

Two Rivers Community School  
Policy Manual  
2013-2014

## **Conflict of Interest Policy**

Two Rivers Community School board members and employees are expected to demonstrate the highest degree of integrity in their associations with organizations and individuals inside and outside the school system. They shall not use their positions, or knowledge gained therefrom, so that a conflict might arise between the interest of the Two Rivers Community School and that of any individual.

Two Rivers Community School board members and employees of the Two Rivers Community School shall avoid any conflict or appearance of conflict between their personal interests and the interests of the system in dealing with suppliers, customers, and all organizations or individuals doing or seeking to do business with Two Rivers Community School.

Employees and Two Rivers Community School board members shall avoid any situation that would result in their having a direct or indirect financial interest in firms, corporations, or organizations doing business with the system. Employees and Two Rivers Community School board members shall not use the school system's purchasing power to make personal purchases, except to participate in state-approved purchase plans such as computer purchase options.

Two Rivers Community School board members and employees shall not distribute lists of employees' or students' names and addresses to any salesman, merchant, or recruiter who would use such lists for the selling of merchandise or promotion of services of any kind or nature.

Two Rivers Community School board members and employees shall not use facilities, supplies, and/or equipment for personal use except when the employee supplies materials or repair parts and the work is done as a part of the curriculum. This provision applies only to the normal school day. With the prior permission of the principal or supervisor, an employee may work on personal projects after school hours if he/she supplies materials and/or parts.

Two Rivers Community School Board of Directors:

1. A TRCS board member shall not have any direct or indirect financial or material interest in any lease, contract, service, or purchase made by Two Rivers Community School, or a direct or indirect financial or material interest in any company or organization that has a business relationship with the Two Rivers Community School.
2. A TRCS board member with an actual or potential conflict of interest in a matter before the Board must declare that interest and excuse himself/herself from deliberating and voting on the matter.

Employees:

1. Employees shall not have a direct or indirect financial interest or material interest in any company or organization that has a business relationship with Two Rivers Community School.
2. No employee shall have any financial or material interest in supplying books, maps, furniture, and/or apparatus to the school system or to any school in the system. No employee shall act as an agent for any author, publisher, or dealer in recommending or

procuring the use of any book, map, apparatus, furniture, school supply, construction material, or service of any kind.

3. No employee shall disclose information concerning a school system business transaction to an individual, organization, or company seeking to conduct business with the Two Rivers Community School.
4. An employee shall not accept a gift or solicit a gift from any individual, company, or organization or accept any other types of favors, services, or accommodations from any individual, company, or organization with whom the school has an actual or potential contractual relationship.
5. An employee may accept a meal or token promotional gift (value less than \$100) that is given routinely by an individual, company, or organization, such as pens, notepads, and marketing materials.
6. Employees shall not use confidential information for financial or personal benefit or share such information with an individual not affiliated with the school for that individual's financial or material benefit.
7. Employees shall not accept money or gifts from outside individuals, companies, or organizations for the purpose of influencing a student's decision to attend a particular college or university.

Disclosures:

Board members, the Director and staff members shall complete disclosure forms annually indicating that they have been free of any conflict of interest during the preceding year and will maintain that position during the next year.

Ethics Review Committee:

The Board of Directors shall appoint an Ethics Review Committee to investigate and review any complaints of a conflict of interest, including recommendations for appropriate sanctions. The Two Rivers Board of Directors shall investigate and review any complaints of conflict of interest by Two Rivers Board of Directors members, including recommendations for appropriate sanctions.

Legal Ref:

G.S. 133A (21-30)

G.S. 14-234

G.S. 14-236

G.S. 14-237

**Conflict of Interest Statement**

**for Officers, Directors, Committee Members, Staff Members, and Consultants**

No member of the Board of Directors or any of its Committees shall derive any personal profit or gain, directly or indirectly, by reasons of his or her participation with the Two Rivers Community School. Each individual shall disclose to the organization any personal interest, which he or she may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board, any Committee or Staff who is an officer, board member, a committee member or staff member of a client organization or vendor of Two Rivers Community School shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, he/she shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, any Committee, Staff and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a Board member, a committee member, or an employee of the following organizations:

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Now this is to certify that I except as described below, am not now nor at any time during the past year have been:

- 1) A participant, directly or indirectly, in any manner, agreement, investment, or other activity with any vendor, supplier, or other party; doing business with Two Rivers Community School which has resulted or could result in personal benefit to me.
- 2) A recipient, directly, or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Two Rivers Community School.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have not had during the past year) in the persons or organizations having transactions with Two Rivers Community School.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Please provide a detailed description of all transactions here or in an attached letter:

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## **Financial Assistance Policy**

### **Funds for Financial Assistance**

Funds are available to families that need assistance in paying for fees and costs associated with experiential education activities associated with the school curriculum and for the before- and after-school care provided the TRCS Afterschool Program. The funds are provided primarily through the fundraising efforts of the TRCS Parent-Teacher Organization (PTO.) Additional funds may be available from grants, community organizations, and other sources.

Funds for financial assistance are limited. The TRCS Board of Directors charges the school director with distributing the funds in an equitable manner. To ensure that as many students as possible may participate in experiential education activities that require fees, no more than 50% of total funds available may be distributed for assistance in before- and after-school care in an academic year.

Families requesting financial assistance must complete a TRCS Request for Financial Assistance disclosing family size and total family income for the parent(s)/guardian(s) with primary custody. Students in foster care do not need to provide this data. Families whose total income meets the federal guidelines established by the National School Lunch Program to qualify for free meals are eligible for financial aid up to 100% of the cost of experiential education activities associated with the school curriculum. If funds are available, these families are eligible for financial assistance up to 75% of cost of before- and after-school care. This difference acknowledges the primary goal of the school in providing experiential education opportunities as part of the curriculum. Those who qualify for reduced price meals are eligible for financial aid up to 50% of the cost of both experiential education activities and before- and after-school care. These guidelines may be found on the US Department of Agriculture website, [www.fns.usda.gov](http://www.fns.usda.gov) (click on the link titled "income eligibility.")

### **Financial Assistance for Experiential Education Activities**

In alignment with the school's focus on experiential learning, the curriculum in each grade includes many opportunities for students to engage in experiential educational activities both in class and off campus. Some of these activities may require that families pay fees for admission or to purchase supplies. Overnight activities may also incur costs for meals, lodging, transportation and other activities. Recognizing the value of these activities to students' education, the PTO and other sources make funds available to ensure that students may participate in as many of these educational activities as possible.

To provide equitable distribution of limited financial assistance funds, the TRCS Board of Directors has established the following policies and procedures:

1. Families seeking assistance in paying for school-sponsored activities must complete the TRCS Request for Financial Assistance (found on the school website) and submit the application to the director at least one week prior to the activity. A completed application requires that families disclose family size and total income. This information will be maintained in strictest confidentiality by the school director and administrative staff members designated by the school director.

2. Families whose total income meets the federal guidelines established by the National School Lunch Program to qualify for free meals are eligible for financial aid up to 100% of the cost of the activity. Those who qualify for reduced price meals are eligible for financial aid up to 50% of the cost of the activity.

3. The director will determine the amount of financial assistance funds that will be made available to support a particular experiential education activity and/or to support the participation of each student whose family requests funds. The director is charged with ensuring that these funds are distributed fairly and equitably among families who request assistance and meet income guidelines. All records of the distribution of funds will be maintained in a secure location. The TRCS Board of Directors may request to inspect these records during a closed session of a Board of Directors meeting.

### **Financial Assistance for TRCS Afterschool Program**

Some of the fees associated with the before- and after-school care provided by the TRCS Afterschool Program may be paid with support from the financial assistance funds made available by the PTO and other sources. Funds may only be used to pay the TRCS Afterschool Program and are not provided to assist with before- or after-school care provided by other schools or community organizations. Payment will be made directly to the TRCS Afterschool Program and will **not** be disbursed directly to families. The total funds distributed for assistance with the before- and after-school care are limited to no more than 50% of the total financial assistance funds distributed in an academic year.

To ensure equitable distribution of limited financial assistance funds, the TRCS Board of Directors has established the following policies:

1. Families seeking assistance in paying for before- and after-school care must complete the TRCS Request for Financial Assistance (found on the school website) and submit the application to the director at least one week prior to the activity. A completed application requires that families disclose their total family size and total income. This information will be maintained in strictest confidentiality.

2. Families whose total income meets the federal guidelines established by the National School Lunch Program to qualify for free meals are eligible for financial aid up to 75% of before- and after-school care. Those who qualify for reduced price meals are eligible for financial aid up to 25% of the cost of before- and after-school care.

3. The director will determine the amount of financial assistance funds that will be made available to support each student whose family requests funds. The director is charged with ensuring that these funds are distributed fairly and equitably among families who request assistance and meet income guidelines. All records of the distribution of funds will be maintained in a secure location. The TRCS Board of Directors may request to inspect these records during a closed session of a Board of Directors meeting.

## **Admissions & Enrollment Policy**

### **Introduction**

Two Rivers Community School (TRCS, the school) admits students of any race, color, or national origin and does not discriminate on the basis of these factors in the administration of educational policies, admissions procedures, or any other school programs.

The school was formed under the Charter Schools Act of 1996. As prescribed by law, TRCS does not charge tuition but may charge reasonable fees similar to the fees charged by other public schools.

### **Re-Enrollment of Currently Enrolled Students**

Students are enrolled for one academic year at a time. In January of each year, parents/guardians of students in good standing must complete a *TRCS Letter of Intent to Re-Enroll* (sent home with Wednesday folder) that secures a child's space in the school for the following academic year. The *TRCS Letter of Intent to Re-Enroll* must be submitted to the school no later than February 15 (or the last school day prior to February 15.)

### **Enrollment Opening and Closing Dates**

The school will begin taking applications for new student enrollment no later than the third Monday of March for the following academic year. Enrollment will close on the 20<sup>th</sup> day of classes (in most years, early to mid-September) or as a grade fills, whichever is earlier. By vote of the Board of Directors, enrollment in some classes may be closed earlier than the 20<sup>th</sup> day of school to ensure an appropriate classroom environment and/or to minimize classroom disruption. No student will be admitted to TRCS after the 20<sup>th</sup> day of school. Families applying for admission after the 20<sup>th</sup> day will be placed on a call list and contacted in March once enrollment opens for the following school year.

### **New Applicant Procedures**

The school will only accept applications for admissions during the application period, from the third Monday of March through the following six weeks. If at the close of the application period there are more applicants for a grade level than there are seats available, all applicants will be placed into a lottery to determine who will be accepted to the school. The lottery process is designed to ensure fairness in acceptance for admission to all applicants.

During the application period, the Board of Directors will ensure that one or more information sessions are provided for potential applicants. These sessions will be led by the school director and will provide information about the school and its educational program and activities along with the application for admission. As well, the director will schedule at least two open house days to allow families to visit classrooms in session.

The school may refuse admission to any student who has been expelled or suspended from a public school until the period of suspension or expulsion has expired. The director will determine whether a student should be refused admission following the completion of the application procedure.

## **Lottery for Admission**

If the number of qualified applicants who apply for a grade level during the application period exceeds the spaces available in that grade, the Board of Directors will conduct a lottery to determine the order in which available spaces will be filled. In this way, a waiting list for admission to the school will be created for each grade.

The following procedures govern the lottery for admission:

- Prior to the day of the lottery, all applications will have been screened by school staff to determine eligibility for admission.
- The lottery will take place during the first meeting of the Executive Committee or Board of Directors following the application deadline and review of student applications by school staff members.
- Candidates eligible for priority admission will be admitted without participating in the lottery unless there are more candidates eligible for priority admission than spaces available in the appropriate grade. In this case, a separate lottery will be held that includes only the priority admission candidates for a specific level of preference for the grade being considered.
- A card bearing the name of each eligible applicant and the grade level for which the child has applied will have been made prior to the meeting. Each card will have been placed in identical envelopes that are sealed and labeled with each applicant's grade level.
- All envelopes for applicants into the kindergarten are placed in a large clear container. A Board officer or designee draws envelopes one by one from the container with the Board secretary recording the lottery order number and names of applicants as they are drawn. The lottery order number is also recorded on the child's application and lottery card. This process continues until all envelopes have been drawn and recorded.
- The first 20 students whose cards are drawn will be admitted into the kindergarten class. Any admissions preferences created by the enrollment will be noted.
- This process is repeated for each grade level, filling the number of spaces available in the grade. Priority admission may require adjustment in other grade levels.
- All applicants will be notified by mail of results of the lottery for admission. To remain on the school roll, families of accepted students must respond to the notice of acceptance for admission within 14 days of receiving the notice.

## **Admission Preferences**

If space is available in the appropriate grade level, admission preference will be granted to qualified applicants in the following order:

1. siblings of students already enrolled in the upcoming academic year,
2. children of teachers and teaching assistants.

Notes:

- a. Students who withdraw from TRCS during an academic year will not be admitted again during the same school year.
- b. Children or relatives of members of the Board of Directors are not eligible for admission preference unless they are eligible for another reason.



### **Admission Procedures**

1. Following acceptance for admission, these documents must be submitted for each student no later than May 31 (or the last Friday of May):

- copy of birth certificate
- immunization record or school-recognized alternative documentation
- social security number
- records transferred from previous school
- signed School-Family Agreement

If these documents are not received by the deadline, the family will receive written notification that acceptance is withdrawn and the next student on the waiting list for that grade will be accepted and notified.

