



# Table Rock Middle School

## Daily Schedule

7:00-7:40 Students report to the auditorium

7:50 Tardy Bell

9:25-10:55 7th Grade Planning

10:55-12:25 8th Grade Planning

1:55-2:25 6th Grade Planning

2:25-2:50 SOAR (Academic Enrichment)

2:50 First Load Buses are dismissed

1585 NC 126

Morganton, NC 28655

Telephone: (828) 437-5212

Fax: (828) 439-5702

<http://www.burke.k12.nc.us/schools/trms/Pages/Home.aspx>

# Burke County Public Schools 2018-2019 School Calendar



AUGUST 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	W	W	M	W	W	
26	27	28	29	30	31	
	F	2	3	4	5	

SEPTEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	H	6	7	8	9	
9	10	11	12	13	14	15
	10	11	12	13	14	
16	17	18	19	20	21	22
	15	16	17	18	19	
23	24	25	26	27	28	29
	20	21	22	23	24	

OCTOBER 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	25	26	27	28	29	
7	8	9	10	11	12	13
	30	31	32	33	W	
14	15	16	17	18	19	20
	34	35	36	37	38	
21	22	23	24	25	26	27
	39	40	41	42	43	
28	29	30	31			
	44	45	46			

NOVEMBER 2018						
S	M	T	W	T	F	S
				1	2	3
				47	48	
4	5	6	7	8	9	10
	49	M*	50	51	52	
11	12	13	14	15	16	17
	H	53	54	55	56	
18	19	20	21	22	23	24
	57	58	V	H	H	
25	26	27	28	29	30	
	59	60	61	62*	63	

DECEMBER 2018						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
	64	65	66	67	68	
9	10	11	12	13	14	15
	69	70	71	72	73	
16	17	18	19	20	21	22
	74	75	76	77*	V	
23	24	25	26	27	28	29
	H	H	H	V	V	
30	31					
	V					

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
		H	78	79	80	
6	7	8	9	10	11	12
	81	82	83	84	85	
13	14	15	16	17	18	19
	86	87	88	89	90	
20	21	22	23	24	25	26
	H	W	91	92	93	
27	28	29	30	31		
	94	95	96	97		

FEBRUARY 2019						
S	M	T	W	T	F	S
					1	2
					98	
3	4	5	6	7	8	9
	99	100	101	102	103	
10	11	12	13	14	15	16
	104	105	106	107	108	
17	18	19	20	21	22	23
	109	110	111	112	113	
24	25	26	27	28		
	114	115	116	117		

MARCH 2019						
S	M	T	W	T	F	S
					1	2
					118	
3	4	5	6	7	8	9
	W	119	120	121	122	
10	11	12	13	14	15	16
	123	124	125	126	127	
17	18	19	20	21	22	23
	128	129	130	131	132	
24	25	26	27	28	29	30
	133	134	135	136	137	

APRIL 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
	138	139	140	141	142	
7	8	9	10	11	12	13
	143	144	145	146	147	
14	15	16	17	18	19	20
	148	149	150	151	H	
21	22	23	24	25	26	27
	V	V	V	V	V	
28	29	30				
	152	153				

MAY 2019						
S	M	T	W	T	F	S
			1	2	3	4
			154	155	156	
5	6	7	8	9	10	11
	157	158	159	160	161	
12	13	14	15	16	17	18
	162	163	164	165	166	
19	20	21	22	23	24	25
	167	168	169	170	171	
26	27	28	29	30	31	
	H	172	173	174	175	

JUNE 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
	176	177	178	179	L*	
9	10	11	12	13	14	15
	M	W	W	W	W	
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Teacher Workdays	
1	08/20/18
2	08/21/18
3	08/23/18
4	08/24/18
5	10/12/18
6	01/22/19
7	03/04/19
8	06/11/19
9	06/12/19
10	06/13/19
11	06/14/19
Mandatory Workdays	
1	08/22/18
2	11/06/18
3	06/10/19
Holidays	
1	09/03/18
2	11/12/18
3	11/22/18
4	11/23/18
5	12/24/18
6	12/25/18
7	12/26/18
8	01/01/19
9	01/21/19
10	04/19/19
11	05/27/19
Vacation	
1	11/21/18
2	12/21/18
3	12/27/18
4	12/28/18
5	12/31/18
6	04/22/19
7	04/23/19
8	04/24/19
9	04/25/19
10	04/26/19
Half-Day for Students	
1	11/29/18
2	12/20/18
3	06/07/19

8-27-18 First Day of School    6-7-19 Last Day of School

☆November 6<sup>th</sup> Staff Hours 11:30-7:00

Approved: 12-4-17

School days may be extended to make-up for lost instructional hours in order to meet the requirements of North Carolina General Statute 115C-84.2.

# Burke County 2018-2019 School Calendar

## Discipline Record: 1st Nine Weeks

Date	LA	MA	SC	SS	E1	E2	AA	Total	Teacher's Notes	Parent Initials
Aug. 27 First Day										
Aug. 28										
Aug. 29										
Aug. 30										
Aug. 31										
Sept. 4										
Sept. 5										
Sept. 6										
Sept. 7										
Sept. 10										
Sept. 11										
Sept. 12										
Sept. 13										
Sept. 14										
Sept. 17										
Sept. 18										
Sept. 19										
Sept. 20										
Sept. 21										
Sept. 24										
Sept. 25										
Sept. 26										
Sept. 27										
Sept. 28										
Oct. 1										
Oct. 2										
Oct. 3										
Oct. 4										
Oct. 5										
Oct. 8										
Oct. 9										
Oct. 10										
Oct. 11										
Oct. 15										
Oct. 16										
Oct. 17										
Oct. 18										
Oct. 19										
Oct. 22										
Oct. 23										
Oct. 24										
Oct. 25										
Oct. 26										
Oct. 29										
Oct. 30										

### Discipline Code

- |                         |                                       |   |
|-------------------------|---------------------------------------|---|
| 1. Unprepared for class | 5. Off task/ not following directions | 9. Disrespect to teacher, staff or other students |
| 2. Incomplete/missing   | 6. Out of seat or assigned area       | 10. Insubordination                               |
| 3. THT not returned     | 7. Disruptive talking/noises          | 11. Inappropriate restroom/ cafeteria behavior    |
| 4. Tardy to class       | 8. Horseplay/ disruptive actions      | 12. Violation of other school rules               |

Burke County 2018-2019 School Calendar

Discipline Record:

