directors believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits employees and students from engaging in sexual harassment and advises employees and students that when evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal (for employees) and suspension (for students).

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or
- B. Submission to or rejection of such conduct is used as the basis for

employment decisions affecting such individual, or, in the case of a student, submission to or rejection of such conduct is used in evaluating the individual's performance within a course of study or other school-related activity; or

C. Such conduct has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, or creating an intimidating, hostile, or offensive environment.

Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; or the display in the work place or school setting of sexually suggestive objects or pictures.

Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees or prospective employees or appropriate social interactions between students that do not violate the Student Code of Conduct.

In the case of consensual relations between students, there may be reason to question the consensual nature of the conduct if one or both of the students are very young or there is an age disparity between the students.

It is possible for sexual harassment to occur at various levels: between peers or co-workers, between supervisors and subordinates, between employees and students, between students, or imposed by nonemployees on employees and/or students.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between school system employees and students are never appropriate, whether or not they are consensual or otherwise outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, up to and including dismissal.

Any employee who has reason to believe that another employee is inappropriately involved with a student, as described above, shall report this information to Headmistress. An employee who fails to inform the Headmistress of a reported or suspected inappropriate relationship between an employee and a student may be subject to disciplinary action.

All complaints of sexual harassment and all incidents of sexual harassment of which school administrators have actual knowledge shall be promptly and thoroughly investigated according to the following procedure:

A. All investigations of sexual harassment shall be confidential. Information shall be given only to those individuals who need to have access to it in order to appropriately investigate and address the complaint. The Headmistress shall act as the compliance coordinator and will be primarily responsible for assuring that sexual harassment complaints are investigated.

B. A student who believes that he or she has suffered sexual harassment may report the matter to the school principal. However, any teacher or other school employee who receives from a student a report of alleged sexual harassment or otherwise becomes aware of such conduct shall immediately report the same to the Headmistress and the Headmistress shall promptly inform the Director of Human Resources of the allegations. Failure by the employee to do so may subject the employee to disciplinary action. If the student's school principal is the alleged offender, such report by the student or by other school employees shall be made to the Director of Directors.

C. An employee who believes that he or she has suffered sexual harassment may report the matter to the Board of Directors. However, any school employee who occupies an organizationally superior position relative to an employee who receives from such employee a report of alleged sexual harassment or otherwise becomes aware of such conduct shall promptly report the same to the Board of Directors. Failure by such employee to do so may subject the employee to disciplinary action. If the Headmistress is the alleged offender, such report shall be made to the superintendent.

D. In any case involving alleged sexual harassment by the superintendent, reports shall be made to any member of the Board.

E. The Board of Directors shall promptly and thoroughly investigate allegations of sexual harassment and recommend to the superintendent an appropriate course of action. The superintendent shall review the recommendation and implement an appropriate course of action. The actions taken should be reasonably calculated to end any harassment, eliminate a hostile environment if one has been created, and prevent harassment from occurring again. Incidents of sexual harassment shall be deemed to be serious disciplinary infractions. In the case of

students, the Student Code of Conduct outlines the range of disciplinary consequences.

F. The superintendent may establish such guidelines and additional procedures deemed necessary for the purpose of implementation of this policy.

G. If for any reason, the complainant is not satisfied with the administrative response, he/she may file an appeal with the chairman of the Board of Education. Such an appeal should be filed by the complainant within 30 days of being informed of the superintendent's response to the complaint.

H. The Board specifically prohibits retaliation against any individual who makes a complaint or reports an incident of sexual harassment or who participates in an investigation or grievance proceeding initiated under this policy.

I. Nothing in this policy precludes the school system from taking disciplinary action against a student or employee where the evidence does not establish sexual harassment but the conduct otherwise fails to satisfy the school system's high expectations for appropriate conduct.

It shall be the responsibility of the superintendent and designee to inform school employees and students regarding this policy.

LEGAL REF: Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; G.S. 126-16; G.S. 115C-335.5

ADOPTED: July 1, 2010

STUDENT AND PARENT GRIEVANCE PROCEDURE

A grievance is a formal complaint about an act or policy. A student, parent, or guardian may initiate the grievance procedure to appeal any final decision of school personnel within the school system, except as provided in section 1 below. **There are three possible steps in the grievance policy.** Grievances that involve an alleged violation of Board policy or state or federal law or regulation by a final administrative decision may be appealed to the Children's Village Academy Board of Directors. All other grievances may be appealed to the superintendent/designee but are only appealable to the Board in its discretion as outlined below.