2. A parent or guardian of all accepted students **must** attend the annual orientation meeting held prior the beginning of the school year.

### **Student Completion of Enrollment**

To complete the enrollment process, both new and continuing students must attend class at the beginning of the school year. The attendance policies to complete enrollment in Two Rivers Community School include the following:

1. Each student must attend classes on the first day of school. If a student cannot attend the first day of classes, written notice must be provided by a parent or guardian. Students absent for more than the first five days of school will be removed from school rolls and the first child on the waiting list for that grade will be enrolled. While the school will attempt to contact the family of students who miss the first day(s) of school, it is the responsibility of families to notify the school if a student cannot attend the first day(s) of school.

2. In accordance with the Student Information Management System (SIMS) guidelines of the North Carolina Department of Public Instruction, students who attend the first day of classes but accumulate ten consecutive, unexcused absences in the first 20 school days will be removed from the school rolls.

Note: Excused absences include illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious holidays or observances, and valid educationally excused absences up to ten days with approval from the director or the Board of Directors requested at least two weeks prior to the absence. The NCDPI does not consider a valid educational opportunity with approval prior to the absence an acceptable legal absence until after the child has attended school and completed enrollment.

## **School Technology Acceptable Use Policy**

### **Responsible Use**

Responsible use of network access relies on the understanding and proper conduct of the end users who must adhere to strict guidelines. Procedures are provided so that users are aware of their responsibilities in accessing the network in compliance with ethical, legal, and educational guidelines. Network accounts will be terminated for users who violate any of these provisions and future access may be denied.

Signatures on the “School Technology Acceptable Use Policy Agreement” indicate the parties have read the terms and conditions and understand their significance.

### **Goals for school technology use**

- To communicate more effectively using technology.
- To support the implementation of Two Rivers Community School curriculum for increased student achievement.
- To enhance learning opportunities by focusing on the application of skills, information retrieval, searching strategies, research skills, and critical thinking.
- To promote 21<sup>st</sup> Century Learning Skills.
- To provide electronic mail for staff.

Acceptable access through school technology includes but is not limited to:

- Information, news, and resources from businesses, libraries, educational institutions, government agencies, research institutions, and other sources approved by school administrators.
- Communication with individuals and groups in other locations.
- Acquisition and use of school-supplied, public domain, and shareware software.
- E-mail for staff.

Acceptable use of school technology includes but is not limited to:

- The use of a school account must be in support of education and the TRCS curriculum and must be consistent with TRCS educational objectives.
- Use of any other organization’s network or computing resources must comply with the rules appropriate for our school.
- Transmission of any material in violation of any U.S. or state regulations is prohibited.

Unacceptable use includes but is not limited to:

- Violating copyright laws.
- Accessing and/or distributing threatening or obscene material.
- Distributing protected material.
- Using offensive or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious, or political beliefs.
- Distributing or soliciting sexually-oriented messages or images.
- Using to advertise products or other commercial purposes.
- Using for political lobbying or campaigning purposes.

- Operating a business for personal gain or soliciting money for purposes unrelated to TRCS.
- Hacking or gaining access by false pretenses to computers, files, or resources for any reason.
- Providing another person's e-mail address or other personal information to a third party.
- Sharing confidential information on students or employees.

### **The School Violence Prevention Act**

The School Violence Prevention Act prohibits bullying, harassment, and creating a hostile environment on school property, on the bus, and at school functions. It also applies to electronic communications. Protections against cyber-stalking prohibit electronic communications that:

- threaten bodily harm to a person, property damage, or extortion, or
- are sent repeatedly for the purpose of "abusing, annoying, threatening, terrifying, harassing, or embarrassing any person"; or
- knowingly contain any false statement "concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct with the intent to abuse, annoy, threaten, terrify, harass, or embarrass."

Students or staff suspected of cyber-stalking will face the following discipline:

- upon the first offense the Director will inform student or staff member of the offense and request appropriate action from the student or staff member. If a student is suspected, the student's parent(s) will be contacted.
- upon the second offense the Director will request appropriate action from the internet provider
- upon the third offense the student's or staff member's school computer privileges will be suspended and the student or staff member will be suspended
- If appropriate the Director will report offenses to law enforcement authorities.

### **Responsibilities of Two Rivers Community School Staff Members**

Two Rivers faculty and other staff will use Internet and electronic information resources for instructional, professional development, or school-related purposes. All employees are responsible for professional and ethical behavior when using school computer networks. The school computer networks are provided for staff to conduct research, communicate with others, and carry out professional responsibilities. The school computer shall not be used for profit or for commercial purposes. The use of the internet and school network access is a privilege, not a right.

All staff should maintain the highest ethical behavior in the use of the internet and other online resources and should promote that behavior among students. It is the responsibility of the staff to:

1. Follow the same criteria for selecting internet resources that apply for all instructional materials.
2. Point students toward worthwhile sites on the internet that will amplify their knowledge and experience in curricular areas. Lesson preparation is required if students are to use Internet resources wisely.

3. Supervise all students using the internet and other online resources. It is essential that faculty guide students in the responsible use of Internet resources.

Information accessible through the Internet may be inappropriate and/or offensive. TRCS does not condone the use of such materials and takes reasonable precautions to limit access to these materials. School employees should be aware that access to the internet will be withdrawn from users who do not respect the rights of others or who do not follow the Network Acceptable Use Policy. Network administrators may review files and communications to maintain system integrity and to insure that users are utilizing the system responsibly. Files stored on TRCS computers are not private.

Staff members should assume that personal posts to blogs, social networking sites, and other internet sites will be viewed by the larger school community, including students, parents, and administrators. Staff are, therefore, expected to maintain professionalism in all web postings that can be viewed by anyone in the larger school community. Staff should assume that web postings will be monitored by the administration. Staff members who post offensive communications or those deemed inappropriate by school administrators will be disciplined as follows:

- upon the first offense the Director will inform staff member of the offense and request appropriate action from offending staff member
- upon the second offense the Director will request appropriate action from the internet provider
- If appropriate the Director will report offenses to law enforcement officials.

### **Responsibilities of Two Rivers Community School Students**

School computer networks and internet access are provided for students to conduct research, communicate with others, and complete other curricular activities. Access to network services will be provided to students who agree to act in a considerate and responsible manner. Use of school network and computers is a privilege, not a right.

Students will be informed of their rights and responsibilities as users of the school network prior to gaining access to that network, either as an individual user or as a member of a class or group.

Information accessible through the Internet may be inappropriate and/or offensive. TRCS does not condone the use of such materials and takes reasonable precautions to limit access to these materials. As much as possible, access to information resources will be designed in ways which point students to those which have been reviewed and evaluated for use. While students may be able to move beyond those resources to others which have not been evaluated by staff, they shall be provided with guidelines and lists of resources particularly suited to the learning objectives. TRCS recognizes that students will use internet resources outside of school. Parents/guardians are responsible for guiding students in appropriate use of the internet resources.

Students are responsible for appropriate behavior on school computers. Unacceptable use will result in limitation or cancellation of privileges and/or school disciplinary action. Since communications on the network are public, school rules regarding behavior and communication apply.

Network administrators may review files and communications to insure that users are utilizing the system responsibly. Files stored on school computers are not private.

Students should assume that personal posts to blogs, social networking sites like Facebook and MySpace, and other internet sites will be viewed by the larger school community, including other students, parents, teachers and administrators. Students who post offensive communications or those deemed inappropriate by school administrators will be disciplined as follows:

- upon the first offense the Director will inform student of the offense and request appropriate action from the student
- upon the second offense the Director will request appropriate action from the student's parents and the internet provider
- upon the third offense the student's school computer privileges will be suspended and the student will be suspended.
- If appropriate the Director will report offenses to law enforcement authorities.

### **Network Etiquette**

Two Rivers Community School computers are to be used in a responsible, efficient, ethical, and legal manner and must be in support of the educational objectives and staff guidelines.

Transmission of any material in violation of any federal or state regulations is prohibited. Users are expected to abide by generally accepted rules of computer etiquette. These rules include, but are not limited to, the following:

- Be polite. Don't be abusive in messages to others.
- Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- Do not send or display potentially offensive messages or pictures.
- Do not reveal personal information such as social security number, credit card number, your personal address, or phone numbers for yourself, students, or colleagues.
- E-mail is not guaranteed to be private. Technology administrators have access to all messages. Illegal activities may be reported to the authorities.
- Do use computers to disrupt the use of the technology by others.
- Do not attempt to gain unauthorized access to system programs or computer equipment.
- Information available on some websites may be copyright protected. Any protected information that is gathered must be cited in a bibliography.
- Do not use another's user ID or password or trespass in another's folders, work, or files.

### **Technology use is a privilege**

The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. School administrators will determine what is inappropriate use and their decision is final. The administration, faculty, and staff may request to deny, revoke, or suspend specific user accounts. A school administrator may close an account at any time as required.

### **Reasonable Precautions**

Two Rivers Community School is aware that there is information on the internet that is not related to our educational program. TRCS is also aware that there is information and are

opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. TRCS will take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity, or graphic language which does not serve a legitimate educational purpose. TRCS will not restrict access the internet to limit exchange of political ideas or social perspectives if the action is simply due to disapproval of the ideas involved. Ultimately, the user is responsible for his/her activity on the network. TRCS will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the network is at the user's risk. TRCS specifically denies any responsibility for the accuracy or quality of information obtained through school technology.

### **Security**

If a user identifies a security problem on the network, that person should notify the network administrator and not demonstrate the problem to other users. No user is allowed to use another individual's account. Attempts made under false pretenses to log-on to network resources (including external internet resources) as a system administrator may result in cancellation of network privileges. Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to network resources. E-mail is not guaranteed to be private; network administrators have access to all mail. Inappropriate use of e-mail accounts will result in cancellation of user privileges. Messages relating to or in support of illegal activities may be reported to the authorities.

At a minimum, vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy equipment, programs, and/or data connected to an individual computer, to the server and/or the Internet. This also includes, but is not limited to creating or intentionally transmitting computer viruses.

Network administrators may review files and communications to maintain system integrity and insure appropriate use. Files stored on hard drives of individual computers are not private.

## **Communicable Diseases Policy**

The Two Rivers Community School Board of Directors recognizes the responsibility to provide a safe and secure learning and working environment for all school-age children and employees. The board also recognizes the trauma that can accompany severe disease. In the case of severe contagious disease, strict adherence to safety measures is required.

This policy is designed to maintain a balance between the individual rights of students and employees and the control of communicable disease. No child or employee with a communicable disease shall be denied access to school or work on the basis of an opinion of a single individual. All decisions regarding the educational or work status of a student or employee with a communicable disease shall follow the procedures outlined below.

### ***General***

1. Students and employees with some types of communicable diseases represent no threat for communicable disease transmission.
2. North Carolina General Statute 130A-135 requires school officials to report certain diseases to the local Health Department. Confidentiality of such reports is protected by law and officials cannot be held liable for reporting.
3. Guidelines for handling body fluids shall be provided to all personnel and shall be followed at all times. These provisions are intended to help prevent the transmission of HIV, Hepatitis B, Herpes Virus, and other infectious agents.

### ***Employees***

1. An individual diagnosed with a communicable disease shall be given the strictest confidentiality by the school system. Only the school director shall be notified of the individual's condition.
2. The Director in consultation with the individual, the individual's personal physician and the Head of the Communicable Disease Control Branch of the NC Division of Health Services can best determine if the infected person may require a change in work assignment.
3. Periodic re-evaluation shall be performed to determine the employee's fitness for work, since the condition may either improve or become worse over a period of time.

### ***Students***

1. School officials shall notify parents in their school community when a certified health official in the school verifies that a communicable disease or illness represents a threat to other students in the school. These may include chicken pox, measles, whooping cough, meningitis, or other serious reportable diseases.
2. The teachers and Director are authorized to send a child home from school if his/her condition warrants this. The child will be released to parents; if parents are not available, s/he will be released to an individual designated by parents on the Emergency Information Card.
3. Students with HIV:
  - a. Screening for HIV antibody is inappropriate as a condition for determining school attendance.
  - b. Students with HIV infection who are unable to control normal bodily functions (e.g., bowel and bladder control), who have behavioral abnormalities (e.g., biting others), or who

have open wounds or sores which cannot be adequately covered and may pose a risk for HIV transmission to others shall be removed from the classroom. A student with a communicable disease may be temporarily removed from the classroom until either an appropriate school program adjustment can be made, an appropriate alternative education program can be established, or the student's personal physician determines that the risk has abated and recommends return to the classroom.

c. The Director in consultation with the individual's physician can best determine which students with HIV infection may safely attend school. Each case in which a student requests to attend school shall be evaluated by a committee comprised of the student's personal physician, teacher, school director (or designee), and a physician with expertise in managing communicable disease cases. The Interdisciplinary Committee shall meet within three (3) school days after the request has been made. (Consultation will be available from the Head of the Communicable Disease Control Branch of the North Carolina Division of Health Services.) Periodic re-evaluations, as determined by the committee, shall be undertaken for each case since the student's condition may either improve or become worse over a period of time. The deliberations of this committee shall be confidential and records stored separate from the student's cumulative record.

d. Confidentiality shall be strictly protected by the school for any student with HIV infection. To this end, the director, teacher, teacher assistant and any other appropriate staff who have responsibility for the student's instruction during the school day, shall be notified of the student's condition.

### ***Prevention and Control***

Whenever students vomit, have diarrhea, have fevers over 100 degrees, and/or have rashes of unknown origin, they shall be isolated from the rest of the school population.