2nd Nine Weeks

Date	LA	MA	SC	SS	E1	E2	AA	Total	Teacher's Notes	Parent Initials
Oct. 31										
Nov. 1										
Nov. 2										
Nov. 5										
Nov. 6										
Nov. 7										
Nov. 8										
Nov. 9										
Nov. 13										
Nov. 14										
Nov. 15										
Nov. 16										
Nov. 19										
Nov. 20										
Nov. 26										
Nov. 27										
Nov. 28										
Nov. 29 1/2 Day										
Nov. 30										
Dec. 3										
Dec. 4										
Dec. 5										
Dec. 6										
Dec. 7										
Dec. 10										
Dec. 11										
Dec. 12										
Dec. 13										
Dec. 14										
Dec. 17										
Dec. 18										
Dec. 19										
Dec. 20 1/2 Day										
Jan. 2										
Jan. 3										
Jan. 4										
Jan. 7										
Jan. 8										
Jan. 9										
Jan. 10										
Jan. 11										
Jan. 14										
Jan. 15										
Jan. 16										
Jan. 17										
Jan. 18										

Discipline Code

- |                         |                                       |   |
|-------------------------|---------------------------------------|---|
| 1. Unprepared for class | 5. Off task/ not following directions | 9. Disrespect to teacher, staff or other students |
| 2. Incomplete/missing   | 6. Out of seat or assigned area       | 10. Insubordination                               |
| 3. THT not returned     | 7. Disruptive talking/noises          | 11. Inappropriate restroom/ cafeteria behavior    |
| 4. Tardy to class       | 8. Horseplay/ disruptive actions      | 12. Violation of other school rules               |

Burke County 2018-2019 School Calendar

Discipline Record: **3rd Nine Weeks**

Date	LA	MA	SC	SS	E1	E2	AA	Total	Teacher's Notes	Parent Initials
Jan. 23										
Jan. 24										
Jan. 25										
Jan. 28										
Jan. 29										
Jan. 30										
Jan. 31										
Feb. 1										
Feb. 4										
Feb. 5										
Feb. 6										
Feb. 7										
Feb. 8										
Feb. 11										
Feb. 12										
Feb. 13										
Feb. 14										
Feb. 15										
Feb. 18										
Feb. 19										
Feb. 20										
Feb. 21										
Feb. 22										
Feb. 25										
Feb. 26										
Feb. 27										
Feb. 28										
Mar. 1										
Mar. 5										
Mar. 6										
Mar. 7										
Mar. 8										
Mar. 11										
Mar. 12										
Mar. 13										
Mar. 14										
Mar. 15										
Mar. 18										
Mar. 19										
Mar. 20										
Mar. 21										
Mar. 22										
Mar. 25										
Mar. 26										
Mar. 27										

Discipline Code

- |                         |                                       |   |
|-------------------------|---------------------------------------|---|
| 1. Unprepared for class | 5. Off task/ not following directions | 9. Disrespect to teacher, staff or other students |
| 2. Incomplete/missing   | 6. Out of seat or assigned area       | 10. Insubordination                               |
| 3. THT not returned     | 7. Disruptive talking/noises          | 11. Inapprpoiate restroom/ cafeteria behavior     |
| 4. Tardy to class       | 8. Horseplay/ disruptive actions      | 12. Violation of other school rules               |

Burke County 2018-2019 School Calendar

Discipline Record:

4th Nine Weeks

Date	LA	MA	SC	SS	E1	E2	AA	Total	Teacher's Notes	Parent Initials
Mar. 28										
Mar. 29										
Apr. 1										
Apr. 2										
Apr. 3										
Apr. 4										
Apr. 5										
Apr. 8										
Apr. 9										
Apr. 10										
Apr. 11										
Apr. 12										
Apr. 15										
Apr. 16										
Apr. 17										
Apr. 18										
Apr. 29										
Apr. 30										
May. 1										
May. 2										
May. 3										
May. 6										
May. 7										
May. 8										
May. 9										
May. 10										
May. 13										
May. 14										
May. 15										
May. 16										
May. 17										
May. 20										
May. 21										
May. 22										
May. 23										
May. 24										
May. 28										
May. 29										
May. 30										
May. 31										
Jun. 3										
Jun. 4										
Jun. 5										
Jun. 7 1/2 Last Day										

Discipline Code

- |                         |                                       |   |
|-------------------------|---------------------------------------|---|
| 1. Unprepared for class | 5. Off task/ not following directions | 9. Disrespect to teacher, staff or other students |
| 2. Incomplete/missing   | 6. Out of seat or assigned area       | 10. Insubordination                               |
| 3. THT not returned     | 7. Disruptive talking/noises          | 11. Inappropriate restroom/ cafeteria behavior    |
| 4. Tardy to class       | 8. Horseplay/ disruptive actions      | 12. Violation of other school rules               |

*"These rules are individualized by location and may change at any time to meet the needs of the students here at Table Rock Middle School"*

### **Classroom Rules**

*Be on time for class  
Be prepared for class (books, assignments, pencils, etc.)  
Stay on task  
Be respectful to others  
Keep hands and feet to yourself  
Do not throw objects  
No sleeping in class  
Do not talk  
Use your Inside voice when it is appropriate to talk  
Leave your work area neat  
Respect school property  
No public displays of affection  
No profanity  
No horse playing  
No texting or cell phone usage  
No Skipping class/Do not leave without permission  
No chewing gum  
No bullying  
No Cheating  
Ask for help when needed  
Complete all assignments*

### **Computer Lab Behavior**

*Always be on the correct website  
Follow directions  
No food, drinks, candy, or Gum  
Use equipment correctly / No vandalism  
Do not unplug the wires, headphones ,or the mouse  
Always clean up your work space  
Shut down and log off properly  
Stay on task  
Raise your hand if you need assistance  
Be patient and respectful  
Do not roll in the chairs  
Stay in your work space/ Do not get into others space  
No cell phone usage unless allowed by the teacher*

### **Bathroom Behavior**

*Get in line and walk quietly  
No yelling  
Keep hands and feet to self  
Wash hands  
Dispose of trash properly  
Do not splash water or wet your hair  
No fighting or bullying  
No taking pictures/ cell phone should not be out  
Do not slam doors or hang on the stall doors  
No graffiti  
No loitering*

### **Media Center Behavior**

*Be quiet and respectful  
Keep hands and feet to self  
No inappropriate language  
Complete your work  
Stay on appropriate website  
Do not unplug wires, headphones, or ,mouse  
Respect school property  
Turn in library books on time  
No horse playing  
No stealing  
Help keep the shelves organized  
Leave & enter the media center in an organized fashion  
No sleeping  
Push chairs in when leaving  
No food, drinks, gum, or candy  
No leaning back in the chair  
Raise your hand if you need assistance*

### **Hallway / Transition Behavior**

*Stay in line  
Move quickly and quietly to class  
Be on time/ No tardies  
no horseplaying or running  
No public display of affection  
Go to lockers at designated times  
Keep hands and feet to self  
No bullying  
No inappropriate language or gesture*