1. This policy does not apply in the case of long-term suspension or expulsion where the provisions of the sections 3 – 8 of the Due Process apply or in the case of alleged sexual harassment where the provisions of section 4 of the Sexual Harassment policy apply.

2. There are three possible steps in the grievance procedure.

Step I is a Principal Conference. A student, parent, or guardian wishing to file a grievance must make a written request for a conference with the principal to discuss the grievance and seek resolution. The letter shall detail the basis for the grievance, name the specific policy, rule or law believed to have been violated, and specify the relief being sought. The following additional guidelines shall be observed in Step I.

- a. No grievance shall be heard unless it has been filed in writing within **twenty (20) school** days after the act or condition giving rise to the grievance and states with particularity the basis for the grievance, the policy, regulation and procedure, rule or law believed to have been violated, and the remedy being sought.
 - b. The Headmistress shall grant the conference within five (5) school days following receipt of the request. The principal will state in writing his/her position on the question to the student or parent within five (5) school days following the conference.
 - c. Only the parent, guardian, or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the Head Mistress.
3. Step II – Appeal to the Superintendent – If the grievance is not resolved at Step I the student, parent, or guardian may appeal he principal's decision in writing to the superintendent. The appeal must be made within **ten (10)** school days following receipt of the principal's written response in "B" of Step I. The

superintendent or his/her designee shall review the grievance within five (5) school days following receipt of the appeal. If the superintendent or his/her designee determines that additional time is needed to develop the factual record, the grievance may be put on hold for fifteen (15) additional **school** days (or longer if by mutual agreement) to allow time for investigation.

A written response shall be made to the student, parent, guardian, and principal from the superintendent or his/her designee within ten (10) school days following the review.

4. Step III – Appeal to Board of Directors – If the grievance is not resolved at Step II, and it involves an alleged violation of state or local Board policy or state or federal law or state rule by a final administrative decision, it may be appealed in writing to the Board of Directors. This written appeal must be made within ten (10) school days following the written response from the superintendent at Step II. **The Board will provide notice to all parties of the date and time of the hearing. The hearing will not be open to the public. No new evidence will be allowed at the hearing in front of the Board of Directors, it will be limited to the written record established at Step I and Step II of the grievance process,** unless the Board determines that additional information is necessary. The Board may affirm, reverse, or modify the decision of the superintendent. The Level Two decision will be reversed if the Board determines that there has been a material violation of Board policy or state or federal law or regulation, or that the decision is unsupported by substantial evidence in view of the entire record as submitted. The Board shall offer a final written decision within thirty (30) **school** days.

5. A grievant who is not entitled to appeal to the Board may seek discretionary review by submitting a written appeal to the superintendent's office within ten (10) school days following the written response from the superintendent at Step II. The Chair and Vice-Chair of the Board shall review the request and notify the grievant within ten (10) school days from receipt of the request whether the Board will grant a hearing. If the Chair and Vice-chair do not agree on whether to grant the request, a Board hearing will be allowed. The procedures outlined in section 4 will be followed in any hearing granted under this section.

6. The superintendent shall disseminate this policy to students at the beginning of each school year.

7. If the school system fails to comply with the time periods or other procedures outlined in this policy, the grievant may advance the grievance to the next level. If the grievant fails to comply with the time periods or other procedures outlined in this policy, the

grievant waives any further rights of appeal and the grievance will be considered resolved.

8. The grievance may be voluntarily withdrawn at any level. Once a grievance is withdrawn it cannot be re-opened. If at any time during the grievance process the school system grants the grievant the relief requested, the grievance shall be terminated at that time.

**LEGAL REF: Title IX of the Education Amendments of 1972,
G.S. 115C-45(c)**

ADOPTED: July 1, 2010

ATTENDANCE



The Public School Laws of North Carolina (G.S. 115C-378) require that parents or guardians cause each child between the ages of seven and sixteen to attend school continuously for a period of time equal to the time school is in session. No person shall encourage, entice, or counsel any child to be unlawfully absent from school.

A written excuse is required each time a student is absent. This excuse should state the reason for the absence and is necessary for teachers to properly code student absences on their attendance reports.