The student's parents, and/or emergency contacts, shall be notified and asked to pick up the student. Children should not return to school until these symptoms have subsided.

Students are to be excluded from school in cases of communicable diseases. When a student is suspected of having one of the following communicable diseases, it is the responsibility of the parent to take the child to the local health department or family physician for verification and treatment before that student may return to school.

- Chicken pox: Student is to be excluded for six (6) days after the rash appears or until all blisters have formed scabs.
- Measles (Rubeola/Rubella): Student is to be excluded until a physician's approval is given and the student is no longer contagious.
- Pediculosis (Head Lice): Student is to be excluded until the removal of all lice, eggs (nits) and egg cases has been accomplished following the application of a lice killing product or procedure.
- Scabies: Student is to be excluded until one (1) treatment with prescription medication for twelve (12) to twenty-four (24) hours is completed.
- Conjunctivitis (Pink Eye): Student is to be excluded if:
  - Eye(s) is (are) severely red and somewhat swollen.
  - There is a yellow (purulent) discharge.



- Child excessively rubs the itching eye(s).
- Condition has lasted more than three (3) days.
- There is an epidemic in the school, or it appears that cases are being transmitted from one student to another.
- Student is to be allowed to return to school on approval of principal, assistant principal, school nurse.
- Impetigo: Student is to be excluded from school if he has more than three (3) to four (4) sores and until seen by physician and treated with a prescription antibiotic for twenty-four (24) hours.
- Streptococcal and Staphylococcal Infections: Student is to be excluded from school until treated with a prescription antibiotic for twenty-four (24) hours.

### **BLOOD BORNE PATHOGENS**

OSHA created standards to ensure the safety of anyone who may come in contact with infectious body fluids on the job. All staff members at TRCS will be trained in work place controls and procedures to follow to reduce exposure to infectious materials. All blood, body fluid and other potentially infectious material will be handled as if infected.

The program standards for the control of potential exposure to HIV and HBV (Hepatitis B) as outlined in the OSHA Rule "Occupational Exposure to Bloodborne Pathogens" Standard 1910.1030, the NC Administrative Codes, or the most current standards available will be followed.

### **NONDISCRIMINATION POLICY**

The school district will not discriminate against any applicant or employee who has or is suspected of having a communicable disease, including TB, HBV, HIV infection or AIDS. An employee may continue to work as long as the employee is able to satisfactorily perform the essential functions of the job and there is no medical evidence indicating that the employee's condition poses a significant, direct threat to co-workers, students or the public.

### **PROCEDURES FOR HANDLING BODY FLUIDS**

To aid the control of blood borne pathogens all staff shall employ the following practices:

- Disposable, single-use gloves should be kept in classrooms and taken out to the playground. Wear gloves when in contact with blood, infectious material, body fluids, or open wounds. Gloves should also be worn when removing soiled clothing from a child.
- Wash hands regularly and following any contact with blood, urine, feces, or vomit.
- Dispose of all materials that contain blood, urine, feces or vomit in a plastic bag, mark it with a biohazard label, and send it to the office for proper disposal in a biohazard container.

## **Family Grievance Policy and Procedures**

Two Rivers Community School encourages direct communication among community members in an attempt to address grievances in the spirit of cooperation and compromise. The Human Resources Committee of the TRCS Board of Directors (Board) administers the Grievance Policy to ensure a prompt, orderly, and fair response to a family's grievance or complaint. This committee works to assure that families have access to grievance procedures to address grievable issues rapidly and fairly, without fear of retaliation. In addition, this group administers the grievance hearing process, conducting all grievance hearings that are brought before the TRCS Grievance Committee.

The TRCS Grievance Committee is composed of the Chair of the Human Resources Committee, a TRCS staff member elected by the staff prior to the beginning of the school year (an alternate will also be selected at this time), and a community representative who is neither a parent of a TRCS student or member of the TRCS Board of Directors. Each member of the committee will serve a two-year term. Should a member of the Grievance Committee identify a conflict of interest with the grievant or the TRCS staff member implicated in the grievance, the conflict should be made known in as specified in the TRCS Conflict of Interest Policy and a replacement will be selected by the Board of Directors. If the staff representative identifies a conflict, the alternate staff representative will serve.

For assistance or advice in the grievance process, please contact the Chair of the Human Resources Committee.

The purpose of the grievance policy is to provide a means of communication among community members and to establish principles of administration to insure a prompt, orderly, and fair response to a family's grievance or complaint. It is based on the belief that most issues can be satisfactorily resolved through direct, informal communication between the individuals involved in a dispute. If informal discussions do not resolve the issue, this policy outlines the process to be followed until resolution is reached.

This is a pre-legal process and expressly prohibits representation by attorneys for either party during the grievance process. Families may seek legal counsel at their own expense but attorneys are prohibited from participating in the actual grievance proceedings.

Those filing a grievance will be furnished with a printed copy of the Two Rivers Community School Grievance Policy and Procedures. All new families will be made aware of the Grievance Policy and Procedures during new family orientation.

### Grievable Issues Covered by this Policy

Covered Person	Grievable Issues
TRCS students/ families	disciplinary action against a student alleged to be administered without consideration of the student's due process rights
	an alleged violation of a specified binding federal or state law, State Board of Education policy or other state rule, or TRCS Board policy

### Two Rivers Community School Grievance Process

The grievance process must be initiated within a reasonable time period from the occurrence of the grievable issue. A reasonable time is no more than 60 days for all issues, excepting grievances involving harassment, in which case grievance must be filed within 30 days.

#### *Step 1: Informal Conference of the Persons Directly Involved in the Dispute*

- The individuals involved must communicate directly in an informal conference. This conference may be a face-to-face meeting or may occur by phone. E-mail is not an appropriate medium for this conference.
- The concerns or issues must be communicated between the parties in advance of the conference in the interest of rapid resolution of the dispute.
- The informal conference(s) creates the opportunity for both parties to openly discuss the grievance and reach a mutually acceptable resolution.
- The time and place of the conference must be mutually convenient.
- All individuals should document the conference in writing.

If the informal conference(s) fails to resolve the issue, the person with the grievance may choose to initiate a formal conference.

#### *Step 2: Formal Conference of the Persons Directly Involved and the Supervisor*

- The grievant must submit to the supervisor of the person against whom a grievance is made a description of the grievance and documentation of the attempt(s) made to resolve the grievance informally using the *TRCS Grievance Process Form*. The supervisor is either the TRCS Director or the Chair of the TRCS Board of Directors.
- The people participating in the conference must be determined by the supervisor prior to the conference and all participants must be notified.
- An appointment for the formal conference must be made for a time and place that is convenient to all people involved. The supervisor is responsible for scheduling the formal conference within a reasonable time of receiving the *TRCS Grievance Process Form*.
- The formal conference(s) creates the opportunity for all parties to discuss the grievance in the presence of a supervisor in an effort to reach a mutually acceptable resolution.
- The supervisor will document the formal meeting using the *TRCS Grievance Process Form*.

If one or more formal conferences fail to resolve the issue, the supervisor will arrange for third-party mediation utilizing a certified mediator.

#### *Step 3: Third Party Mediation*

- The will contact a local mediation agency to secure mediations services.

- Mediation will occur in the offices of the mediation agency (or other location as recommended by the mediator) at a time agreed to by all individuals to be involved in the mediation.
- The mediator will assist the individuals involved in the grievance as they develop a mutually acceptable solution.
- When mediation results in the resolution of the grievance, all individuals involved in the grievance will sign a Mediation Agreement.

If third-party mediation fails to resolve the issue, the grievant may appeal the grievance to the TRCS Board of Directors for resolution.

*Step 4: Appeal to the TRCS Board of Directors through the Grievance Committee*

- The TRCS Grievance Committee is a committee of the TRCS Board of Directors and subcommittee of the TRCS Human Resources Committee. It is composed of a community representative, a TRCS staff representative, and the Human Resources Committee Chair, who serves as the chair of the Grievance Committee.
- The grievant must notify the chair of the Grievance Committee in writing with the *TRCS Grievance Process Form* attached and provide a copy of the written request to the TRCS Director. All documents collected by the supervisor must be turned over to the HR Committee Chair.
- The Grievance Committee will review all documentation. If the grievance is not an alleged violation of a binding federal or state law, federal or state rule or regulation, binding NC Board of Education policy or procedure or TRCS Board policy, or in the case of a long- or short-term suspension or expulsion administered without consideration of the student's due process rights, the Grievance Committee has the discretion to refuse to respond to the grievance.
- If the Grievance Committee chooses to respond to the grievance, the chair will schedule meetings with all parties to the grievance within a reasonable time, to gather information pertinent to the grievance and its resolution.
- The Grievance Committee will consider requests to hear grievances from a group of grievants, but the Board of Directors has the discretion to respond only to individual grievants.
- The Grievance Committee must provide proper notice of meetings to all parties concerned and keep record of any hearings conducted. In the case of hearing by right, such hearings will be conducted with all parties having the right to appear before the board.
- The Grievance Committee will bring a recommendation to the TRCS Board of Directors at the next regularly scheduled Board meeting after the review and meetings are conducted. The Board will vote to accept, accept with modification, or reject the Grievance Committee recommendation. The Board vote on the Grievance Committee recommendation must be based solely upon the evidence presented to the committee.
- The Chair of the Grievance Committee will communicate the decision in writing to all parties following the Board decision.

**Two Rivers Community School  
Grievance Process Form**  
(Attach additional pages as necessary)

Date of request for formal conference \_\_\_\_\_

Description of the grievance:

**Informal Conference(s)**

*Conference 1*

Date \_\_\_\_\_

Persons involved \_\_\_\_\_

Result:

*Conference 2 (complete only if a second conference was held)*

Date \_\_\_\_\_

Persons involved \_\_\_\_\_

Result:

Signatures of participants:

\_\_\_\_\_

**Formal Conference:**

Date \_\_\_\_\_

Persons involved (include staff member's supervisor) \_\_\_\_\_

Result:

Signatures of participants:

\_\_\_\_\_

\_\_\_\_\_

**Third Party Mediation**

Date \_\_\_\_\_

Persons involved (including supervisor) \_\_\_\_\_

Result:

Signatures of participants:

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

**Grievance Committee Review**

This grievance involves an alleged violation of:

- a specified binding federal or state law, federal or state regulation,
- binding State Board of Education policy or procedure
- Two Rivers Community School board policy or procedure
- deprivation of due process rights for students in cases of long- or short-term suspension or expulsion

Therefore, the grievance is subject to mandatory review by the Grievance Committee.

- This grievance *does not* involve an alleged violation of a specified binding federal or state law, federal or state regulation, binding State Board of Education policy or procedure or Two Rivers Community School board policy or procedure.

Review of the grievance is at the discretion of the Grievance Committee.

Date \_\_\_\_\_

Persons involved (including staff supervisor) \_\_\_\_\_

Result:

Signatures of participants:

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

## **Employee Grievance Policy and Procedures**

Two Rivers Community School encourages direct communication between employees and supervisors in an attempt to address grievances in the spirit of cooperation and compromise. The Human Resources Committee of the TRCS Board of Directors (Board) administers the Grievance Policy to ensure a prompt, orderly, and fair response to an employee's grievance or complaint. This committee works to assure that employees have access to grievance procedures to address grievable issues rapidly and fairly, without fear of retaliation. In addition, this group administers the grievance hearing process, conducting all grievance hearings that are brought before the TRCS Grievance Committee.

The Grievance Committee is composed of the Chair of the Human Resources Committee, a TRCS staff member elected by the staff prior to the beginning of the school year (an alternate will also be selected at this time), and a community representative who is neither a parent of a TRCS student or member of the TRCS Board of Directors. Each member of the committee will serve a two-year term. Should a member of the Grievance Committee identify a conflict of interest with the grievant or the supervisor implicated in the grievance, the conflict should be made known in as specified in the TRCS Conflict of Interest Policy and a replacement will be selected by the Board of Directors. If the staff representative identifies a conflict, the alternate staff representative will serve.

For assistance or advice in the grievance process, please contact the Chair of the Human Resources Committee.

The purpose of the grievance policy is to provide a means of communication between supervisors and employees and to establish principles of administration to insure a prompt, orderly, and fair response to an employee's grievance or complaint. It is based on the belief that most issues can be satisfactorily resolved through direct, informal communication between the individuals involved in a dispute. If informal discussions do not resolve the issue, this policy outlines the process to be followed until resolution is reached.

This is a pre-legal process and expressly prohibits representation by attorneys for either party during the grievance process. Employees may seek legal counsel at their own expense but attorneys are prohibited from participating in the actual grievance proceedings.

An employee who files a grievance will be furnished with a printed copy of the Two Rivers Community School Grievance Policy and Procedures. All new employees will be made aware of the Grievance Policy and Procedures during orientation training sessions.

### Grievable Issues Covered by this Policy

Covered Person	Grievable Issues
TRCS employees	alleged threats or promises regarding employment, promotion, or perquisites related to employment at TRCS
	an alleged violation of a specified binding federal or state law, State Board of Education policy or other state rule, or TRCS Board policy, including the Fair Labor Standards Act, Age Discrimination Employment Act, Family Medical Leave Act, and Americans with Disabilities Act
applicants for TRCS employment	alleged denial of veteran's preference in initial state employment
	alleged denial of employment on the basis of illegal discrimination

### Two Rivers Community School Grievance Process

The grievance process must be initiated within a reasonable time period from the occurrence of the grievable issue. A reasonable time is no more than 60 days for all issues, excepting grievances involving workplace harassment, in which case grievance must be filed within 30 days.