### **Bus Rules**

*No screaming or yelling  
No standing or jumping over the seats / Stay seated  
Keep hands and feet to self  
No inappropriate behaviors or language  
Keep all body parts inside the bus  
Do not hang out of the windows  
No loud music  
Dispose of trash properly /No littering  
Do not throw items out of the windows*

## **Cafeteria Behavior**

Use an Inside voice when talking  
Use appropriate table manners  
\*No smacking your mouth / Eat with your mouth closed  
\*Keep hands and feet to self  
\*Clean your area  
\*Dispose of trash properly  
\*Use a napkin / Silverware  
Place silverware in the bin of water / NO SPLASHING  
Do not bend the silverware  
No chewing gum  
Stack trays neatly  
Do not eat or put other's food items on your plate without their permission  
No throwing food  
Get only what you will eat/ Do not waste food  
No inappropriate language  
No bullying or fighting  
No cell phone usage

## **Athletic Events**

No booing / No name calling  
No inappropriate language  
No bullying or fighting  
No running in the Commons Area  
No littering  
Do not borrow or steal  
Be respectful at all times of everyone  
Obey all school rules at home or at away games  
Be respectful during the Pledge of Allegiance and the National Anthem  
Always display good sportsmanship  
Make sure that you are picked up on time  
Remember....that you are a FALCON!

## **Auditorium Rules**

Be quiet and respectful  
Listen attentively  
Hold applause when asked to do so  
Keep hands and feet to self  
No sleeping  
Sit appropriately in your seat  
Be courteous to our visitors  
Show respect during the Pledge of Allegiance and the National Anthem  
Report any damages to an adult  
No littering

## **Locker Room Behavior**

No bullying or fighting  
Keep hands and feet to self  
No cell phone usage or picture taking  
Do not slam locker doors / stall doors  
Do not punch locker doors/ stall doors  
Always lock up your belongings  
No inappropriate language  
Do not steal  
Change quickly and quietly for class  
Be mindful of other's space  
Do not turn on the showers unless asked to do so  
No graffiti  
Keep the bathroom areas clean

## **Pep Rally Rules**

Be quiet and respectful / Speak at appropriate times  
Hold applause when asked to do so  
Keep hands and feet to self  
No sleeping  
Sit appropriately in your seat or on the bleachers  
Be courteous to our visitors  
Be respectful during the Pledge of Allegiance and the National Anthem  
Report any damages to an adult  
No littering  
Follow rules of the activities  
Enter and leave through the appropriate doors  
Sit in your designated area  
Do not have cell phones out  
Do not chew gum



### **Attendance Policy**

When a student is absent from school, the parent needs to provide a written note indicating the reason for the absence or a medical excuse signed by a doctor/dentist. **This note must be submitted to the office immediately upon returning to school.** Parents may also call 437-5212 to report absence. Absences are coded only as excused or unexcused (truant). Illness, court, death in the immediate family or if the student is suspended from school are all excused absences. If a student fails to bring a note from the parent or doctor/dentist, the absence is coded as unexcused.

**In accordance with the Burke County Public Schools' Attendance Policy, a medical note is required for all absences after the 8th absence.** After a total of eight unexcused absences, the Attendance Counselor for Burke County Public Schools will be notified and parents and students may have to appear in court to justify absences. Letters will be sent out after unexcused absences 3, 6 and 10.

Students with excused absences may make up their work. Upon returning to school, it is the student's responsibility to arrange make-up work within three days.

### **Unexcused Tardy(s)**

Students shall not be tardy to school unless authorized. The first bell rings at 7:40am and the tardy bell rings at 7:50am. STUDENTS ARE EXPECTED TO BE IN THEIR AA/homeroom class and seated when the bell rings at 7:50am. Students may report to homeroom as early as 7:40. **If students are tardy the parent dropping them off must walk in and sign their student into the front office.**

### **Student Code of Conduct/Discipline Procedures for "Unexcused Tardies".**

- 3rd Unexcused Tardy = Warning notification given by the teacher by calling parents.
- 4th and every third consecutive unexcused Tardy = Lunch Detention
- We, at Table Rock Middle School place a very important value on each and every student's academic progress and excellence. Please make every effort to assure your child arrives to school on time. The less disruptions to class, the more time our teachers can spend on important instructional time.

### **Use of Electronic Devices**

The following procedure is now in place for Table Rock Middle School for all electronic devices:

- Per BCPS Policy Code 4318, wireless devices are allowed on school property as long as those devices are not activated, used, displayed or visible during the instructional day.

-Students will not be allowed to use any personal electronic device during the school day unless given permission by a their teacher or staff member for instructional use or an emergency. Upon arrival devices should be stored in lockers or backpacks on silent so they are not seen or heard during the regular school day.

**-First offense:** item is confiscated, the student may pick it up from the front desk at the end of the day.

**-Second offense:** a parent will be required to pick up the device at the office.

**-Third offense:** the student's privilege of having an electronic device will be revoked.

### **Dress Code**

Please refer to Policy 4300-R for a complete listing of inappropriate clothing. Students should not wear anything disruptive, provocative, vulgar, obscene, or which advertises illegal drugs or displays obnoxious or indecent signs, symbols or drawings, or which endangers the health or safety of the students or others is prohibited. Shorts, skirts, and dresses should not be shorter than mid-thigh. No inappropriate tops, see-through, or clothing that allows exposed undergarments are allowed. If students do not meet the Burke County Board of Education Policy 4300-R they will be asked to change clothing or call home for a change of clothes. Multiple offenses could warrant ISS.

### **ATHLETIC ELIGIBILITY**

The eligibility of all middle school athletes will be based upon the following guidelines:

1. Age Requirements - A student shall not participate on a team if the student becomes 15 years of age on or before August 31, 2018.
2. Academic Requirements - A student must pass three out of the four required core subjects from the previous semester. The core subjects include: Language Arts, Math, Science, and Social Studies
3. Attendance Requirements - A student must be in attendance 85% of the days in the previous semester.
4. Special Needs Eligibility - A special needs student will meet the same requirements as anyone else in all areas of eligibility except the academic eligibility which will be identified through an IEP and the School-Based Committee.
5. Health Requirement - Any student that tries out for a school-sponsored athletic team must have a current physical on file at school. ***(MUST HAVE A PHYSICAL ON FILE TO TRY OUT!)***

### **General Student Information (listed alphabetically)**

#### **ACADEMIC PROGRESS REPORTS**

We encourage all students and parents to take advantage of our Student/Parent Portal through PowerSchool. It allows for you to look at grades and attendance. We will send academic progress reports home every 4 ½ weeks. Report cards will go home at the end of each 9 weeks.

#### **AUTHORITY OF ALL ADULT EMPLOYEES**

In order to keep students safe and maintain order, TRMS employees have the authority to correct and redirect students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, bus driver, or substitute teacher, the student is expected to respond appropriately to such correction.

