

Central Davie Academy
Parent/Student Handbook
2021 - 2022



160 Martin Luther King Jr. Rd.
Mocksville, NC 27028

336-751-5712
FAX 336-751-5719

Web Site Address:
www.davie.k12.nc.us

School Hours:
Elementary School: 8:30 – 2:30
Middle School: 8:30 – 2:30
High School: 8:30 – 3:00

In compliance with federal law, Davie County Schools does not discriminate against any person on the basis of race, religion, national or ethnic origin, color, age, military service, disability, or gender in its activities and programs, including employment policies and practices, except where exemption is appropriate and allowed by law.

MISSION AND PHILOSOPHY STATEMENTS	4
CENTRAL DAVIE ACADEMY STAFF	5
STUDENTS' KEYS FOR SUCCESS	6
SOCIAL COMPETENCIES	7
ACADEMICS	8
ACADEMIC ETHICS	8
ACADEMIC PLANNING.....	8
DAILY SCHEDULE AND STUDENT CALENDAR	9
EXAM/END-OF-COURSE/END-OF-GRADE TEST POLICY	10
GRADING.....	10
PROGRESS REPORTS	10
PROMOTION AND RETENTION	10
PROMOTION STANDARDS FOR HIGH SCHOOL	11
ATTENDANCE.....	11
BOARD OF EDUCATION ATTENDANCE POLICY	11
<i>Lawful Absences</i>	11
<i>Unlawful Absences</i>	12
<i>Tardiness</i>	14
<i>Early Dismissal From School</i>	14
<i>Excessive Absence / Make-up Policy</i>	Error! Bookmark not defined.
BAD WEATHER	15
BUSES	16
BUS REGULATIONS	16
BUS SAFETY PROCEDURES	16
ROUTES AND BUS ASSIGNMENT	16
RULES AND PROCEDURES.....	16
BATHROOM USE.....	17
BOOK BAGS	17
CAFETERIA.....	17
<i>Cafeteria Rules</i>	18
CHANGE OF ADDRESS OR TELEPHONE NUMBER	18
CHEATING AND PLAGIARISM.....	18
COMPUTER, INTERNET & PRINTER USE.....	19
DESIGNATED CAMPUS AREAS & STAFF SUPERVISION OF STUDENTS	19
DRESS CODE	20
DRINK BOTTLES.....	20
FOOD AND DRINK.....	20
DRUGS AND ALCOHOL	21
ELECTRONIC, COMMUNICATION, AND WIRELESS DEVICES	21
LOST AND FOUND	21
MEDICAL SUPPLIES, SICKNESS, AND EMERGENCIES.....	22
MEDICATION	22
RANDOM SEARCH POLICY.....	22
SCHOOL COUNSELOR	23
SCHOOL INSURANCE	23
SCHOOL RESOURCE OFFICER	23
TOBACCO USE AND POSSESSION	23
TELEPHONE.....	24

VISITORS	24
PROGRAM COMPONENTS AND REQUIREMENTS	24
COMPONENTS	24
ENTRANCE INTERVIEWS	24
EXIT INTERVIEWS.....	25
LENGTH OF STAY – INTERVENTION PROGRAM	25
DISCIPLINE GUIDELINES, PHILOSOPHY & POLICY	26
GUIDELINES	26
DISCIPLINE PHILOSOPHY AND PBIS MATRIX.....	26

Welcome to Central Davie Academy. We look forward to working with you and your family as you progress toward meeting your academic and personal goals. As parents, students, and staff of Central Davie Academy work together, we will create a challenging, rewarding, and safe learning environment. Opportunities for success are all around you – get excited and be determined to do your very best. You will be amazed at what you can accomplish with a positive attitude and determination.

This handbook provides basic information about policies and procedures designed to create a safe and rewarding environment for each of you. We ask that parents/guardians and students familiarize themselves with this handbook and keep it as a resource as these guidelines and procedures will be enforced consistently by all Central Davie Academy staff.