#### *Step 1: Informal Conference of the Persons Directly Involved in the Dispute*

- The individuals involved must communicate directly in an informal conference. This conference may be a face-to-face meeting or may occur by phone. E-mail is not an appropriate medium for this conference.
- The concerns or issues must be communicated between the parties in advance of the conference in the interest of rapid resolution of the dispute.
- The informal conference(s) creates the opportunity for both parties to openly discuss the grievance and reach a mutually acceptable resolution.
- The time and place of the conference must be mutually convenient.
- All individuals should document the conference in writing.

If the informal conference(s) fails to resolve the issue, the person with the grievance may choose to initiate a formal conference.

#### *Step 2: Formal Conference of the Persons Directly Involved and the Supervisor*

- The grievant must submit to the supervisor of the person against whom a grievance is made a description of the grievance and documentation of the attempt(s) made to resolve the grievance informally using the *TRCS Grievance Process Form*. The supervisor is either the TRCS Director or the Chair of the TRCS Board of Directors.
- The people participating in the conference must be determined by the supervisor prior to the conference and all participants must be notified.
- An appointment for the formal conference must be made for a time and place that is convenient to all people involved. The supervisor is responsible for scheduling the formal conference within a reasonable time of receiving the *TRCS Grievance Process Form*.
- The formal conference(s) creates the opportunity for all parties to discuss the grievance in the presence of a supervisor in an effort to reach a mutually acceptable resolution.
- The supervisor will document the formal meeting using the *TRCS Grievance Process Form*.



If one or more formal conferences fail to resolve the issue, the supervisor will arrange for third-party mediation utilizing a certified mediator.

*Step 3: Third Party Mediation*

- The will contact a local mediation agency to secure mediations services.
- Mediation will occur in the offices of the mediation agency (or other location as recommended by the mediator) at a time agreed to by all individuals to be involved in the mediation.
- The mediator will assist the individuals involved in the grievance as they develop a mutually acceptable solution.
- When mediation results in the resolution of the grievance, all individuals involved in the grievance will sign a Mediation Agreement.

If third-party mediation fails to resolve the issue, the grievant may appeal the grievance to the TRCS Board of Directors for resolution.

*Step 4: Appeal to the TRCS Board of Directors through the Grievance Committee*

- The TRCS Grievance Committee is a committee of the TRCS Board of Directors and subcommittee of the TRCS Human Resources Committee. It is composed of a community representative, a TRCS staff representative, and the Human Resources Committee Chair, who serves as the chair of the Grievance Committee.
- The grievant must notify the chair of the Grievance Committee in writing with the *TRCS Grievance Process Form* attached and provide a copy of the written request to the TRCS Director. All documents collected by the supervisor must be turned over to the HR Committee Chair.
- The Grievance Committee will review all documentation. If the grievance is not an alleged violation of a binding federal or state law, federal or state rule or regulation, binding NC Board of Education policy or procedure or TRCS Board policy, the Grievance Committee has the discretion to refuse to respond to the grievance.
- If the Grievance Committee chooses to respond to the grievance, the chair will schedule meetings with all parties to the grievance within a reasonable time, to gather information pertinent to the grievance and its resolution.
- The Grievance Committee will consider requests to hear grievances from a group of grievants, but the Board of Directors has the discretion to respond only to individual grievants.
- The Grievance Committee must provide proper notice of meetings to all parties concerned and keep record of any hearings conducted. In the case of hearing by right, such hearings will be conducted with all parties having the right to appear before the board.
- The Grievance Committee will bring a recommendation to the TRCS Board of Directors at the next regularly scheduled Board meeting after the review and meetings are conducted. The Board will vote to accept, accept with modification, or reject the Grievance Committee recommendation. The Board vote on the Grievance Committee recommendation must be based solely upon the evidence presented to the committee.
- The Chair of the Grievance Committee will communicate the decision in writing to all parties following the Board decision.

### **Illegal Discrimination**

Any employee (regardless of length of service) who has reason to believe that employment, promotion, training, or transfer was denied the employee or that demotion, reduction-in-force or termination of employment was forced upon the employee because of age (above 40), gender, race, color, national origin, religion, creed, political affiliation, disabling condition, or retaliation except where specific age, sex, or physical requirements constitute a bonafide occupational qualification necessary to proper and efficient administration shall have the right to appeal through the grievance procedure.

### **Reasonable Accommodation to Disabilities**

Effective November 1, 2006, the State or North Carolina adopted a policy on requests for reasonable accommodation to disabilities. As part of that policy, employees and applicants have the ability to file a grievance if they are dissatisfied with a decision on a request for reasonable accommodation. Those who wish to file a reasonable accommodation grievance may do so within the TRCS grievance process.

### **Unlawful Workplace Harassment**

An employee who alleges that he/she has been subjected to unlawful workplace harassment or retaliation in the workplace must submit a written complaint **within 30 calendar days** of the alleged harassing or retaliatory action. If the employee elects to utilize the grievance procedure, he/she has the right to bypass any step in the grievance procedure involving discussions with or review by the alleged harasser. Unlawful workplace harassment issues must reach a final Board decision **within 90 calendar days** of the triggering complaint.

**Two Rivers Community School  
Grievance Process Form**  
(Attach additional pages as necessary)

Date of request for formal conference \_\_\_\_\_

Description of the grievance:

**Informal Conference(s)**

*Conference 1*

Date \_\_\_\_\_

Persons involved \_\_\_\_\_

Result:

*Conference 2 (complete only if a second conference was held)*

Date \_\_\_\_\_

Persons involved \_\_\_\_\_

Result:

Signatures of participants:

\_\_\_\_\_

**Formal Conference:**

Date \_\_\_\_\_

Persons involved (include staff member's supervisor) \_\_\_\_\_

Result:

Signatures of participants:

\_\_\_\_\_

\_\_\_\_\_

**Third Party Mediation**

Date \_\_\_\_\_

Persons involved (including supervisor) \_\_\_\_\_

Result:

Signatures of participants:

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

**Grievance Committee Review**

This grievance involves an alleged violation of:

- a specified binding federal or state law, federal or state regulation,
- binding State Board of Education policy or procedure
- Two Rivers Community School board policy or procedure
- deprivation of due process rights for students in cases of long- or short-term suspension or expulsion

Therefore, the grievance is subject to mandatory review by the Grievance Committee.

- This grievance *does not* involve an alleged violation of a specified binding federal or state law, federal or state regulation, binding State Board of Education policy or procedure or Two Rivers Community School board policy or procedure.

Review of the grievance is at the discretion of the Grievance Committee.

Date \_\_\_\_\_

Persons involved (including staff supervisor) \_\_\_\_\_

Result:

Signatures of participants:

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

## Attendance Policy

### Intent

Regular attendance is a significant factor in educational achievement and should be encouraged in an effort to facilitate each student's optimum development. Being chartered under the Laws of the State of North Carolina, TRCS must follow state requirements for student attendance. Furthermore, because learning at TRCS is hands-on, integrated and project-based, it is not easy to make up time and work missed.

One of our goals at TRCS is to join with families in teaching children the importance of punctuality. Tardiness is disruptive to the learning process; it has a negative impact on the entire class, not just the child who is tardy. Punctuality reflects the shared values of respect and responsibility, as well as the importance of school and the Educational opportunities it offers to children.

**The intent of this policy is to insure attendance, to help students form habits of acceptable attendance and punctuality, and to place the responsibility for school attendance of the student on his/her parent/guardian as well as on the school.** The school's staff shall endeavor to cooperate fully with families in matters concerning absences, tardies, and early departures.

### State Requirements

North Carolina law mandates compulsory school attendance for all students under the age of 16. The school must offer 185 days of school. Attendance at school is not only an essential element to participating in TRCS's experiential program; it is also a state law.

### Excused Absences

State law mandates absences are coded as either "excused" or "unexcused." Excused absences are for the following reasons only:

- Illness
- Death in the family or other clear family emergency (i.e., medical or legal emergency).
- Inclement weather
- Religious observance
- Prior (2 weeks) approval by the Executive Director or Associate Director of an educational family trip (see details below).

All other reasons are "unexcused" with no exceptions.

### Documenting "Excused" Absences

State Law further requires that excused absences be documented. In order for your child's absence to be excused, the classroom teacher must receive a note within three (3) school days outlining the reason(s) for your child's absence. **After 10 absences, a doctor's note is required for each subsequent absence NO MATTER THE REASON** in order for those absences to be excused.

## **Punctuality Policy**

<b>School Hours for All Grades</b>	
Monday, Tuesday, Thursday, Friday	8:30 AM - 3:00 PM
Wednesday	8:30 AM - 1:00 PM

The TRCS school day begins at 8:30 a.m., and students will be marked tardy at 8:31. We suggest that you pull into the school's driveway no later than 8:15-8:20 to ensure that your children get to their classrooms on time. Working parent/guardians may drop their children off at the before-school care program after 8:00 with no fee, and from 7-8:00 with a fee.

Students arriving any time after 8:30 cannot be admitted to class without a slip from the office. Parent/guardians must accompany children to the office and provide documentation regarding the reason for the tardiness. Tardiness is excused only for illness, medical appointments, inclement weather, or a death in the family.

TRCS recognizes that usually tardies are not the child's responsibility. Therefore, tardies will be treated as a parent/guardian issue. Tardies are disruptive to the learning process and have a negative effect on the entire class, as well as the child who is late. Please support TRCS in our goal to teach children the importance of responsibility and punctuality.

### **Consequences for Repeated Tardiness**

Repeated tardies are considered unexcused with the following repercussions:

- **3 unexcused tardies** will require a meeting with the student's teacher to discuss the situation and possible solutions.
- **6 unexcused tardies** will require a meeting with the Attendance Officer to develop a Tardy Prevention Plan.
- **9 unexcused tardies** will require a meeting with the Community Council (made up of teachers, administrators, and board members). The Community Council will make a recommendation to address the problem that they believe to be in the best interest of the child(ren), including:
  - A carpool or other transportation solution
  - Appropriate home or school consequences for students who do not take responsibility for punctuality
  - Support services for the child or family
- **10 unexcused tardies** will result in an unexcused absence being recorded for the student, as will each additional 5 unexcused tardies.

If these steps do not produce solutions for the tardiness, the Director may then enact other consequences, including:

- Loss of student's automatic re-enrollment for the following school year
- Transfer to a district school that has bus service

### **Attendance**

#### **Early Leave / Late Arrival**

Students arriving after 12:00 PM or leaving before 11:00 AM will be marked absent for the day. If it is necessary to check your child out of school early, please sign your child out in the office

and provide a reason for the early departure. The student will not be called to the office until you arrive at school.

**Please help us protect the instructional day by scheduling appointments and activities outside the school day. Early release Wednesday's provide an excellent opportunity for scheduling appointments**

### **Guidelines Regarding Sick Children**

Please use these guidelines when determining when to keep your child home:

- Vomiting and/or diarrhea in previous 24 hours.
- Temperature 100 degrees or higher (keep at home until fever free for 24 hours without medication).
- Any suspicious rash must be seen by a physician. Child may return to school only with a medical doctor's note deeming the rash to be non-contagious.
- Illness that prevents your child from participating comfortably in classroom or program activities.
- Pink Eye with discharge, until seen by medical doctor. A note must be provided stating when the child may return to school.
- Strep Throat, until 24 hours after medication has been started.
- Head lice, until morning after first treatment and lice/nit free.
- Scabies, until after treatment completed.
- Chicken Pox, after the sixth day of onset of rash or sooner if all sores are dried and crusted.
- Child displays any of the following:
  - Lethargy (lifelessness)
  - Irritability
  - Persistent crying, difficulty breathing or other signs of severe illness.
- Any communicable disease deemed by the Director to require doctor approval to return to school.

### **Excused Educational Absences**

We strongly encourage families not to plan trips or vacations that require absences from school. However, we do recognize that occasionally unique learning opportunities and educational trips will occur outside of school. If you are planning an absence for educational reasons, please follow the guidelines below for prior approval.

Students will only be allowed five (5) excused absences for educational trip days during a school year. The absences will only be excused if the trip is determined to be "educational" by the administration. For example, a trip to several museums in Washington, D.C. is educational; a cruise is not. An Educational Absence form (available in the main office) must be filled out by the parent or guardian and submitted to the administration at least one month before the trip. Your child's teacher should be consulted when developing the activities for sharing knowledge and make-up work portions of the form. Approval or denial for the trip will be given within one (1) week of submitting a completed form. If the absence has been approved, they will only be coded as "excused" once the student has satisfactorily completed all the agreed upon assignments for the teacher.

### **Consequences for Repeated Absences**

**After three (3) unexcused absences**, the director shall send a letter of concern to the parent/guardian.

**After five (5) unexcused absences**, the director shall notify the parent/guardian by mail that he/she may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under established attendance policies of the State and TRCS. Once the parent/guardian is notified, the director/designee shall work with the child and his family to analyze the cause of the absences and determine appropriate steps to eliminate the problem. If the parent/guardian refuses to meet with the director, the director shall notify the Department of Social Services and the District Attorney.