#### **BUSES**

The bus and the bus stops are an extension of the school. All school rules apply in both settings. Riding the bus is a wonderful privilege for students, but that privilege will be taken away if proper behavior is not exhibited at the bus stop and on the bus. Check with administration concerning times of drop off and pick up and the location of bus stops.

***Written permission is required when planning to get off at a different stop which must be approved by an administrator. (ie. Going home with a friend) A parent will be contacted to confirm any changes. This must be approved prior to 8:30am on the day of the change.*** Riding a different

bus is discouraged due to our buses being full, however if there is an extenuating circumstance during the day and you must ride a different bus we ask that parents contact the school prior to 11:30am.

### **DEBTS**

Please make every effort to send in lunch money and library books in order to be in good standing at Table Rock Middle School. All debts must be paid in order to participate in after school activities (athletic events and dances) along with field trips. We will make weekly phone calls concerning cafeteria debt. Please make sure to fill out the Free and Reduced Lunch form each year to ensure your child's coverage, if you qualify. This should be done in the first 10 days. Any debt acquired after the first 10 days will not be covered by the Free and Reduced Lunch Program. If you would like your student to be limited when buying "extras" in the cafeteria, please call or email Judy Clark, cafeteria manager.

### **EARLY STUDENT DISMISSALS**

Parents are to sign their child out in the office if they are leaving early. Students who leave prior to 11:30 and do not return will be counted absent for the entire day. **Students may only be picked up by those listed on the student's contact list. If there is someone else that you need to pick up your child from school, stop by the office to add them to your child's approved pick up list.** *This is a very important safety measure for our school and your children.* **We will ask for identification if needed before we release a student from school.**

### **EMERGENCY SCHOOL CLOSING**

It may be necessary to close or delay school because of bad weather or unsafe driving conditions. Local TV, radio stations, the BCPS website, and the BCPS Facebook page will announce school closing information when necessary. If you have an updated phone number in our school database, you will receive a phone call concerning delays and closings from BCPS.

### **HOMEWORK**

Homework will be assigned to students on a regular basis as a way to supplement and strengthen the student's learning in the classroom. The student will be held responsible for turning in completed assignments. Students who have been ill and absent from school are to complete assignments *within three days*.

### **IN-SCHOOL SUSPENSION**

When a student is assigned to ISS by an administrator, they will spend the assigned time in a designated area abiding to a strict set of rules. Students will not have a chance to socialize with the other students and will not be allowed to participate in the other school functions during the school day. **CELL PHONES ARE NOT ALLOWED IN ISS. Rules broken in ISS may result in out-of-school suspension (OSS).**

### **LOCKERS**

All lockers on the school premises are the property of Table Rock Middle School. Only TRMS-issued locks are permitted on hallway lockers. Students may store school supplies and personal items necessary for use at school. **The school retains the right to inspect any locker at any time.**

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the school office during the school day. These items will be added to the lost and found bin.

## **SCHOOL DANCES**

Dances are scheduled at different times during the school year. Students are required to exhibit appropriate behavior and are expected to follow all school rules. Students must be in attendance at school the day of the dance in order to attend. Students with debts will not be able to participate.

**\* Students are to be picked up promptly or risk losing the privilege to attend other after school events.**

\*Admission: \$5.00

\*Time: 3:00 – 6:00pm

Students with OSS during that nine weeks of the dance are ineligible to attend the dance.

## **8th grade Semi-Formal**

The 8th grade semi-formal will be held on a Saturday. Students are required to exhibit appropriate behavior and are expected to follow all school rules. In order to attend students must be in attendance at school the day before the dance, students cannot attend if they have had OSS in the current school year, or owe a debt. *Appeals are accepted prior to the semi-formal. Students will be notified of the appeal decision within one week of the appeal's submission.* Students that owe cafeteria and/or library debts will not be able to participate until the debt is paid in full.

## **STUDENT ARRIVAL AND DEPARTURE**

**Please be aware that before drop off times parents are responsible for their own children.**

1. Students who are dropped off at school are to be let out as quickly and safely as possible at the main entrance to the building. Please pull forward. **Doors will be opened at 7:00 am.**
2. Students arriving at school before 7:40 should report immediately to the auditorium. At 7:40, students can report to their homeroom
3. Student breakfast will be served each morning starting at 7:20.
4. Students not in their classroom when the 7:50 bell rings are late and need to report to the front office for a tardy slip.
5. Students are dismissed from school at 2:50 pm. Car riders should only be picked up at the main entrance. Students should be picked up by 3:20 pm.
6. **Students should not be dropped off or picked up in the bus area or staff parking lot.**
7. Bus riders are to report directly to the appropriate bus. Buses will depart no earlier than 3:00.

## **TELEPHONE**

Students are to use the telephone in the office with teacher permission during the school day for emergencies only.

**VISITORS:** Parents are always welcome to come and eat lunch with their child after reporting to the office. **ALL VISITORS MUST OBTAIN A VISITOR'S' PASS WHICH MUST BE RETURNED TO THE OFFICE WHEN THEY LEAVE.**

## **BCPS STUDENT CODE OF CONDUCT Policy Code: 4300-R**

The following list of rules for the Burke County Schools is provided as guidance for students, parents, teachers and administrators. This cannot be an all-inclusive list; however, administrators shall use their discretion in dealing with all specific behavior that violates the principles set forth in this policy. Consideration is to be given to the student's

cognitive and developmental ability to appreciate the significance of his/her behavior and to assume responsibility for behavior.

This policy pertains to all students in the Burke County Public Schools while they are on the campus of any school in the Burke County School system, while they are participating in any activity sponsored by the Burke County Public Schools, while they are being transported in a vehicle owned or operated by the Burke County Public Schools, while they are awaiting pickup/drop-off at a bus stop, while going to or from a bus stop, in route to and from school, while they are representing the Burke County Public Schools in any way or while students are off campus if the incident was initiated at school or if the incident could substantially disrupt the school environment. In circumstances where student behavior indicates that the student's continued presence in the school constitutes a clear threat to the safety of employees or other students, a student may be suspended or expelled regardless of where the acts and conduct occur. Students may be suspended for off-campus conduct only if the conduct otherwise violates the Student Code of Conduct AND the conduct has or is reasonably expected to have a direct and immediate impact on the orderly operation of the school or on the safety of individuals in the school environment. It is expected that any subsequent infraction will build upon disciplinary actions of previous infractions.