Lawful/Excused absences are as follows:

- Illness or Injury
When the absence results from illness or injury which prevents the student from being physically able to attend school
- Quarantine
When isolation of the student is ordered by the local health officer or by the State Board of Health
- Death in the Immediate Family
When the absence results from the death of a member of the immediate family of the student (Not necessarily limited to grandparents, parents, brothers and sisters)

- Medical or Dental Appointments
When the absence results from a medical or dental appointment of a student
- Court or Administrative Proceedings
When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness
- Religious Observance
If the tenets of a religion to which a student or his/her parent(s) adhere, require or suggest an observance of a religious event, the approval of such absences is within the discretion of the local board of education. Approval should be granted unless the religious observance, or the cumulative effect of religious observances, is of such duration as to interfere with the education of the student.
- 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.)

When a student has three (3) accumulated unexcused absences, the Head Mistress or her designee shall notify the parent, guardian, or custodian of his child's excessive absences. After not more than six (6) unexcused absences, the principal shall notify the parent, guardian or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education.

When a student has ten (10) accumulated unexcused absences, the principal shall conduct an investigation to determine if the parent or guardian has been notified of the absences and has made a good faith effort to comply with the law. Dependent upon the outcome of the Head Mistress's investigation, she may notify the District Attorney or the Juvenile Intake Counselor.

ELEMENTARY (GRADES pre-K-5)

Students are expected to be present each day of the 180-day term. Students with excessive absences are significantly increasing the risk of failure which may result in retention. When absences exceed 20 days, further documentation will be required (physician's statement, court order, etc.). Absences not documented according to this policy will be referred to the appropriate personnel.

MIDDLE (GRADES 6-8)

Students must be in attendance a minimum of 166 days of the 180 days in a school year in order to be eligible for promotion. **When absences exceed 14 days, further documentation will be required (physician's statement, court order, etc.). Absences not documented according to this policy will be referred to the appropriate personnel.** Following an absence, students have five (5) school days to make up work missed during that absence. It is the student's responsibility to initiate the makeup process.

A student's not being promoted due to excessive absences may be appealed to an appeals committee at the school. In order for a waiver to be considered for Student School Attendance Policy accumulated absences, a request must be presented in writing by the parent/guardian to the appeals committee at the school within five (5) days following the receipt of an attendance/failure notice.

Documentation of absences will be required for verification. The appeals committee will review the records and the appeal request for approval or denial within five (5) days after receiving the written request/appeal from the parent/guardian. Within three (3) days, the parent/guardian will be notified in writing of the results of the appeal.

LEGAL REF: G.S. 115C-307; 110-102.1A

ADOPTED: July 1, 2010

SMOKING AND TOBACCO PRODUCTS



The Children Village Academy Board of Directors recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of tobacco products on school grounds, in school

buildings and facilities, on school property, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The board acknowledges that adult employees and visitors serve as role models for students. The board recognizes that it has an obligation to promote positive role models in schools and promote a healthy learning and working environment, free from unwanted smoke and tobacco use for the students, employees, and visitors on the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to G.S. 115C-407 as well as the federal Pro-Children's Act, Title X of Public Law 102-227 and the No Child Left Behind Act.

Tobacco Use Prohibited

No student, staff member, or school visitor is permitted to use any tobacco product at any time, including non-school hours: in any building, facility, or vehicle owned, leased, rented or chartered by Children's Village Academy; on any school grounds and property - including athletic fields and parking lots - owned leased, rented, or chartered by Children's Village Academy Board of Directors ; or at any school-sponsored or school-related event.

In addition, school district employees, school volunteers, contractors, or other persons performing services on behalf of the school district also are prohibited from using tobacco products at any time while on duty and in the presence of students, either on or off school grounds. Further, no student is permitted to possess a tobacco product while in any school building, while on school grounds or property or at any school-sponsored or school-related even or at any other time that students are under the authority of school personnel.

Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Definition of Tobacco Products and Tobacco Use

For the purposes of this policy, "tobacco product" is defined to include cigarettes, cigars, blunts, bides, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

Signage

Signs will be posted in a manner and location that adequately notify students, staff, and visitors of the 100 percent tobacco-free schools policy.

Notice of this policy will be provided to all employees and students. The superintendent is authorized to develop procedures as needed to implement this policy.