**After ten (10) accumulated unexcused absences** in a school year, the director shall notify the parent/guardian/custodian by mail. The director shall confer with the parent/guardian/custodian to determine whether parent/guardian/custodian has received notification pursuant to this policy and has made a good faith effort to comply with the law. If the director determines that the parent/guardian/custodian has not made a good faith effort to comply with the law, he shall notify the District Attorney. If he determines that the parent/guardian/custodian has made a good faith effort to comply, he may file a complaint with the juvenile intake counselor under G.S. 7A-561 that the child is habitually absent from school without a valid excuse.

If these steps do not produce solutions for the repeated absences, the Director may then consider other options, such as loss of automatic enrollment into TRCS for the following year.

**In order to be promoted to a higher grade level a student must be absent no more than twenty (20) days in a 180-day school year (excused or unexcused).** Failure due to absences exceeding twenty (20) days may be appealed to the director.

### **Make-up Work**

Students must make up all missed work, which may require additional homework. It is the responsibility of the student to collect all missed assignments and make up the work within the required time. The office staff does not collect assignments for students.

- Assignments must be turned in within one (1) week of the student's return to school.
- Teachers are not expected to provide tutoring for work missed or make-up assignments for educational absences.
- Tests, quizzes, and projects missed during the absence must be made up within one (1) week of the student's return.



**Code of Conduct**  
**Approved by the TRCS Board of Directors on 4/26/10**

***Behavior And Discipline Expectations And Policies***

SPARK represents the foundation for our expectations about student behavior at Two Rivers Community School (TRCS). Students are encouraged and expected to be *Supportive, Productive/Prepared, Attentive/Aware, Respectful, and Kind* towards each other, staff, and other community members. Students are encouraged to take responsibility for their own actions. We will use logical and natural consequences when students act contrary to this expectation and problems arise.

Teachers at TRCS develop their own classroom discipline plans and procedures based on SPARK. Students are involved in the development of class rules and consequences. Your child's teacher will share these plans and procedures with you. Teachers will use their discretion based on students' individual needs. The policies outlined below are school-wide policies.

A primary component of the Kindergarten through Grade Two curriculum is to teach socially acceptable behaviors and expectations. Teachers, at this level, will focus on using natural consequences through redirection and re-teaching. Administration will be used only when behaviors are chronic.

Students in the EC Program may have their own set of guidelines that govern the length and severity of their consequences. The EC Coordinators will be active consultants in such situations on a case-by-case basis.

**Severity Clause:** *The administration reserves the right to immediately call a parent to take a student home for the day, suspend or expel a student from school, even if that student has committed no prior infractions, if the severity of the student's actions is deemed worthy of such a response. This will be at the discretion of the administration.*

***Glossary of Behaviors***

**Abusive/Inappropriate Language**

Verbal messages that include swearing or using words in an inappropriate way in such a manner that the learning environment is significantly disrupted (different from Harassment / Discrimination)

**Defiance of Authority**

Non-compliance in such a way that disrupts the learning environment; resistant to teacher direction

**Disruption**

Behavior that interferes with or prohibits learning in the classroom (persistent noise making; persistent shouting out in class).

**Fighting**

At least two students mutually engaged in serious physical contact (Punching, kicking, scratching, hair pulling, hitting with object).

**Harassment/ Discrimination**

Repeated teasing, name calling or other actions, as well as activities or statements intended to be offensive of one's religion, race, heritage, color, and disability, including sexual harassment. (See further elaboration below under "Policy on Harrassment/Threat.")

**Insubordination**

Complete refusal to follow staff directions in such a manner that the learning environment is significantly disrupted and/or the students places his/herself 'in a dangerous situation.

**Leaving Supervised Area**

Leaving the supervision of any adult in the school without permission.

**Physical Aggression**

One student making serious physical contact upon another (hitting, punching, kicking, scratching, hair pulling, hitting with object).

**Property Damage (school)**

Deliberately impairing the usefulness of school property. (different from Vandalism).

**Property Damage (others)**

Deliberately impairing the usefulness of another's student's or staff member's personal property.

**Provoking or Inciting**

Encouraging or attempting to cause inappropriate behavior in the other students

**Sexual Misconduct**

Conversation or behavior considered sexual (mimicking sexual behaviors; making jokes about bodies or sex; writing notes with sexual content; inappropriate dancing)

**Student Threat**

Student delivers a message (verbalized, written, drawn or gestured) toward another that conveys an act of 'intended injury or harm.

**Theft**

Possession of, having passed on, or the removing of someone else's property.

**Vandalism**

Participating in an activity that results in substantial destruction or disfigurement of property.

**Other**

Could include: possession (tobacco, pagers, laser pointers, drugs or weapons), arson, forgery, bomb threat, false alarms, extortion, computer use violation, leaving campus.

### ***Policy on Harassment/Threat***

Two Rivers intends that every student look forward to coming to school without fear or hesitation. Any implied or direct threat to a person's safety must be reported to the administration immediately. Students that harass, threaten or pick on another student, staff member or any Two Rivers community member will immediately be dealt with by the administration.

Harassment may be momentary or ongoing behaviors such as:

- Name-calling (including racial slurs).
- Teasing of any kind.
- Physical intimidation or contact.
- Making fun of a student's family, etc.
- Inappropriate touching or talk of a sexual nature.
- Harassing the school-at-large (e.g. calling in a bomb threat, pulling a fire alarm).
- Any other behavior the administration defines as harassment.
- The behaviors listed above can occur either in person, via the phone, or in writing (including email, text messaging, etc.).

### ***Zero Tolerance***

The following behaviors on school grounds or at school-sponsored events will lead to immediate 10-day suspension, report to law enforcement and report to the Board for possible long-term suspension and/or expulsion.

- Arson
- Assault with the use of a weapon
- Assault resulting in serious injury
- Bomb threat
- Homicide
- Kidnapping
- Possession of alcohol
- Possession of a firearm
- Possession of a weapon
- Possession of a controlled substance in violation of law
- Rape
- Robbery with a weapon
- Sale of a controlled substance
- Sexual assault
- Sexual offense

### ***Disciplinary Response Levels and Procedures***

There are three levels of disciplinary response based on whether the behavior was deemed to be minor or major and whether the behavior. The charts below define the behaviors associated with either level and describe the response to be taken.

### Level I Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Procedure</i>
<p style="text-align: center;">Behaviors that:</p> <p>1. <u>do not</u> require administrator involvement</p> <p style="text-align: center;"><i>and</i></p> <p>2. do not significantly violate the rights of others</p> <p style="text-align: center;"><i>and</i></p> <p>3. do not appear chronic</p>	<ul style="list-style-type: none"> <li>• refusing to follow directions</li> <li>• crying</li> <li>• yelling</li> <li>• talking in class during an individual assignment</li> <li>• refusing to do class work</li> <li>• not paying attention in class</li> <li>• using inappropriate language (an isolated incident)</li> <li>• making inappropriate noises</li> <li>• provoking or inciting</li> <li>• borrowing without permission</li> <li>• teasing</li> </ul>	<ol style="list-style-type: none"> <li>1. Inform student of rule violated.</li> <li>2. Describe expected behavior.</li> <li>3. Contact parent if necessary</li> <li>4. Debrief and reteach school wide behavioral expectation.</li> <li>5. Follow-up agreement will be developed at the discretion of the teacher.</li> </ol>

### Level II Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Procedure</i>
<ol style="list-style-type: none"> <li>1. significantly violate the rights of others</li> </ol> <p style="text-align: center;"><i>or</i></p> <ol style="list-style-type: none"> <li>2. put others or self at risk or harm</li> </ol> <p style="text-align: center;"><i>or</i></p> <ol style="list-style-type: none"> <li>3. are chronic Level I behaviors</li> </ol>	<ul style="list-style-type: none"> <li>• arguing with teacher/talking back</li> <li>• throwing materials on the floor</li> <li>• talking on a regular basis</li> <li>• refusing to follow directions on a regular basis</li> <li>• continued use of inappropriate language</li> </ul>	<ol style="list-style-type: none"> <li>1. Inform student of rule violated</li> <li>2. Describe expected behavior</li> <li>3. Complete Documentation Form</li> <li>4. Contact parent</li> <li>5. Submit Documentation Form to Administrative Office</li> </ol>

### Level III Behaviors

<i>Definition</i>	<i>Examples</i>	<i>Procedure</i>
Behaviors that: 1. violate NC Public School policies <i>or</i> 2. violate NC policies or laws <i>or</i> 3. are chronic Level II behaviors <i>or</i> 4. require administrator involvement	<ul style="list-style-type: none"> <li>▪ drawing pictures that illustrate violent behaviors towards others</li> <li>▪ violent behaviors toward others such as fighting or assault</li> <li>▪ writing or drawing that suggests suicidal behaviors</li> <li>▪ making threats of suicide</li> <li>▪ purposefully hitting a teacher or student</li> <li>▪ throwing classroom objects at others</li> <li>▪ self-inflicting wounds</li> <li>▪ spitting or biting</li> <li>▪ making racial, ethnic, religious, or sexual slurs</li> <li>▪ possessing weapon or look-alike weapon</li> <li>▪ drug possession</li> </ul>	<ol style="list-style-type: none"> <li>1. Inform student of rule</li> <li>2. Describe expected behavior</li> <li>3. Complete Office Referral Form</li> <li>4. Send student to office with Referral Form and attach any relevant Documentation Forms</li> </ol>

**Summary of the disciplinary response and documentation produced:**

**Level I:** Teacher employs behavior plan within the classroom: The teacher will attempt to warn the child using the class-created list of expectations and consequences. A Classroom Discipline Follow Up Agreement will be written. Parents will be informed.

**Level II:** Administrative Referral: When a student is unable to comply with classroom norms and expectations, a Level II Office Referral Form will be written. The student will be sent to the Director's office to review consequences.

**Level III:** Administrative Referral: When a student is unable to comply with classroom norms and expectations, the student will be sent to the Director's office. A Level III Office Referral Form will be written.

## **TITLE I PARENTAL INVOLVEMENT POLICY**

Two Rivers Community School believes that the education of children is a cooperative effort between parents and schools. Parents are their children's first teachers and involvement by parents improves the educational achievement of their children. We believe that the involvement of Title I parents increases the effectiveness of the program and contributes significantly to the success of the children.

Parents (or their representatives) of all eligible Title I children shall be invited to an annual meeting to participate in the joint development of the LEA Plan for school review and improvement. The purpose of this meeting will be to discuss the programs and activities provided with Title I funds in school-wide projects. The Parent Involvement Policy and LEA plan will be made available for all parents of eligible Title I children to review and provide feedback. Parents shall have adequate opportunity to participate in the design and implementation of the project.

Parents will be given the opportunity to confer with their child's Title I teacher. Parents will be informed of the school-wide program that has been planned for their child and his/her progress will be reported. Parents will be encouraged to visit the Title I classrooms and to volunteer in school activities.

We will build capacity for strong parental involvement by:

- Providing the LEA policy for every child. Translations and oral communications will be used to inform parents with language barriers and/or disabilities.
- Coordinating and integrating the parent involvement activities with other programs offered in district.
- Offering flexible schedules for meetings such as parent conferences on teacher workdays and opportunities for meeting in the evening so that meaningful consultation occurs with parents of participating children.
- Work to provide materials and training to involve parents in the Title I activities.
- Assist in the annual evaluation of the content and effectiveness of the parent involvement policy. Use the findings of the evaluation to design strategies for more effective parental involvement and improving the academic quality of the school.
- Assist in identifying barriers to greater participation of parents.

This policy and our Parent Compact/Agreement serve as a compact between teacher, parent and student.

*Adopted by the Two Rivers Community School Board of Directors  
On September 25, 2013.*

## STUDENT CONDUCT

The Student Conduct Code (“Student Code” or “Code”) governs student behavior occurring on School property, at School-sponsored activities, plus all off-campus activity that threatens School safety or property, or that substantially disrupts or is likely to disrupt School operations.

### Generally Prohibited Behavior

**Disrespect/Noncompliance.** Students shall comply with all School- and safety-related directions of School administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, and all other School personnel who are authorized to give such directions. Inappropriate conduct includes but is not limited to verbal, non-verbal, or physical conduct showing disrespect; repetitive tardiness, skipping class/School, leaving campus without permission, or being in an unauthorized area. Failure to comply may result in short-term suspension.

**Class/Activity Disturbance.** Any physical or verbal disturbance which occurs within the School environment and which interrupts or interferes with teaching or orderly conduct of class/School activities/School transportation is prohibited.

**Inappropriate Language.** Cursing or use of vulgar, profane, or obscene language is prohibited.

**Improper Dress.** Students shall dress in a way that is compatible with the School’s mission and an effective learning environment. Students shall not wear clothing or other attire which is disruptive, provocative, inappropriately revealing of the body, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others. Prohibited attire includes, but is not limited to, that which involves:

- a. Exposed undergarments, buttocks, cleavage, or pubic areas (includes see-through clothing)
- b. Excessively sagging or tight pants or other apparel
- c. Midriffs or strapless shirts or dresses
- d. Messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors
- e. Non-religious head coverings of any kind
- f. Chains, spikes or other apparel reasonably perceived or used as a weapon
- g. Gang or reasonably perceive gang symbols or apparel
- h. Other attire of which a student is reasonably notified as being improper under this policy by authorized School personnel

The School will strive to reasonably accommodate dress that is necessary to satisfy a student’s fundamental religious beliefs or a medical or physical need.

**Inappropriate Literature and Illustrations.** The creation, possession or distribution of literature or illustrations which significantly disrupt the educational process is prohibited.