Students may be subject to random searches for weapons or contraband upon entering a school building or event. In any case where out of school suspension is utilized, a parental conference with the principal and/or teacher(s) is required before re-entry into school. If the parent/guardian cannot or will not come to school for a conference, the student may come back to school at the discretion of the principal. Parents should be informed of all out-of-school suspensions by phone if at all possible, as well as the written notice required by law. All rule infractions will be retained in the Burke County Uniform Disciplinary Database. The Superintendent and Principals are allowed to consider the student's intent, disciplinary and academic record, the potential benefits of alternatives to suspension, and other mitigating and aggravating factors when deciding whether to recommend or impose long term suspension. ("Special circumstances")

## **A. CLASS /**

### **1. Classroom and Extracurricular Disruption or Distraction**

The act of disruption or distraction which affects the normal education process or interferes with any school extracurricular activity, including, but not limited to, interrupting the class, provoking other students or talking excessively.

- a. *First Office Referral: Verbal warning up to two (2) days in-school suspension.*
- b. *Second Office Referral: Up to five (5) days in-school suspension. Special circumstances may warrant up to 2 days out-of-school suspension.*
- c. *Third & Subsequent Office Referral(s): Up to three (3) days out-of-school suspension. Special circumstances may warrant long term suspension.*

### **2. Being in Unauthorized Areas**

Students shall not be in unauthorized areas during the school day or during school related/after school activities.

- a. *First Offense: Up to one (1) day in-school suspension.*
- b. *Second Offense: Up to three (3) days in-school suspension or up to two (2) days out-of-school suspension.*
- c. *Third Offense: Up to five (5) days in-school suspension or up to five (5) days out-of-school suspension.*

### **3. Skipping (Truancy) School All Day or Assigned Classes during School Day**

Students shall be on campus and in their assigned classes unless they have been \_\_\_\_\_ authorized to be elsewhere by authorized personnel.

- a. *First Offense: Up to one (1) day in-school suspension. (Punishment may include but is not limited to before or after school detention, lunch detention, or Saturday detention.)*
- b. *Second and Subsequent Offense(s): Up to two (2) days in-school suspension.*

### **4. Unexcused Tardies to School or Assigned Classes**

It is imperative that students realize and recognize the importance of arriving at school on time and being punctual to class on a daily basis. Habits formed in school often determine habits after school. Punctuality is a habit that should be cultivated, practiced and endorsed.

#### **5. Tardy to School or Class (Grades K-12)**

Each school will develop procedures that address students who are tardy to school for unexcused reasons. The policy/procedures developed at the school level may include but is not limited to lunch detention, before or after school detention, Saturday detention, loss of driving privileges, and possible revocation of a student transfer if applicable, suspension of extra-curricular opportunities, or in-school suspension as a last resort. Schools shall not use out-of-school suspensions as punishment for being tardy to school. Other methods of dealing with students who are tardy to school should be explored by each school.

#### **6. Non-Compliance with Directions of Teachers and Other School Personnel or Providing False Information**

Students shall comply with all lawful directions of teachers, and substitute teachers, teacher assistants, student teachers and other authorized school personnel during any period in which they are subject to school authority. At no time shall a student provide false information to an administrator, a teacher or staff member.

*a. First Offense: Up to two (2) days out-of-school suspension.*

*b. Second Offense: Up to five (5) days out-of-school suspension based on the severity of the offense. Additional community service duties, such as picking up trash from the grounds, etc.*

*c. Third and Subsequent Offense(s): Up to ten (10) days out-of-school suspension.*

#### **7. Inappropriate Appearance or Clothing**

Appearance or clothing which is disruptive, provocative, indecent, vulgar, obscene, or which advertises illegal drugs or displays obnoxious or indecent signs, symbols or drawings, or which endangers the health or safety of the student or others is prohibited. Articles of clothing, which are offensive to race, creed, color, or sex will not be permitted if such clothing creates a disruption or it is foreseeable that it will create a disruption.

Dress which is considered inappropriate (This is not an all-inclusive list and pertains to the regular school environment):

- halter tops
- tank tops and shirts altered to resemble tank tops (Unacceptable Tank Top:
- T-shirt with narrow straps and large arm holes)
- bare midriff tops
- bare-back tops
- shorts, skirts, and dresses should not be shorter than mid-thigh
- slashed or cut-up clothing
- sagging pants
- underwear worn as outerwear
- clothing with alcohol, tobacco, or controlled substance advertisement or reference
- clothing displaying vulgar writing or symbols, sexual reference, or racial comments
- exposed undergarments
- see-through clothing
- biker tights worn as outerwear
- no headgear, hats, hoods or bandanas to be worn inside a school building
- various modes of dress that would fall under the "disruptive behavior" category
- dark glasses worn within a building
- lack of appropriate foot covering
- chains or jewelry that hang from wallets, studded collars and bracelets which may be used as a weapon, cause injury, or hinder movement
- any other disruptive clothing or attire

*a. First Offense: Up to two (2) days in-school suspension.*

*b. Second Offense: Up to five (5) days in-school suspension. Special circumstances may warrant up to 2 days out-of-school suspension.*

*c. Third & Subsequent Offense(s): Up to three (3) days out-of-school suspension.*

### **8. Cheating**

Students shall not cheat on tests/examinations, not copy the work of another student nor assist a student who is attempting to copy his/her work, nor plagiarize work, nor complete in a dishonest or deceptive manner any type of academic assignment.

*a. First Offense: Teacher conference with administration, student and parent(s) and may receive a grade of zero (0) for assignment.*

*b. Second Offense: Up to three (3) days in-school suspension and a grade of zero (0) for assignment.*

*c. Third Offense: Up to three (3) days out-of-school suspension. A grade of zero (0) for assignment will be given.*

### **9. Inappropriate Interpersonal Behavior**

Inappropriate public displays of affection or indecent exposure, as determined by school personnel, are not allowed. Examples are but are not limited to kissing, inappropriate touching, mooning, instigating, and encouraging inappropriate interpersonal behavior, etc.

*a. First Offense: Conference with students and parent(s). Up to two (2) days in school suspension. Extremely inappropriate acts may result in out-of-school suspension for the remainder of the school year.*

*b. Second Offense: Up to four (4) days in-school suspension or up to two (2) days out-of-school suspension. Extremely inappropriate acts or other special circumstances may result in long term suspension.*

*c. Third Offense: Up to five (5) days out-of-school suspension. Extremely inappropriate acts or other special circumstances may result in long term suspension.*

### **10. Bus Misbehavior**

Students shall not engage in any type of behavior that interferes with the safe and efficient operation of the school bus and/or the safety of persons riding in the bus. All students are required to remain seated on their assigned bus during the entire bus trip with the exception of changing buses to continue their route or in an emergency situation. School transportation service is a privilege, not a right. Students at all times while riding a school bus or other school vehicle shall observe the directives of the bus and vehicle driver. The following conduct is specifically prohibited:

- stopping, impeding, delaying or detaining a bus or school vehicle;
- disturbing the peace, order of discipline on a bus or school vehicle;
- refusing to obey the driver's instructions;
- tampering with or willfully damaging the bus or school vehicle;
- getting off a bus at an unauthorized stop;
- refusing to meet the bus at designated stops;
- distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- failing to observe established safety rules and regulations;
- opening the emergency door and/or windows without authorization;
- willfully trespassing upon a school bus or school vehicle; and
- fighting, smoking, using profanity, possessing or using drugs or intoxication beverages
- Or otherwise violating any other board policy or school rule while on a school bus or other school vehicle.