Legal References: G.S. 115C-407; 20 U.S.C. 6083; Pro-Children's Act, Title X of Public Law 103-227; No Child Left Behind Act

Revised: 12/1/03, 8/7/06

MENINGOCOCCAL MENINGITIS AND INFLUENZA AND THEIR VACCINES

Meningococcal meningitis is a form of bacterial meningitis. People sometimes refer to it as spinal meningitis. It is a rare, but potentially fatal bacterial infection that can cause severe swelling of the fluid around the brain and spinal cord, or a serious blood infection. Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness, and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

Meningococcal meningitis is spread by person to person contact through coughing, sneezing, kissing, or sharing items like drinking cups, eating utensils, or cigarettes. It is important to avoid these activities to prevent the spread of this disease. A safe and effective vaccine is available to protect against four of the five most common types of meningitis. The vaccine protects for approximately three to five years.

Influenza (commonly called “the flu”) is a respiratory illness caused by influenza viruses and can be easily spread to others. Infection with flu viruses can result in illness ranging from mild to severe and to life threatening problems. Symptoms of flu include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults. Preventing the spread of the flu can be facilitated by some simple precautions. These include always covering your mouth and nose with a tissue when you cough or sneeze. You should then dispose of the tissue in a trash receptacle and wash your hands with soap and warm water.

The flu vaccine prevents the flu, a common and highly contagious infection that can cause serious illness, and even death, in young children, older adults, and certain vulnerable people of all ages. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs.

The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu. Studies have shown that the older and healthier children are when they get a flu shot, the more likely they will be protected. Flu vaccination has also been shown to decrease middle ear infections among young children by about 30 percent. For additional information about meningitis and influenza and their vaccines, talk to your pediatrician, physician, or someone at the health department.

TITLE 1 PARENT INVOLVEMENT

The Children's Village Academy Board of Directors believes the education of children to be a cooperative effort between parents and the schools. Parents are their children's first teachers and the Board of Directors believes there is a direct correlation between parent involvement and student success in school. This Parent Involvement Plan has been developed jointly between school representatives and parents, and it describes the school's expectations for parental involvement in Title I schools.

At the beginning of each school year, schools that receive Title I funding hold meetings at which parents are informed of their school's participation in Title I, the requirements of the Title I program, and of their right to be involved. Two district-wide Title I parent meetings are held each year in which information about the No Child Left Behind Act of 2001 and Title I—Part A is given. Also, at the district-wide meeting a program about some aspect of parenting is presented.

The federal programs director and staff are available to assist the schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance. Monthly parenting newsletters are sent to all parents of Title I children.

Each school that receives Title I funding will assist its parents in understanding North Carolina's academic content standards, North Carolina's academic assessments and how to monitor a child's progress and how to work with educators to improve the achievement of their children. Schools are also to provide materials and training to help parents work with their children. Schools that receive Title I funding are to make sure that teachers, counselors, principals, and other staff realizes the value and utility of the contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners in the education of children.

The Children's Village Academy Board of Directors believes that parent involvement programs should be coordinated among community agencies. Children's Village Academy collaborates closely with Even Start, Lenoir Community College, and the Lenoir/Greene Partnership for Children to implement a Family Literacy program. Through this collaborative effort, parents work to earn a high school diploma, to develop their job skills, or to learn English as a second language while participating in adult education and parenting classes, as well as

“parent and child together time.” Information related to school and parent programs, meetings, and other activities are sent to the parents in a format and, to the extent practicable, in a language the parents can understand. Parents with limited English proficiency, parents with disabilities, and parents of migratory children are provided opportunities for full participation in all parent involvement in activities.

The Children’s Village Academy Board of Directors believes that School-Parent Contracts are an integral part of a comprehensive parent involvement initiative. School-Parent Contracts outline how parents, teachers, administrators, and students will share the responsibility for improved student academic achievement and the means by which the individual schools and parents will build and develop a partnership to help children achieve the State’s high standards. Parent-teacher conferences are held at least annually during which the Contracts, which relates to each individual child’s achievement, is discussed and signed by all parties.

SCHOOL EMERGENCY/EVACUATION PLAN

It is very important that parents, guardians, faculty, staff and students be aware of major hazards the school might face, and also familiar with the procedures that will be followed should we be affected. This information is being provided not to unduly alarm you, but to inform you that we are making necessary preparation for the safety and welfare of your children.