**Tobacco.** No student shall possess, display, or use any tobacco product. This restriction applies even when the student is on School system property or at any School-sponsored activity as a visitor or spectator. For the purpose of this policy, the following definitions shall apply.

**a. Tobacco Product:** cigarettes, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products.

**b. Tobacco Use:** smoking, chewing, dipping, or any other use of tobacco products.

**c. Display:** having any tobacco product in a location or position that is visible to students or School personnel.

**Controlled Substances and Alcohol.** The School is committed to being a community free of unhealthy substances including illegal controlled substances, tobacco, and alcohol. The use of illegal controlled substances and use of alcohol while on School property, at any School-related activity, or in any other venue where the conduct in question is likely to substantially impact or undermine the operation or well-being of the School or its members, is prohibited.

**Indecent Exposure/Sexual Behavior.** No student shall engage in behavior which is indecent, involves excessive or inappropriate touching, or is otherwise of a sexual or sexually-suggestive nature.

**Theft.** No student shall steal, attempt to steal, aid in or conceal stealing, or knowingly possess stolen property if not attempting to return or turn in such property.

**Unacceptable Use of Electronic Technology.** Student shall comply with the *Student Acceptable Use Policy* attached as **Addendum II**.

## **Weapons**

The School strives to maintain an environment free of all weapons not legally possessed by law enforcement officials or otherwise authorized by the Director or the Board. No student, employee or other agent of the School shall carry or encourage another person to carry, whether openly or concealed, a weapon as defined below, onto School property at any time.

A "Weapon" includes a gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, powerful explosive, knife, BB gun, air rifle,



air pistol, sling shot, blackjack, metal knuckles, bludgeon, bowie knife, switchblade, dirk, dagger, leaded cane, stun gun or other electronic shock weapon, any sharp-pointed or edged instrument except for the following: instructional supplies, unaltered nail files and clips and tools used solely for preparing food, instruction (ex. Gardening), and maintenance of School property or otherwise authorized or necessary to support the operations of the School.

Any person who is aware that an unauthorized Weapon has been carried onto School property or possessed at a School function shall immediately notify a teacher or the Director/administration.

## **Harassment and Bullying**

The School is committed to providing an environment that is conducive to learning, free from harassment and bullying based on race, religion, gender, ethnicity, national origin, disability, or any other illegal conduct. Other forms of harassment and bullying are also prohibited, including those based on other distinguishing characteristics such as, but not limited to, physical, social, academic or emotional and socio-economic status, or simply based on personal differences or conflicts. All conduct prohibited by this policy includes behavior that occurs directly or indirectly, by personal or electronic communication or action.

Harassment is an unwelcomed offensive verbal, nonverbal or physical conduct that is sufficiently severe, persistent or pervasive as to significantly affect the conditions of one's employment or a student's learning. Harassment includes, but is not limited to, abusive jokes, insults, slurs, name-calling, threats, bullying or intimidation, unwelcome sexual advances, or the exchange of benefits for performance of sexual or other favors.

Harassment is prohibited at all levels: between students, between employees and students, between coworkers, between supervisors and subordinates, between nonemployees and employees and/or students, and between any other School representatives or members of the School community while at the School or involved in School activities.

In addition, no student or staff member shall retaliate against anyone who reports or seeks remedies against harassment or bullying or otherwise aids or supports someone who aids in the enforcement of this policy.

All staff members are required to report instances or reasonable suspicions of harassment and bullying to a supervisor and to aid in investigations under, and the enforcement of, this policy. Any report of alleged harassment or bullying shall be taken seriously and responded to fully and promptly by appropriate School staff.

Students are urged to also report and assist in carrying out this policy. An anonymous online bullying and harassment reporting system can be found on the school website on the counselor's page.

## **Sexual Harassment**

Of the various types of harassment, sexual harassment is worthy of special considerations in addition to those applicable under the School's General Harassment Policy. No employee shall engage in sexual harassment against any student, other employee, or another person in the School community. No student shall engage in sexual harassment against any other student, employee or another person in the school community.

Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or sexually suggestive comments when:

- a. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- b. Submission to or rejection of such conduct by an individual is used as a basis for student or employment decisions affecting such individual.
- c. Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive working or educational 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 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, or in the presence of, an individual or to describe an individual; indecent exposure of one's body or body parts; or the display of sexually suggestive objects, signals, or pictures.

A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from the educational program or creates a hostile or abusive educational or work environment.

Romantic or sexual advances toward students by employees or romantic or sexual relationships between School system employees and students are always prohibited in all circumstances. School employees are prohibited from engaging in inappropriate relationships with students and are required to report such relationships or reasonable suspicions thereof to the Director or other appropriate

supervisory official. Procedures for reporting suspected harassment or sexual harassment are outlined in the School's personnel policies.

### **State Disciplinary Policies and Procedures for Serious Offenses**

North Carolina state law requires the School to follow specific rules relating to the use of reasonable force, suspension and expulsions, under Article 27 of Chapter 115C of the General Statutes (as amended in 2011) as provided below.

**Purpose and Definitions.** The following provisions are governed by G.S. 115C-390.1

- (a) In order to create and maintain a safe and orderly School environment conducive to learning, School officials and teachers need adequate tools to maintain good discipline in Schools. The state and School recognize that removal of students from School, while sometimes necessary, can exacerbate behavioral problems, diminish academic achievement, and hasten School dropout. School discipline must balance these interests to provide a safe and productive learning environment, to continually teach students to respect themselves, others, and property, and to conduct themselves in a manner that fosters their own learning and the learning of those around them.
- (b) The following definitions apply to this policy:
  - (1) Alternative education services. – Part or full-time programs, wherever situated, providing direct or computer-based instruction that allow a student to progress in one or more core academic courses. Alternative education services include programs established by the local board of education in conformity with G.S. 115C-105.47A and local board of education policies.
  - (2) Corporal punishment. – N/A
  - (3) School property. – Any School building or bus, School campus, grounds, recreational area, athletic field, or other property under the control of any local board of education or charter School.
  - (4) Expulsion. – The indefinite exclusion of a student from School enrollment for disciplinary purposes.
  - (5) Firearm. – Any of the following:
    - a. A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    - b. The frame or receiver of any such weapon.
    - c. Any firearm muffler or firearm silencer.  
The term shall not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.
  - (6) Long-term suspension (“LTS”). – The exclusion for more than 10 School days of a student from School attendance for disciplinary purposes from the School to which the student was assigned at the time of the disciplinary action. If the offense leading to the long-term suspension occurs before the final quarter of the School year, the exclusion shall be no longer than the remainder of the School year in which the offense was

committed. If the offense leading to the LTS occurs during the final quarter of the School year, the exclusion may include a period up to the remainder of the School year in which the offense was committed and the first semester of the following School year.

- (7) Parent. – Includes a parent, legal guardian, legal custodian, or other caregiver adult who is acting in the place of a parent and is entitled to enroll the student in School.
  - (8) Destructive device. – An explosive, incendiary, or poison gas:
    - a. Bomb.
    - b. Grenade.
    - c. Rocket having a propellant charge of more than four ounces.
    - d. Missile having an explosive or incendiary charge of more than one-quarter ounce.
    - e. Mine.
    - f. Device similar to any of the devices listed in this subdivision.
  - (9) Director. – Includes the School director, director, headmaster or similar person in charge of the School and that person’s designee.
  - (10) School official. – An administrator to whom the board or director has delegated duties under this policy.
  - (11) School personnel. – Any of the following:
    - a. An employee of the School.
    - b. Any person working on School grounds or at a School function under a contract or written agreement with the public School system to provide educational or related services to students.
    - c. Any person working on School grounds or at a School function for another agency providing educational or related services to students.
  - (12) Short-term suspension (STS). – The exclusion of a student from School attendance for disciplinary purposes for up to 10 School days from the School to which the student was assigned at the time of the disciplinary action.
  - (13) Substantial evidence. – Such relevant evidence as a reasonable person might accept as adequate to support a conclusion; it is more than a scintilla or permissible inference.
- (c) Notwithstanding the provisions of this policy, the policies and procedures for the discipline of students shall be consistent with the requirements of the Gun Free Schools Act, 20 U.S.C. § 7151, the Individuals with Disabilities Education Act (IDEA), 29 U.S.C. § 1400, et seq., section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 701, et seq., and with other federal laws and regulations.

**General Provisions.** The following provisions are governed by G.S. 115C-390.2

- (a) **Guidance for School Officials.** The state statutes shall be followed by school officials in disciplining students.
- (b) **The Code.** These statutory requirements are considered a part of the School’s Code of Student Conduct (the “Code”), giving notice to students and parents of expected behaviors and potential discipline for violations of the Code.
- (c) **Off-campus Behavior.** A student may also be disciplined for any personal conduct

occurring outside of School property or after School hours, when the student's conduct otherwise violates the Code of Student Conduct **and** the student's conduct has or is reasonably likely to have a direct and immediate impact on the orderly and efficient operation of the School or the safety of individuals in the School environment.

- (d) **Truancy.** Students may be disciplined for but shall not be long-term suspended or expelled from School solely for truancy or tardiness offenses and shall not be short-term suspended for more than two days for such offenses.
- (e) **Limited Mandatory Long-term Suspensions and Expulsion.** The School shall not impose mandatory long-term suspensions (LTS) or expulsions for specific violations unless otherwise provided in state or federal law.
- (f) **Selected Use of LTS and Expulsion.** The School shall minimize the use of LTS and expulsion by restricting the availability of LTS or expulsion to those violations deemed to be serious violations of the Code, that either threaten the safety of students, staff, or School visitors or threaten to substantially disrupt the educational environment. Examples of conduct that would not be deemed to be a serious violation include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations, and minor physical altercations that do not involve weapons or injury. The director may, however, in his or her discretion, determine that aggravating circumstances justify treating a minor violation as a serious violation.
- (g) **Disciplinary Considerations.** The School shall not prohibit the School director and Director from considering the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors when deciding whether to recommend or impose LTS.
- (h) **Procedure.** The statutes establish the procedures for suspending or expelling, any student.
- (i) **Publication and Notice of the Code.** The School shall publish the Student Code and make it available to each student and his or her parent at the beginning of each School year in the Student/Family handbook and upon request.
- (j) **Positive Behavior Planning.** The School will seek to adopt research-based behavior management programs that take positive approaches to improving student behaviors (eg. SPARK).
- (k) **Breadth of Disciplinary Options.** The School will seek to use a full range of responses to violations of disciplinary rules, such as conferences, counseling, peer mediation, behavior contracts, instruction in conflict resolution and anger management, detention, academic interventions, community service, and other similar tools that do not remove a student from the classroom or School building.

## Reasonable Force

The following provisions are governed by G.S. 115C-390.3 (as adopted in 2011).

- (a) School officials may physically restrain a student in accordance with G.S. 115C-391.1.
- (b) School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary for any of the following reasons:
  - (1) To correct students.
  - (2) To quell a disturbance threatening injury to others.

- (3) To obtain possession of weapons or other dangerous objects on the person, or within the control, of a student.
  - (4) For self-defense.
  - (5) For the protection of persons or property.
  - (6) To maintain order on educational property, in the classroom, or at a School-related activity on or off educational property.
- (c) Notwithstanding any other law, School employees shall not be civilly liable for using reasonable force in conformity with the law.

### **Short-term Suspension**

The following provisions are governed by G.S. 115C-390.5 (as adopted in 2011).

- (a) The director shall have authority to impose a short-term suspension (“STS”) on a student who willfully engages in conduct that violates a provision of the Code, that authorizes short-term suspension.
- (b) If a student's STS accumulates to more than 10 days in a semester, to the extent the director has not already done so, he or she shall apply any relevant considerations from the School’s safe School planning.
- (c) A student subject to short-term suspension shall be provided the following:
  - (1) The opportunity to take textbooks home for the duration of the suspension.
  - (2) Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with the assignment.
  - (3) The opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

### **Short-term Suspension Procedures**

The following provisions are governed by G.S. 115C-390.6 (as adopted in 2011).

- (a) **Informal Hearing.** Except as authorized in this section, no STS shall be imposed upon a student without first providing the student an opportunity for an informal hearing with the director or a designated school official. The notice to the student of the charges may be oral or written, and the hearing may be held immediately after the notice is given. The student has the right to be present, to be informed of the charges and the basis for the accusations, and to make statements in defense or mitigation of the charges.
- (b) **Emergency STS with Prior Hearing.** The director may impose a STS without providing the student an opportunity for a hearing if the presence of the student creates a direct and immediate threat to the safety of other students or staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the School. In such cases, the notice of the charges and informal hearing described in subsection (a) of this section shall occur as soon as practicable.

- (c) **Notice to Parent.** The director shall provide notice to the student's parent of any STS, including the reason for the suspension and a description of the alleged student conduct upon which the suspension is based. The notice shall be given by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed. The notice shall be given by certified mail, telephone, facsimile, e-mail, or any other method reasonably designed to achieve actual notice.
- (d) **Notice in Primary Language.** If English is the second language of the parent, the notice shall be provided in the parent's primary language, when the appropriate foreign language resources are readily available, and in English, and both versions shall be in plain language and shall be easily understandable.
- (e) **No Right of Appeal.** A student is not entitled to appeal the director's decision to impose a short-term suspension to the School director or School board. Further, such a decision is not subject to judicial review.

### **Long-term Suspension**

The following provisions are governed by G.S. 115C-390.7 (as adopted in 2011).