Inappropriate conduct in violation of other rules of the Student Code of Conduct may result in additional consequences.

*a. First Offense: Conference with student and parent contact. Up to three (3) days suspension from riding the bus.*

*b. Second Offense: Up to five (5) days suspension from riding the bus.*

- c. Third Offense: Suspension from riding the bus for up to ten (10) days.*
- d. Subsequent Offense: Students may be suspended from riding the bus for the remainder of the school year.*

### **11. Use of Tobacco Products**

Students shall not use or possess any type of tobacco products on school property during the time school is open for the school day or for any supervised school activities, or when being transported to and from school in a school financed vehicle.

(This includes school-sponsored events such as dances, field trips, athletic functions, etc. while participating or being under the direct supervision of a school staff member). This policy is in effect for any Burke County student on any campus of the Burke County Public Schools.

- a. First Offense: Up to three (3) days in-school suspension and enrollment and successful completion in a tobacco awareness program. Confiscate products.*
- b. Second Offense: Up to three (3) days out-of-school suspension. Confiscate products. Loss of driving privileges for one semester.*
- c. Third Offense: Up to five (5) days out-of-school suspension. Confiscate products. Loss of driving privileges for one year.*

## **B. CLASS II**

### **1. Insulting, Disrespectful, Abusive, Profane, Obscene Words, Signs, Gestures, and Other Acts**

Students shall not make or direct insulting, abusive, profane, obscene words, signs, gestures, and other acts toward other students, visitors, school employees, and other persons.

- a. First Offense: Up to five (5) days out-of-school suspension.*
- b. Second Offense: Up to ten (10) days out-of-school suspension.*
- c. Third Offense: Ten (10) days out-of-school suspension and special circumstances may warrant long term suspension.*

### **2. Discrimination, Harassment, and Bullying**

Students shall not bully or intimidate other students. Bullying is defined as: purposeful, repetitive actions by an individual with the intent to inflict physical and/or emotional harm. These actions can be direct bullying such as but not limited to hitting, punching, shoving, kicking, etc. or indirect bullying such as but not limited to verbal threats, embarrassing comments, videos or pictures, ranking, isolating, ignoring or cyber-bullying such as but not limited to published email, text, and web page hurtful, degrading, or embarrassing comments, pictures, or videos, etc. (Burke County Policy 4021 – Prohibition Against Discrimination, Harassment and Bullying and 4015 – Discrimination, Harassment, and Bullying Complaint Procedures).

- a. First Offense: Up to five (5) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and/or bullying may be subject to a long term suspension or expulsion.*
- b. Second Offense: Up to ten (10) days out-of-school suspension and conference with parent/guardian. Cases of severe harassment and/or bullying may be subject to a long term suspension or expulsion.*
- c. Third Offense: Ten (10) days out-of-school suspension and cases of severe harassment and/or bullying may be subject to a long term suspension or expulsion.*

### **3. Sexual Harassment**

Students shall not make or direct unwelcome sexual advances, requests for sexual favors, or other inappropriate oral, written, or physical conduct of a sexual nature to another student. All students must be allowed to learn and work in an environment free from such harassment. Law enforcement officials may be notified.

- a. First Offense: Up to five (5) days out-of-school suspension and parent/guardian conference.*
- b. Second Offense: Up to ten (10) days out-of-school suspension and parent/guardian conference.*
- c. Third Offense: Ten (10) days out-of-school suspension and cases of severe harassment may be subject to a long term suspension or expulsion.*

### **4. Gambling**



Students shall not participate in any form of gambling or games of chance/skill for money and/or other item of value.

- a. *First Offense: Up to five (5) days in-school suspension.*
- b. *Second Offense: Up to three (3) days out-of-school suspension.*
- c. *Third Offense: Up to ten (10) days out-of-school suspension.*

### **5. Use and Possession of Electronic Devices**

Students may possess but shall not use a cellular telephone, portable electronic paging device of any kind, commonly known as a "beeper," a digital camera, or any kind of electronic recording device in school during regular school hours except as approved by a principal or his/her designee. "Regular school hours" means from the beginning of the student instructional day to the end of the student instructional day. Using wireless communication devices to reproduce images of test, to access unauthorized school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, district or school code of conduct is prohibited. Using cellular telephones or other devices with photographic capabilities in student locker-rooms, restrooms, or any other student changing areas, regardless of whether such use occurs during the school day or outside the school day is prohibited. Students taking photos of other students and posting on websites is not authorized without the permission of student, parents, and principal/designee. Using a laser pointer in a way that reasonably could cause physical harm or is disruptive is prohibited. This policy will be in effect for students who are on a school bus, activity bus; any school system sponsored transportation, or on any school sponsored activity.

- a. *First Offense: Up to five (5) days in-school suspension.*
- b. *Second Offense: Up to three (3) days out-of-school suspension.*
- c. *Third Offense: Up to ten (10) days out-of-school suspension.*

### **C. CLASS III**

Class III rules refer to student behaviors which are disruptive to the educational process and may have the potential for physical injury to others. In cases in which these behaviors are violations of North Carolina General Statutes, involvement of law enforcement officers will be required. General Statute 115C-288 requires certain acts to be reported by the principal to law enforcement. Those acts are:

- assault resulting in serious personal injury;
- sexual assault;
- sexual offense;
- rape;
- kidnapping;
- indecent liberties with a minor;
- assault involving the use of a weapon;
- possession of a firearm in violation of the law;
- possession of a weapon in violation of the law; or
- Possession of a controlled substance in violation of the law.
- In addition to those that are specifically spelled out in North Carolina General Statutes all of the following should be immediately reported to law enforcement officials. The superintendent's office shall also be notified.
- larcenies;
- extortion as well as extortion attempts;
- robbery (armed or common law);
- hate crimes;
- stalking;
- Possession of any explosive or incendiary device or arson/attempted arson.

General Statute 20-11 requires a student's driving permit or license to be suspended one year if a student is given an expulsion/suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.

· The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-390.10 or that could have resulted in that disciplinary action if the conduct had occurred in a public school.

· The physical assault on a teacher or other school personnel on school property.

Violations of Class III offenses shall be considered on their own set of facts and circumstances. Appropriate punishment shall be determined by the principal and superintendent. The punishment set out under each rule for first or second offenses is a guideline only. Any punishment, including long term suspension or expulsion of a student over 14 years of age, may be warranted in the circumstances, even for first offenses. Expulsion will be appropriate provided that the student's continued presence at school threatens the safety of other students or employees.