It is the policy of Davie County Schools not to discriminate on the basis of sex, race, creed, age, handicapping condition, or political affiliation in its educational programs or employment services.

At Central Davie Academy, please remember that the principal, counselor, teachers, office manager, and the school resource officer are all available to assist you with questions and concerns that may arise.

Mission and Philosophy Statements

Davie County Schools Vision and Mission Statements

VISION: Davie County Schools will be a safe, innovative learning environment where each individual is valued, respected, and challenged. An engaging staff and community will ensure students learn, grow, create, and discover their talents through experiences that prepare them for success.

MISSION: We engage, equip, and empower students.

Central Davie Academy Mission Statement

The staff of Central Davie Academy strives to provide a positive, nurturing, therapeutic environment where students can achieve academic and social success and return to their home school.

Central Davie Academy Philosophy

The Central Davie Academy Staff believes that all students can be successful. We also believe that success at this school relies on a respectful, caring, well-trained staff, and a positive school climate, as well as parent and community involvement.

Central Davie Academy Staff

Beth Edwards	Principal
Sandra Swindle	Counselor
Kristen McGown	HS EC Teacher
JJ Rice	HS Intervention Teacher
Sharon Deal	MS EC Teacher
Shelly Degli-Angeli	MS Intervention Teacher
Todd Smith	PE and OSS Teacher
Angie Bowles	Teacher Assistant
Casey Dillow	Teacher Assistant
Esther LaRoque	At-Risk Assistant
Heath Grooms	EC Behavior Specialist
Ruth Zink	Office Manager
Kate Chavez	Cafeteria Manager
Zack Whitesides	School Resource Officer

STUDENTS' KEYS FOR SUCCESS

1. Attend school each and every day.
2. Be present and on time for each class.
3. Enter each class prepared to learn.
4. Respect others and their property.
5. Use appropriate language - showing respect for yourself and others.
6. Be in your assigned areas at all times.
7. Remember that **all** staff/teachers are responsible for **all** Central Davie Academy students.
8. Expect success, not failure.



Social Competencies *For Classroom Success*

FOLLOW INSTRUCTIONS

1. Look at teacher
2. Nod your head and say, "Okay"
3. Do it right away

GET TEACHER'S ATTENTION

1. Look at the teacher
2. Raise your hand
3. Wait quietly

ACCEPT FEEDBACK

1. Look at the teacher
2. Listen quietly and remain calm
3. Use the feedback

PAY ATTENTION

1. Stop what you are doing
2. Look at person
3. Listen quietly

ASK PERMISSION

1. Raise your hand or go to the teacher
2. Ask the question
3. Wait for the answer

ACCEPT "NO"

1. Look at the teacher
2. Listen quietly
3. Calmly move on

Other Social Competencies

- Greet others
- Request something you want
- Ignore other's inappropriate behavior
- Volunteer for a task
- Request help from others
- Contribute to group activities
- Stay on task
- Show respect for property
- Appropriate dress for school
- Cooperate with peers
- Promptness
- Give a compliment
- Inform others of an accomplishment
- Ask the teacher for clarification
- Personal hygiene
- State a concern
- Say, "I'm sorry"
- Honestly report information
- Enter a classroom
- Change classes

Academics

Academic Ethics

All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the Davie County school board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.

The following behaviors are specifically prohibited as violation of the standards of integrity and civility:

- Cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work.
- Plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.
- Violating copyright laws, including unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material.
- Cursing or using vulgar, abusive or demeaning language towards another person.
- Playing abusive or dangerous tricks or otherwise subjecting student or personnel to personal indignity.
- Accessing any computer site or program that would violate the district's acceptable use policy.

Academic Planning

Because Central Davie Academy serves students in grades three through twelve, our curriculum and course requirements must meet the needs of a wide range of students. The teacher, counselor, and principal will assist students in selecting courses. The size of the school limits the number of electives that can be offered.

Students who attend Central Davie Academy are here to address a variety of needs. These needs are considered when schedules are established for students. The principal must give permission to change a schedule if it is in the best interest of the student and the student's needs justify a change.