- (a) **Director's Authority.** The director may issue a long-term suspension ("LTS") of any student who willfully engages in conduct that violates a provision of the Code that authorizes LTS.
- (b) **Right to Hearing.** Before the director imposes a LTS, the student must be provided an opportunity for a hearing consistent with the procedures required by this policy and G.S. 115C-390.8. These procedures require the director to meet with the student prior to administering the long-term suspension.
- (c) **Director's Review.** If the student declines the opportunity for a hearing, the director shall review the circumstances of the recommended LTS. Following such review, the director (i) may impose the suspension if it is consistent with board policies and appropriate under the circumstances, (ii) may impose another appropriate penalty authorized by board policy, or (iii) may decline to impose any penalty.
- (d) **Return to Alternative Classroom in Cases of Assault.** If a teacher is assaulted or injured by a student and as a result the student is long-term suspended or reassigned to alternative education services, the student shall not be returned to that teacher's classroom unless the teacher consents.
- (e) **Alternative Education Program.** Disciplinary reassignment of a student to a full-time educational program that meets state academic requirements and provides the student with the opportunity to make timely progress towards graduation and grade promotion, is not considered a LTS requiring due process.

## Long-term Suspension Procedures

The following provisions are governed by G.S. 115C-390.8 (as adopted in 2011).

(a) When a student is recommended by the director for LTS, the director shall give written notice to the student's parent. The notice shall be provided to the student's parent by the end of the workday during which the suspension was recommended when reasonably possible or as soon thereafter as practicable. The written notice shall provide at least the following information:

- (1) A description of the incident and the student's conduct that led to the LTS recommendation.
- (2) A reference to the provisions of the Code that the student is alleged to have violated.
- (3) The specific process by which the parent may request a hearing to contest the decision, including the number of days within which the hearing must be requested.
- (4) The process by which a hearing will be held, including, at a minimum, the procedures described in subsection (e) of this section.
- (5) Notice that the parent is permitted to retain an attorney to represent the student in the hearing process.
- (6) The extent to which the local board policy permits the parent to have an advocate, instead of an attorney, accompany the student to assist in the presentation of his or her appeal.
- (7) Notice that the parent has the right to review and obtain copies of the student's educational records before the hearing.
- (8) A reference to the board policy on the expungement of discipline records.

(b) **Written Notice.** Written notice may be provided by certified mail, fax, e-mail, or any other written method reasonably designed to achieve actual notice of the recommendation for long-term suspension. When School personnel are aware that English is not the primary language of the parent or guardian, the notice shall be written in both English and in the primary language of the parent or guardian when the appropriate foreign language resources are readily available. All notices described in this section shall be written in plain English, and shall include the following information translated into the dominant non-English language used by residents within the local School administrative unit:

- (1) The nature of the document, i.e., that it is a LTS notice.
- (2) The process by which the parent may request a hearing to contest the LTS.
- (3) The identity and phone number of a School employee that the parent may call to obtain assistance in understanding the English language information included in the document.

(c) **Formal Hearing.** No LTS shall be imposed on a student until an opportunity for a formal hearing is provided to the student. If a hearing is requested in a



time manner, it shall be held and a decision issued before a LTS is imposed, except as otherwise provided in this subsection. Written notice of a request for a hearing must be submitted within five business days of the date of the suspension. Such notice may be sent by fax, e-mail or hand delivery. The student and parent shall be given reasonable notice of the time and place of the hearing.

- (1) If no hearing is requested in a timely manner, the director shall follow the procedures described above as required by G.S. 115C-390.7(c).
  - (2) If the student or parent requests a postponement of the hearing, or if the hearing is requested beyond the time set for such request, the hearing shall be scheduled, but the student shall not have the right to return to School pending the hearing.
  - (3) If a timely request for the formal hearing is made, one will be scheduled before a board hearing panel, comprised of a quorum of the Board of Directors, within 10 school days of the date of the suspension or as soon thereafter as can reasonably be scheduled.
- (d) **Oversight of Hearing.** The formal hearing may be conducted by the full School board or a quorum of the Board of Directors. The full board or the quorum of the board shall determine the relevant facts and credibility of witnesses based on the evidence presented at the hearing. Following the hearing, the board shall make a final decision regarding the suspension. The director shall adopt the board's factual determinations unless they are not supported by substantial evidence in the record.
- (e) **Due Process.** LTS hearings shall be conducted in accordance with the policies. The student shall be accorded procedural due process including, at a minimum, the following:
- (1) The right to be represented at the hearing by counsel or, in the discretion of the board, a non-attorney advocate.
  - (2) The right to be present at the hearing, accompanied by his or her parents.
  - (3) The right of the student, parent, and the student's representative to review before the hearing any audio or video recordings of the incident and, consistent with federal and state student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges consistent with subsection (h) of this section.
  - (4) The right of the student, parent, or the student's representative to question witnesses appearing at the hearing.
  - (5) The right to present evidence on his or her own behalf, which may include written statements or oral testimony, relating to the incident leading to the suspension, as well as any of the factors listed above as required by G.S. 115C-390.2(g).
  - (6) The right to have a record made of the hearing.

- (7) The right to make his or her own audio recording of the hearing.
- (8) The right to a written decision, based on substantial evidence presented at the hearing, either upholding, modifying, or rejecting the director's recommendation of suspension and containing at least the following information:
  - a. The basis for the decision, including a reference to any policy or rule that the student is determined to have violated.
  - b. Notice of what information will be included in the student's official record pursuant to G.S. 115C-402.
  - c. The student's right to appeal the decision and notice of the procedures for such appeal.
- (f) **Decision Implementation.** Following the issuance of the decision, the director shall implement the decision by authorizing the student's return to School or by imposing the suspension reflected in the decision.
- (h) **Identity Disclosure.** Nothing in this section shall compel School officials to release names or other information that could allow the student or his or her representative to identify witnesses when such identification could create a safety risk for the witness.
- (i) **Judicial Review.** A decision of the board to uphold the LTS is subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes. The action must be brought within 10 days of the local board's decision. A person seeking judicial review shall file a petition in the superior court of the county where the board made its decision.

### Alternative Education Services

The following provisions are governed by G.S. 115C-390.9 (as adopted in 2011).

- (a) **Alternative Educational Services.** Students who are long-term suspended shall be offered alternative education services unless the director provides a significant or important reason for declining to offer such services. The following may be significant or important reasons, depending on the circumstances and the nature and setting of the alternative education services:
  - (1) The student exhibits violent behavior.
  - (2) The student poses a threat to staff or other students.
  - (3) The student substantially disrupts the learning process.
  - (4) The student otherwise engaged in serious misconduct that makes the provision of alternative educational services not feasible.
  - (5) Educationally appropriate alternative education services are not available in the local School administrative unit due to limited resources.
  - (6) The student failed to comply with reasonable conditions for admittance into an alternative education program.
- (b) **Appeal to Board.** If the director declines to provide alternative education services to the suspended student, the student may seek review of such decision by the board pursuant to a hearing permitted by G.S. 115C-45(c)(2).

If the student seeks such review, the director shall provide to the student and the board, in advance of the board's review, a written explanation for the denial of services together with any documents or other information supporting the decision.

### **Mandatory 365-day Suspension for Gun Possession**

The following provisions are governed by G.S. 115C-390.10 (as adopted in 2011).

- (a) **Grounds and Procedures.** The board shall suspend for 365 days any student who has brought or has been in possession of a firearm or destructive device on School property, or to a School-sponsored event off of School property. The director shall recommend to the board the 365-day suspension of any student believed to have violated these policies regarding weapons. The board has the authority to suspend for 365 days a student who has been recommended for such suspension by the director when such recommendation is consistent with board policies. Notwithstanding the foregoing, the director may modify, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The director shall not impose a 365-day suspension if the director determines that the student took or received the firearm or destructive device from another person at School or found the firearm or destructive device at School, provided that the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a School employee and had no intent to use such firearm or destructive device in a harmful or threatening way.
- (b) **Legal Reporting.** The director will report all incidents of firearms or destructive devices on School property or at a School-sponsored event as required by law.
- (c) **Exception.** Nothing in this provision shall apply to a firearm that was brought onto educational property for activities approved and authorized by the board, provided that the board has adopted appropriate safeguards to protect student safety.
- (d) **Request for Readmission.** At the time the student and parent receive notice that the student is suspended for 365 days under this section, the director shall provide notice to the student and the student's parent of the right to petition the board for readmission pursuant to readmission procedures state below, pursuant to G.S. 115C-390.12.
- (e) **Procedures.** The procedures applicable to a LTS (as required by G.S. 115C-390.8) shall apply to students facing a 365-day suspension pursuant to this section.
- (f) **Alternative Educational Services.** Students who are suspended for 365 days pursuant to this section shall be considered for alternative educational services consistent with the provisions above regarding of Alternative Educational Services (as required by G.S. 115C-390.9).

## Expulsion

The following provisions are governed by G.S. 115C-390.11 (as adopted in 2011).

(a) **Grounds and Procedures.** Upon recommendation of the director, the board may expel any student 14 years of age or older whose continued presence in School constitutes a clear threat to the safety of other students or School staff. Prior to the expulsion of any student, the board shall conduct a hearing to determine whether the student's continued presence in School constitutes a clear threat to the safety of other students or School staff. The student shall be given reasonable notice of the recommendation in accordance with comparable procedures applicable to LTS as well as reasonable notice of the time and place of the scheduled hearing.

(1) The procedures described above regarding LTS procedures (as required by G.S. 115C-390.8(e)(1)-(8)) apply to students facing expulsion pursuant to this section, except that the decision to expel a student by the board shall be based on "clear and convincing" evidence (rather than the lower standard of "substantial evidence") that the student's continued presence in School constitutes a clear threat to the safety of other students and School staff.

(2) The board may expel any student subject to G.S. 14-208.18 [regarding sexual offenses] in accordance with the procedures of this section. Prior to ordering the expulsion of a student, the board shall consider, at its discretion, whether there are alternative education services that may be offered to the student. As provided by G.S. 14-208.18(f), if the board determines that the student shall be provided educational services on School property, the student shall be under the supervision of School personnel at all times.

(3) At the time a student is expelled under this section, the student shall be provided notice of the right to petition for readmission pursuant to expulsion reinstatement provisions stated above (as required by G.S. 115C-390.12).

(b) **Exclusion from School Property/Alternative Educational Services.**

During the expulsion, the student is not entitled to be present on any School property and is not considered a student of the School. Nothing in this section shall prevent the board from offering access to some type of alternative educational services that can be provided to the student in a manner that does not create safety risks to other students and School staff.

## Request for Readmission

The following provisions are governed by G.S. 115C-390.12 (as adopted in 2011).

(a) **Request.** All students suspended for 365 days or expelled may, after 185 calendar days from the date of the beginning of the student's suspension or

expulsion, request in writing readmission to the School. The procedures shall be as follows.

- (1) The process for 365-day suspended students.
  - a. The board itself shall consider and decide on petitions for readmission. The board may offer the student an in-person meeting or may make a determination based on the records submitted by the student and the director.
  - b. The student shall be readmitted if the student demonstrates to the satisfaction of the board that the student's presence in School no longer constitutes a threat to the safety of other students or staff.

There is no right to judicial review of the board's decision not to readmit a 365-day suspended student.

A decision on readmission under this subsection shall be issued within 10 days of the petition.

- (2) The process for expelled students.
  - a. The board shall consider all petitions for readmission of expelled students, together with the recommendation of the director on the matter, and shall rule on the request for readmission. The board shall consider the petition based on the records submitted by the student and the response by the administration and shall allow the parties to be heard in the same manner as provided by G.S. 115C-45(c).
  - b. The student shall be readmitted if the student demonstrates to the satisfaction of the board that his or her presence in a School no longer constitutes a clear threat to the safety of other students or staff.
  - c. A decision by a board of education to deny readmission of an expelled student is not subject to judicial review.
  - d. An expelled student may subsequently request readmission not more often than every six months. The board is not required to consider subsequent readmission petitions filed sooner than six months after the previous petition was filed.
  - e. A decision on readmission under this section shall be issued within 30 days of the petition.
- (b) **Assignment.** If a student is readmitted under this section, the board and the director have the right to assign the student to any program within the School and to place reasonable conditions on the readmission.
- (c) **Return to Alternative Classroom.** If a teacher was assaulted or injured by a student, and as a result the student was expelled, the student shall not be returned to that teacher's classroom following readmission unless the teacher consents.



## **EMERGENCY AND SAFETY PROCEDURES**

### **Building and Grounds**

Maintaining safe and attractive School grounds and facilities requires everyone's support. All students, staff and parents should make every reasonable effort to preserve and protect School property.

### **Delayed Openings**

The Director may delay the opening of or close of the School when there is a threat or potential safety threat due to inclement weather, mechanical failure, or other circumstance. In such instances, the School will notify members of the School community as promptly as possible via local news media, electronic mail, School voice message system, the School website, or other reasonable means. In the case of an inclement weather/emergency situation, the school official will follow the School Board approved inclement weather/emergency procedures.

### **Fire Drills**

The Director will conduct a fire drill during the first week after the opening of School and at least one fire drill each month thereafter. The route of egress and alternate routes will be posted in each classroom in each building. Evacuation, tornado, and lock-down drills will also be conducted routinely. Students and staff will be instructed on the procedures to follow.

## HEALTH AND WELLNESS

### Communicable Diseases

The School aims to provide a safe and secure environment free of infection from communicable disease for all students and employees. To balance the need to protect the privacy rights of students and employees and to control the spread of communicable diseases and conditions, decisions concerning necessary action shall be made on a case-by-case basis in accordance with this policy, sound judgment, and applicable legal requirements.