All emergency actions that need to be taken are directed by the Principal. In the event the Principal is not present, the Assistant Principal will direct all emergency actions.
Procedures for School Emergency/Evacuation Plans

1. Fire

- a. The signal for a fire drill or actual fire is the fire bell. Fire drills are conducted every month. Students will quickly leave their classrooms in an orderly fashion (without running and under the supervision of staff) and proceed to the open field/recess grounds.

- b. All staff and students will exit the building according to evacuation plans posted on campus. Staff members have been assigned to “sweep” all bathrooms, classrooms, and hallways to make sure that all students have exited the building safely. The secretary is responsible for collecting all attendance sheets and the emergency card file prior to exiting the building.

c. In the event of an actual fire, our evacuation procedures and destination will be the same as for the fire drill, and staff will assist. Anyone unable to walk will be assisted by staff (children unable to walk will be carried).

d. Should our facility be damaged by fire to the extent that we are unable to occupy it, we will take all students to the House of Esther Multipurpose Center and parents will be called to collect their children.

e. Smoke and fire detectors, as well as extinguishers, are located in the kitchen, and classrooms/hallways of the school.

2. **Hurricane/Tropical Storm**

Hurricanes and tropical storms are intense weather systems, usually generated over warm Pacific waters that are capable of producing damaging surf, destructive winds and heavy flooding. In the event of a hurricane and/or tropical storm watch or warning, the following procedures are in effect:

a. Watches are issued by the National Weather Service about 36 hours or less prior to the arrival of a hazardous storm. Warnings are issued when the storm effects could hit the area in 24 hours or less.

b. If a watch is issued, administration will monitor the storm and make a decision to close before the issuance of a warning. We will try to time the closure of the school with the end of a normal working day.

3. **Flooding**

Our school is not located in an identified flood zone. However, during extremely heavy periods of rain, or under tropical storm or hurricane conditions, flooding in our area is possible. In the event that we are advised to evacuate, or should water begin to rise around our building, we plan to gather our survival kit and immediately move to the second floor or the upper level of our building.

Summary

In summary, The Children's Village Academy administration, faculty and staff will do everything possible to ensure your children's safety in the event one of these hazards were to threaten or affect us.

a. In an emergency, it is a general "rule of thumb" that we will close if the public schools are closing. The school will remain open until all children have been safely picked up by parents or their designee.

b. In an emergency, staff will call parents to pick up their children at the earliest time possible after an “All Clear” warning.

Evacuation Level Plan

The following are the procedures for **two different levels** of evacuation at Children’s Village Academy.

Level I- This is a short term evacuation and students are kept on site. This means that once away from the building there is no imminent danger. For example, monthly fire drills fall in the Level I evacuation category. If it would be necessary to dismiss our students from this area there will be signs posted to how the staging areas will be set up (bus area, parent pick-up, media, security, administration supplies).

Level II- This is an evacuation that involves students leaving campus. Our Level II site is at the House of Esther located at 1404 Old Snow Hill Road in Kinston. If we ever have to go to this level it means that there is a danger where we need to move at least 500+ yards from the facility. Once a danger is resolved students will return to the site, if the danger is not resolved we will have various staging areas that we ask all parents to follow. This type of evacuation is typically associated with flooding or gas leaks.

LOCKDOWN PROCEDURES

In the event of any emergency that may require a lockdown, the school site administration and Kinston Police Department will work cooperatively and keep one another informed. The school principal or administrative designee makes the decision to lockdown. If this is not possible, the principal is notified as soon as possible.

Procedures to be followed for Lockdown

Building administrator orders and announces “**Lockdown with Intruder.**” This announcement should be repeated several times. The site administrator/designee will make the call to

- All teachers/staff are to immediately lock doors/windows in their area.
- Keep all students away from windows.
- All teachers/staff shall place under the main door of the classroom either the green laminated sheet indicating everything is okay (all students accounted for) or the red laminated sheet indicating there is a problem inside the classroom and you need

assistance (i.e. injured student, etc.) The laminated sheets are found inside the district issued **Red Crisis Folders**.

- This is the same for office staff, parent rooms, cafeteria, etc.
- Doors are not to be opened for anyone. Officials who may need access will have keys.
- Everyone is to stay indoors until an “*All Clear/Lockdown Green*” is indicated.

The Red Crisis Folder contains:

Red Paper: Slide underneath door so at least half of the paper is protruding outward from the door. Red paper will indicate to law enforcement that someone inside the room is injured, students are missing, or someone requires assistance.