### **1. Trespassing**

Students shall not willfully enter or remain in any school structure, conveyance or property without having been authorized or invited, nor refuse to depart after being directed to leave by authorized personnel. Law enforcement may be notified based on the severity of the act.

*a. First Offense: Up to ten (10) days out-of-school suspension depending on severity of the act. Special circumstances may warrant out-of-school suspension for the remainder of school year. Driving privileges could be revoked depending on the severity of the act.*

*b. Second Offense: Ten (10) days out-of-school suspension and special circumstances may warrant long term suspension.*

### **2. Making and/or Possessing a Destructive, Explosive or Incendiary Devices**

Students shall not make or possess firecrackers or pyrotechnic, explosive, incendiary, or smoke-creating devices. Law enforcement and parents shall be notified.

*a. First Offense: Up to five (5) days out-of-school suspension. Special circumstances may warrant out-of-school suspension for remainder of the school year. Confiscate device.*

*b. Second Offense: Confiscate device. Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension or a suspension for 365 days as required by law.*

### **3. Exploding Firecrackers or Igniting Similar Devices**

Students shall not explode firecrackers or ignite pyrotechnic, explosive, incendiary, or other smoke-creating devices. Law enforcement and parents shall be notified.

*a. First Offense: Confiscate device. Up to ten (10) days out-of-school suspension. Special circumstances may warrant suspension for remainder of the school year.*

*b. Second Offense: Confiscate device. Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension.*

### **4. Possession or Use of Marijuana, Narcotics, Stimulants, Depressants, Alcoholic Beverages, any Other Unauthorized or Illegal Substance or Drug Paraphernalia, and Counterfeit Form of Said Substances**

Students shall not possess, be under the influence of, or use marijuana, narcotics, stimulants, depressants, counterfeit form of an illegal substance, alcoholic beverages or any other unauthorized or illegal substance or drug paraphernalia. Law enforcement and parents shall be notified.

*a. First Offense: Confiscate substance. Up to ten (10) days out-of-school suspension with a minimum of five (5) days required. Active involvement in a substance abuse/chemical dependency program.*

*b. Second Offense: Confiscate substance. Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year. Active involvement in a substance abuse/chemical dependency program.*

### **5. Sale, Delivery, or Distribution of Marijuana, Narcotics, Stimulants, Depressants, Alcoholic Beverages, and any Other Unauthorized or Illegal Substance, Drug Paraphernalia or Counterfeit Form of Said Substances**

Students shall not sell, deliver, or distribute marijuana, narcotics, stimulants, depressants, counterfeit form of an illegal substance, alcoholic beverages, or any other unauthorized or illegal substance or drug paraphernalia. Law enforcement and parents shall be notified.

*a. First Offense: Confiscate substance. Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

#### **6. Major Disruption of the School Environment (Inciting or participating in a Student Disorder; i.e. riots, walk outs, sit-ins, assaults, etc.)**

Students shall not lead, participate in, or encourage others to participate in major group disruptions, which adversely affect the educational process. Law enforcement and parents shall be notified.

*a. First Offense: Minimum of five (5) days out-of-school suspension. Special circumstances may warrant long term school suspension up to remainder of school year.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

#### **7. Participation in a Gang or Gang Activity that Disrupts the Normal School Environment**

Students shall not lead, participate in, or encourage others to participate in a gang or gang activity. (A "gang" is defined as a group who organizes for unlawful activities or to harass or intimidate others.) Law enforcement and parents shall be notified.

*a. First Offense: Minimum of five (5) days out-of-school suspension. Special circumstances may warrant long term school suspension up to remainder of school year.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

#### **8. Unjustified Activation of a Fire Alarm or Making a False Report of an Emergency**

Students shall not activate any fire alarm unless authorized to do so by school employees, or unless there are reasonable grounds for the student to believe an actual emergency condition exists. At no time shall a student call in or in any other manner communicate a false report concerning a bomb, other explosive device, or any emergency situation. Law enforcement and parents shall be notified.

*a. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term school suspension up to remainder of school year.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

*For a bomb/explosive device threat the courts must revoke the permit or license of a person under the age of 18 per G.S. 20-13.2. Parents can also be held responsible for actual compensatory and consequential damages resulting from the disruption or dismissal of school or the school sponsored activity.*

#### **9. Fighting Among Students**

Students shall not fight or attempt to cause bodily harm to another student. If a student is a victim of a sudden, unprovoked attack or fight, he/she may defend himself/herself long enough to disengage from fighting to report it to an appropriate school official. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting. Parents shall be notified.

*a. First Offense: Up to ten (10) days out-of-school suspension.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

*c. Third Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

#### **10. Extortion**

Students shall not obtain through verbal or physical threats, coercion, or intimidation anything of value (personal property, money or information) from any other student or school employee. Law enforcement and parents shall be notified.

*a. First Offense: Up to five (5) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year. Full restitution will be sought.*

#### **11. Theft, Robbery, Burglary or Damage to School or Personal Private Property or Possession of Stolen Property**

Students shall respect school property and the personal property of other students, school employees, and other persons. Students shall not steal, rob, attempt to burn or convert school property and property of any other person or entity, nor cause damage to such property. Law enforcement and parents shall be notified.

*a. First Offense: Up to five (5) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

*c. Third Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year. Full restitution will be sought.*

#### **12. Verbal or Physical Assault (Including Threats) or Physical Injury to School Personnel (This Includes Injury to Real or Personal Property)**

Students shall not cause, attempt to cause or verbally (written or oral) threaten to cause damage to property, physical or bodily injury to principals, assistant principals, teachers, substitute teachers, teacher aides, student teachers and other school personnel or visitors. Law enforcement shall be notified if there is a serious injury or at the discretion of the principal. A local board of education may remove to an alternative education setting any student who is at least 13 years of age who physically assaults and seriously injures a teacher or other school personnel.

*a. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

#### **13. Verbal or Physical Assault or Physical Injury to Students**

Students shall not cause, attempt to cause or verbally (written or oral) threaten to cause damage to property, physical or bodily injury to another student. Law enforcement shall be notified if there is a serious injury or at the discretion of the principal. Parents should be notified.

*a. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

#### **14. Hazing**

Students shall not commit any act of hazing. Hazing is defined as follows: "To subject another student to physical injury as part of an initiation, or a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or similar group." Any student who aids or abets hazing shall be disciplined as a principle actor. Law enforcement and parents shall be notified. Law enforcement notification is mandatory. Conviction in criminal court may result in automatic expulsion.

*a. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year or expulsion.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year or expulsion.*

### **15. Weapons and/or Other Dangerous Instruments**

Students shall not possess or conceal any weapon or any other instrument that could cause bodily harm or be used to threaten bodily harm. Law enforcement and parents shall be notified.