A communicable disease or condition is defined as an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

This policy applies to all legally reportable communicable diseases, including HIV and AIDS, as set forth in state regulations.

- a. In order to prevent the spread of communicable diseases, universal health and safety precautions, which include regulations regarding the cleanup of all bodily fluids (including blood), shall be distributed by the Director or his or her designee and shall be followed by all School employees.
- b. In accordance with state law, the Director or his or her designee shall report suspected cases of reportable communicable diseases or conditions to the county health director for investigation and shall provide available factual information to substantiate the report. Such reports shall remain strictly confidential and may be shared only with other staff members as necessary to prepare and file a report. All staff members who are made aware of any such report shall keep such information confidential. Without releasing any information that would identify the affected student when not required, the Director or supervisor shall report suspected cases of reportable communicable diseases or conditions to the Board Chairperson.
- c. Any student suffering from a communicable disease or condition shall follow all control measures issued by the county health director and shall take all necessary precautions to prevent the transmission of the disease or condition. Any School employee who has reason to believe that a student is suffering from a reportable communicable disease and failing to follow safe practices shall report this to the Director, supervisor, or health director. Failure to follow control measures may result in disciplinary action. The parent(s) of a student suffering from a communicable disease should inform the Director so that appropriate accommodations and precautions may be put in place.
- d. If the county health director notifies the Director that a student with a communicable disease or condition may pose a threat to public health, the student and his or her parents shall cooperate with the health director to



eliminate the threat. It is the responsibility of the health director to determine when the School community must be notified of the outbreak of a contagious disease. School officials shall cooperate with the health director in issuing such notification.

- e. It is the responsibility of the county health director to notify the School if a student infected with the HIV virus is enrolled or scheduled for admission to the School, and if there is a serious risk of transmission of the virus by the student.

### **Head Lice Policy**

The School will take prompt action to eliminate the threat of head lice. Head lice do not represent a disease or infection, and can therefore be readily treated. Since lice are transmittable, any student that School officials suspect of having head lice will be sent home promptly for treatment.

The student may not return to the School until treatment has been received and the School nurse or other designated School official has determined that no head lice or live nits are present. The School provides assistive information to parents about head lice and can be found in the Appendices of these policies. Any member of the School community who knows of a manifestation of head lice should report this to the school office personnel.

### **Illness and Injury**

Sick children should not attend School to protect their own health and the health of other members of the School community. A student with the following symptoms should remain home and not return to School until he or she is symptom-free for 24 hours; symptoms include vomiting, diarrhea, or a temperature of 100 degrees Fahrenheit or above.

Any student with any contagious symptoms – such as frequent coughing or sneezing, eye discharge, or cloudy nasal discharge, all of which may involve the spread of illness – should not attend School. If a student with a contagious illness has attended classes, parents should notify the teacher immediately.

When a student is injured or becomes ill at School, the student will normally be sent to the main office to be assessed by the proper School employee. The student will be treated in the office and sent back to class if appropriate and if the student does not pose a threat to others or to classroom order. Any student seen by a School nurse or other caregiver may be given documentation explaining the nature of the problem and measures taken. In the case of a head injury, parents will be contacted directly and informed of the nature of the injury. The School office will notify the parent(s) if the child needs further assistance or must leave the School.

No underage student may leave the School unsupervised. Any significant injury or accident occurring during the School day or during a School activity will be reported to a parent and the appropriate documentation (an accident/injury report) will be completed by the staff member. A copy of the report will be filed in the office and a copy will be sent home with the child. The School will treat minor injuries or contact a parent to take the student for medical attention.

## **Immunizations**

No child may attend School unless a certificate of immunization is provided to the School indicating that the child has received the immunizations required by state law. If on the first day of attendance the child does not present such a certificate, the child's parent shall be notified. The parent shall normally have thirty calendar days from the date of first attendance to obtain the required immunizations for the child. If a vaccine reasonably requires more than thirty calendar days to complete, and a suitable physician reliably verifies this fact, a reasonable extension of time may be granted. At the end of the thirty calendar days or extended period, if the student has not received the required immunizations, the School shall release the student from the School.

The School shall maintain, in a separate section of the child's cumulative folder, the student's immunization records. These records may be inspected by officials of the county or state health departments upon request and without notification to parents. When a child transfers from or to another School, arrangements will be made to transfer the immunization records. The School will file an immunization report with the Department of Environment, Health and Natural Resources within sixty calendar days after the commencement of a new School year.

## **Medications**

If a child must be medicated (including over-the-counter and prescribed medication) during School hours and the parent cannot be at School to administer the medication, only the Director's designee may administer the medication in compliance with the parent's written, signed, and dated instructions. The Director or his or her designee reserves the right to require medical certification by a suitable doctor or to seek advice from a doctor retained by the School to determine the appropriateness of administering any medicine. No teacher may be required to administer medication against his or her wishes.

Minimally, the parent's medication instructions must include the following:

- a. Child's name
- b. Name of medication

- c. Purpose of medication
- d. Time and dosage to be administered
- e. Possible side effects and related treatment
- f. Termination date for administering the medication
- h. Special information about the medication (i.e., storage requirements).

Authorization forms to give medication on campus and medication records must be retained in the student's confidential medical file.

**Exceptions to Medication Administration.** Middle School students may, upon proper written authorization and approval by the Director or his or her designee, self medicate with medications that are labeled and packaged in the original container and are required for a medical condition. Any student with diabetes or asthma, or a student subject to anaphylactic (life threatening) reactions will be allowed to carry and self-administer their medication if the parent, physician, and student sign a completed medication request form and the student demonstrates appropriate proficiency in delivering the medication. Self-administering privileges will be withdrawn if the student exhibits a lack of responsibility towards self or others in regards to his or her medication. Any student who abuses the privileges described in this section may be subject to discipline.

### **Diabetes Plans and Compliance Reports**

The School shall implement rules and procedures for students with diabetes in accordance with State Board of Education requirements and G.S. 115C-375.3. This includes making available necessary information and staff development to teachers and school personnel in order to appropriately support and assist students with diabetes in accordance with their individual diabetes care plans. The Board shall report to the State Board of Education annually, on or before August 15, on the number of students at the School on such plans and the board's compliance with state law.

### **Annual Information for Students and Parents**

The School shall provide health information at the beginning of each school year regarding the following:

- **To parents regarding meningococcal meningitis and influenza (and their vaccines) – To Parents.** Such information shall include the causes, symptoms, and how meningococcal meningitis and influenza are spread and the places where parents may obtain additional information and vaccinations for their children.
- **To parents regarding cervical cancer, cervical dysplasia, human papillomavirus (and the vaccines available to prevent these diseases).** This information shall be

provided to parents of children entering grades five through twelve. It shall include the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and the places where parents may obtain additional information and vaccinations for their children.

- **To students (in grades five through 12) regarding lawful abandonment of a child.** This information shall include manner in which a parent may lawfully abandon a newborn baby with a responsible person, in accordance with G.S. 7B-500.

### **Compliance With Other Health Requirements**

The School shall regularly determine and comply with any federal, state and local requirements pertaining to other safety threats such as dangerous chemicals and blood borne pathogens. It shall also comply with all requirements as to food inspections and safety

## **PARENTS AND THE COMMUNITY**

### **Open Communications**

The School recognizes the need for clear and open communication between the Board, staff, and parents concerning issues of mutual interest. Parental suggestions, concerns, questions, etc., regarding School policy and practice are encouraged and are most effectively and efficiently channeled directly through a teacher, the Director or his or her designee, or any other person or group assigned to receive such information. Parents are urged not to communicate directly with Board members on such matters to preserve the integrity of their policy-making role, the proper channels of administrative response, and Board neutrality.

### **Parent Organizations**

The Parent-Teacher Organization, booster clubs, and other parent organizations perform a valuable service to the School. The Board supports these organizations and expects and encourages cooperation from the whole School community, including students and employees.

The Board shall approve all organizations affiliated with the School. The Board, or by delegation, the Director, may establish additional rules governing such organizations. The Director or his or her designee shall be an *ex officio* member of any such organization.

Each parent organization affiliated with the School must establish bylaws setting forth the purpose of the organization and the rules and procedures by which it shall operate. A copy of the bylaws, and any subsequent revisions, shall be given to the Director and a copy shall be kept on file in the School office.

Parent organizations shall secure the advice and approval of the Director prior to planning any function or activity in which students are to participate while under supervision of the School.

Unless otherwise determined by the Board, any item purchased by a parent organization for the School or a School activity becomes the property of the School

### **Visitors**

The Director or his or her designee will post instructions to parents and visitors, directing them to the School office to sign-in upon their arrival on campus.

All parents and visitors shall report to the School office upon arrival and are required to sign a visitation form, including the time of their arrival and their destination. Visitors, including parents, are required to wear a nametag identifying

them. At their departure, visitors and parents are required to return their nametag to the office and sign out on the visitation form.

The Director or his or her designee is authorized to:

- a. Limit campus access to persons, including students and parents, who threaten the safety or well-being of the School community, or whose presence disrupts or is likely to disrupt the School environment;
- b. Determine if sales personnel may make sales visits to School administrators; and
- c. Call law enforcement personnel to protect against any threat posed by any person or to remove from the School property any person who refuses to leave after being directed to do so by authorized personnel.

## **Volunteers**

The School's viability depends, in large part, on an effective volunteer program. Parents of students attending the School are encouraged to commit time to such volunteer work for the School. Parent volunteer help is especially needed to support field trips, special classroom events, and special School activities. The Director or his or her designee is responsible for volunteer oversight, including selection, recruitment, screening, and assignment. Volunteer services may be controlled or terminated at the Director's discretion. Volunteers are subject to applicable Visitor Policies and must report to the School office upon their arrival on campus. Volunteers are bound by the standards of conduct set forth by the School for School employees.

# **POLICY FORMS TO BE SIGNED**

**Two Rivers Community School**  
**Employee Agreement for Access to Networked Information Resources**  
**(Responsible Use Policy)**

I understand and will abide by the Terms and Conditions of the Two River Community School's Responsible Use Policy for Access to Networked Information Resources. I further understand that any violation of this policy could result in loss of Internet/e-mail and other related privileges or other disciplinary actions.

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Employee Signature

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Date



**Two Rivers Community School**  
**Student Agreement for Access to Networked Information Resources**  
**(Responsible Use Policy)**

I understand and will abide by the Terms and Conditions of the Two River Community School's Responsible Use Policy for Access to Networked Information Resources. I further understand that any violation of this policy could result in loss of Internet/e-mail and other related privileges or other disciplinary actions.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

**Two Rivers Community School  
Statement of Confidentiality**

According to the North Carolina State Procedure and Governing Programs and Services for the Children, confidentiality must be maintained in order to protect the privacy of school children and their families.

**Confidentiality Agreement for Board Members**

Two Rivers Community School has adopted the following practices to ensure confidentiality in its services:

Information regarding the student(s) being served must only be discussed among TRCS Board Members and TRCS staff members who are involved in working with the students concerned.

Should anyone (including the child's parents or another TRCS staff member) have a question regarding the student being served, the Board Member must refer the person to the TRCS Board President or appropriate TRCS staff member for an answer.

Discussion of ANY child or family about whom you gain information through your position as a member of the TRCS Board of Directors outside of the confines of your role as a board member is absolutely prohibited.

I, \_\_\_\_\_, will comply with  
print name

the above statement of confidentiality in my role as a Two Rivers Board Member. I understand that if I breach confidentiality regarding students or their families I will be removed from the TRCS Board of Directors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Two Rivers Community School**

**Statement of Confidentiality**

According to the North Carolina State Procedure and Governing Programs and Services for the Children, confidentiality must be maintained in order to protect the privacy of school children and their families.

**Confidentiality Agreement for TRCS Staff**

Two Rivers Community School has adopted the following practices to ensure confidentiality in its services:

Information regarding the student(s) being served may only be discussed among the TRCS staff members, volunteers, and board members for whom the information is germane and pertinent.

Should anyone (including the child's parents or another TRCS staff member) have a question regarding the student being served, the staff member must refer the person to the appropriate TRCS staff member for an answer.

Discussion of ANY child or family about whom you gain information through your capacity as a TRCS staff member outside of the confines of your role as TRCS staff member is absolutely prohibited.

I, \_\_\_\_\_ , will comply with  
print name

the above statement of confidentiality in my role as a Two Rivers Community School staff member. I understand that if I breach confidentiality regarding students or their families I may be subject to appropriate disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Two Rivers Community School**

**Statement of Confidentiality**

According to the North Carolina State Procedure and Governing Programs and Services for the Children, confidentiality must be maintained in order to protect the privacy of school children and their families.

**Confidentiality Agreement for Volunteers**

Two Rivers Community School has adopted the following practices to ensure confidentiality in its services:

Information regarding the student(s) being served must only be discussed between the volunteer and TRCS staff member with whom the volunteer is working.

Should anyone (including the child's parents or another TRCS staff member) have a question regarding the student being served, the volunteer must refer the person to the appropriate TRCS staff member for an answer.

Discussion of ANY child or family about whom you gain information through your volunteer assignment outside of the confines of your volunteer assignment is absolutely prohibited.

I, \_\_\_\_\_, will comply with  
print name  
the above statement of confidentiality in my role as a Two Rivers Community School volunteer. I understand that if I breach confidentiality regarding students or their families I will be removed from the TRCS volunteer program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date