Green Paper: Slide underneath door so that at least half of the paper is protruding outward from the door. Green paper indicates to law enforcement that students are all OK in your class and no injuries.

Orange Traffic Vest: To be worn by staff member when evacuations do occur so law enforcement can easily identify faculty from potential intruders or other outsiders.

Administrative Procedures

One of the three codes will occur during a lockdown situation: Follow instructions on -

- **Lockdown Red/Intruder**– An extreme condition where there is a strong possibility of imminent danger; an intruder has entered the building.
- **Lockdown Yellow** - A need for a perimeter lock down due to a situation whereby school police or city police notify the school that there is some kind of dangerous situation off campus but close enough to possibly create danger for students.
- **Code Green** – All clear/emergency is over.

Lockdown Red/Intruder Administrative Procedures

- Turn on hand held radios/walkie-talkies

- **Classrooms/staff** will be notified of the lock-down by Intercom, classroom telephones, and/or walkie-talkies.
- If classes are in session, staff and students should remain in their classrooms with the doors locked.
- If classes are not in session, (before school, break, lunch, after school) teachers are to open their doors and encourage students into classrooms. Teachers are to lock the doors and not allow anyone in or out until the “All Clear/Lockdown Green” signal is given.

Lockdown Yellow Administrative Procedures

- Administration, support staff, and custodial staff will lock all external doors and everyone (staff and students) remain inside.
- Turn on district hand held devices (walkie-talkies, radios, etc.)
- An announcement will be made that there is a “Lockdown Yellow” situation.
- Normal activities take place; however, no one is allowed to leave the buildings or campus under any circumstances and no one, including parents will be permitted into the building or on campus.
- “Lockdown Yellow” will remain in effect until the school receives an “All Clear” from the site administrator/designee.

Lockdown Green Administrative Procedures

- An “All Clear/Lockdown Green” will be given by use of the intercom or direct page to classrooms.

Teacher Instructions

1. Lock the classroom door immediately.
2. Keep all students sitting on the floor, away from the door or windows.
3. Advise the students of the lockdown code alert. Project a calm attitude to help students remain calm. Reassure students that they are safe and that you are in charge.
4. Take attendance and prepare a list of missing students and extra students in the room. Prepare to take this list with you if you are directed to leave the classroom.
5. If there is a phone in the classroom, do not use it to call out, unless there is an emergency situation in the classroom. Lines must be kept open.
6. Ignore any fire alarm activation. The school will not be evacuated using this method. Announcements will be made over the intercom/telephone system (e.g. public announcement system, walkie-talkie, bullhorn, etc.).

7. When or if students are moved from the classroom, assist them in moving as quietly and quickly as possible.

8. Remain in the room until an administrator or designee announces the end of the lockdown or a police officer arrives and lifts the lockdown. Do NOT open the door for ANYONE unless lockdown has been lifted.

Other Personnel (Custodial Staff, Cafeteria Staff, etc.)

1. Look in your immediate vicinity. If you observe any unsupervised students, bring them to a designated area (e.g. multipurpose room, cafeteria, etc.).

2. If there are no students in your immediate vicinity, proceed to your designated area.

3. Lock the door(s) immediately after reaching the designated area.

4. If you have students with you:

- (a) Keep them sitting on the floor, away from the door or windows.
- (b) Advise the students of the lockdown code alert. Project a calm attitude to help students remain calm. Reassure students that they are safe and that you are in charge.
- (c) Take attendance. Prepare to take this list with you when you are directed to leave your designated area.
- (d) When or if students are moved out of the room, assist them in moving as quietly and quickly as possible.

5. If there is a phone in the room, do not use it to call out. Lines must be kept open, unless there is an emergency situation in your area.

6. Ignore any fire alarm activation. The school will not be evacuated using this method. Announcements will be made over the intercom/telephone system (e.g. public announcement system, walkie-talkie, bullhorn, etc.).

7. Remain in your designated area until an administrator or designee announces the end of the lockdown or a police officer arrives and lifts the lockdown. Do NOT open the door for ANYONE unless lockdown has been lifted.

Everyone will remain in the lockdown mode until the police department and/or site administrator lifts the lockdown. The site administrator or designee will announce when the lockdown is over. After the lockdown is lifted, students may be released to their parents or other authorized adults.