*a. First Offense: Confiscate weapon or device. Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

*b. Second Offense: Confiscate weapon or device. Up to ten (10) days out-of school suspension. Special circumstances may warrant long term suspension up to remainder of the school year.*

### **16. Possession of a Firearm(s)**

Students shall not bring to school or possess or conceal any firearm or weapon – “any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive” on any property owned by the Burke County Public Schools. Law enforcement and parents shall be notified.

*A. Any Offense: Confiscate firearm or weapon. Out-of-school suspension for a minimum of 365 days (a calendar year) pursuant to GS 115C-390.10.*

*b. This punishment may be modified by the Superintendent or board as permitted by law.*

### **17. Sexual Assault, Sexual Offenses, Etc.**

Students shall not commit any sexual offense as defined by the North Carolina General Statutes. (NC General Statute 14-27.4 & 14-27.5). Law enforcement and parents shall be notified.

*a. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension for up to remainder of school year or expulsion.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term suspension for up to remainder of school year or expulsion.*

### **18. Inappropriate Use of Computers/Internet/Email/Network/Etc.**

Students shall not violate the Burke County Public Schools Acceptable Use Policy.

*a. First Offense: Up to five (5) days in-school suspension and possible loss of technology privileges.*

*b. Second Offense: Up to three (3) days out-of-school suspension and possible loss of technology privileges.*

*c. Third Offense: Up to ten (10) days out-of-school suspension and loss of technology privileges.*

**Students shall not violate any North Carolina Criminal Statute or local ordinances not previously covered.** A student convicted of a felony or serious misdemeanor may be recommended for expulsion from Burke County Schools. (Any plea of nolo contendere or the entry of a “prayer for judgment” shall be deemed as a conviction for the purposes of this policy). Law enforcement and parents shall be notified.

*a. First Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term school suspension for up to remainder of school year and/or exclusion from all extra-curricular activities.*

*b. Second Offense: Up to ten (10) days out-of-school suspension. Special circumstances may warrant long term school suspension for up to remainder of school year.*

## **DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE**

### **Policy Code: 1720/4015/7225**

The Board takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying or policy

1730/4022/7231, Nondiscrimination on the Basis of Disabilities. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously.

#### A. DEFINITIONS

1. Alleged Perpetrator--The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.

2. Complaint--A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.

3. Complainant --The complainant is the individual complaining of being discriminated against, harassed or bullied.

4. Days--Days are the working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday--Friday) so that the matter may be resolved before the close of the school term as soon thereafter as possible.

5. Investigative Report--The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. Investigator--The investigator is the school official responsible for investigating and responding to the complaint.

7. Report--A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

#### B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees --Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed, or bullied in violation of policy 1710/4021/7230 or policy 1730/4022/7231 must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties--All members of the school community including students, parents, volunteers, and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment, or bullying.

3. Anonymous Reporting--Reports of discrimination, harassment, or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports--Reports of discrimination, harassment, or bullying will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances, regardless of the alleged victim's willingness to cooperate. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

#### C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT, OR BULLYING

1. Filing a Complaint--Any individual, who believes that he or she has been discriminated against, harassed, or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:
  - a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
  - b. an immediate supervisor if the individual making the complaint is an employee;
  - c. the director of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the director of human resources is the alleged perpetrator);
  - d. the Title IX coordinator for claims of sex discrimination or sexual harassment (see policy 1710/4021/7230 for contact information);
  - e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see policy 1710/4021/7230 for contact information); or
  - f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.

g. In addition, complaints may be filed with:

Office for Civil Rights

U.S. Department of Education

4000 Maryland Ave. SW

Washington, DC 20202-1475

Telephone: 202-453-6020 TDD: 800-877-8339

FAX: 202-453-6021 Email: OCR.DC@ed.gov

2. Time Period for Filing a Complaint--A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution--The Board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The Board encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence complaints by a student of sexual harassment perpetrated by an employee, or when otherwise inappropriate. Informal procedures may be used only if the parties involved voluntarily agree. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to end the informal process and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time. If informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate, or if the complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the procedures outlined in the remainder of this policy.

#### D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION HARASSMENT, OR BULLYING

##### 1. Initiating the Investigation

a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows.

1) If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the director of human resources, the superintendent or a member of

the Board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the director of human resources or designee.

2) If the alleged perpetrator is the principal, the director of human resources or designee is the investigator.

3) If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the director of human resources or designee is the investigator unless the alleged perpetrator is the director of human resources, the superintendent or a member of the Board.

4) If the alleged perpetrator is the director of human resources, the superintendent or designee is the investigator.

5) If the alleged perpetrator is the superintendent, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, or bullying shall immediately notify the director of human resources who shall immediately notify the Board chair. The Board chair shall direct the Board attorney to respond to the complaint and investigate.)

6) If the alleged perpetrator is a member of the Board, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the Board attorney to respond to the complaint and investigate. Unless the Board chair is the alleged perpetrator, the superintendent shall also notify the Board chair of the complaint.)

b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.

c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.

d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 1710/4021/7230.

e. Failure to investigate and/or address claims of discrimination, harassment, or bullying shall result in disciplinary action.

## 2. Conducting the Investigation

a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 1710/4021/7230 or policy 1730/4022/7231. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, who may have relevant information. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.

b. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.



c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment, or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

### 3. Investigative Report

a. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA or other coordinator.

b. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment, or bullying and prevent it from recurring;

2) as needed, reasonable steps to address the effects of the discrimination, harassment, or bullying on the complainant; and

3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).

d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or Board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with Board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with Board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment, or bullying.

### 4. Appeal of Investigative Report

a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the director of human resources or the superintendent, in which cases the complainant may appeal directly to the Board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary, or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.

b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the Board within five days of receiving the superintendent's response. The Board will review the documents, direct that further investigation be conducted if necessary, and take any other steps that the Board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the Board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The Board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

#### E. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

#### F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the Board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The Board and school system officials will consider requests to hear complaints
4. The complainant may be represented by an advocate, such as an attorney, at any
5. Should, in the judgment of the superintendent or designee, the investigation or from a group, but the Board and officials have the discretion to hear and respond to complainants individually .meeting with school system officials. processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

#### G. RECORDS

Records will be maintained as required by policy 1710/4021/7230.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq., 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 et seq., 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994); Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, U.S. Department of Education, Office for Civil Rights (2001); Notice of Non-Discrimination, U.S. Department of Education, Office for Civil Rights (2010); Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998); Davis v. Monroe County Board of Education, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.18 Cross References: Prohibition Against Discrimination, Harassment, and Bullying (policy 1710/4021/7230), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Assaults, Threats, and Harassment (policy 4331) Adopted: May 11, 2015