Some students with special needs have a modified curriculum. The school-based committee, the teachers, and the Director of Exceptional Children will work with parents and students to arrange an appropriate program.

Daily Schedule and Student Calendar

Elementary and Middle school classes begin promptly at 8:30 AM and end at 2:30 PM each school day. High school classes begin promptly at 8:30 AM and end at 3:00 PM. The complete Davie County Schools 2021-2022 calendar is available on the district’s webpage. Below are some dates within the calendar to be aware of:

First Day for Students	Aug. 24
Labor Day Holiday	Sept. 6
Fall Early Release Days	Sept. 22, Oct. 28, Dec 17
Fall Teacher Workdays	Oct. 15, Nov. 5 & 12
Veterans Day	Nov. 11
Thanksgiving Holiday	Nov. 24-26
Christmas / Winter Break	Dec. 20– 31
Martin Luther King Jr. Holiday	Jan. 17
Spring Teacher Workday	Jan 24, Mar 4 & 7
Spring Early Release Day	Feb 15, April 8, May 17, June 9
Spring Break	April 11-15
Memorial Day Holiday	May 30
Last Day for Students	June 9

End of Grading Periods: Oct. 27, Jan. 21, March 30, June 9

Exam/End-Of-Course/End-Of-Grade Test Policy

- ◆ Math 1, Math 3, English 2, and Biology courses require a state EOC exam. All EOC exams count 25% in a course's final average.
- ◆ All Elementary and MS students are required to take reading and math EOG's. 5th and 8th grade students will also be required to take an EOG in Science. EOG's will count 10% for 6th grade students, 15% for 7th grade students, and 20% for 8th grade students in grading for each subject. EOG's do not influence subject grades at the Elementary level.
- ◆ All students are required to take exams, EOC's, and/or EOG's.
- ◆ All exams will be taken at the scheduled times, except in hardship situations which have prior approval of the principal.
- ◆ All students with an "F" average are still required to take final exams.
- ◆ Students taking exams will remain in class during the entire exam period.

Grading

Student report cards are issued at the end of nine weeks. The grading scale is as follows:

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 59 and below

Progress Reports

Progress reports will be issued every 4½ weeks. The progress reports must be signed by a parent/guardian and returned to the classroom teacher the next day.

Promotion and Retention

Placement, promotion, and retention decisions will be made in the interests of the student after careful evaluation of all factors relating to the advantages and

disadvantages of alternatives. Retention occurs when the student is achieving significantly below his ability and grade level as indicated by attendance, grades, and standard test data. Students with excessive class absences resulting in the non-achievement of skills and not acquiring information necessary for continued success could be retained. The principal makes the final decision regarding promotion/retention. Parents will be informed throughout the semester when a student is in danger of retention.

Promotion Standards for High School

- ◆ Students must complete 28 credits to graduate.
- ◆ To be classified a senior; a student must have earned 20 credits.
- ◆ To be classified a junior; a student must have earned 12 credits.
- ◆ To be classified a sophomore; a student must have earned 6 credits.

Attendance

Board Of Education Attendance Policy

The learning experiences that take place in the classroom environment are considered to be a meaningful and essential part of education. Although the school board does not encourage attendance by students who are ill, the board believes that absences tend to disrupt the continuity of the instructional process. Time lost from class is irretrievable, particularly in terms of the opportunity for interaction and exchange of ideas between students and between students and teachers; classroom attendance, therefore, is considered to be an integral part of the student's education.

The purpose of this minimum attendance policy is to encourage regular school attendance and to give the responsibility of regular attendance to the student and his/her parents. It is not designed to allow each student to miss a number of days.

Students and parents/guardians are encouraged to understand and adhere to the policy.

Lawful Absences

1. Illness or injury causing a student to be physically unable to attend school.
2. Quarantine when isolation of a student is ordered by the local health officer or the State Board of Health.
3. Death in the immediate family – defined as including, but not necessarily limited to, grandparents, parents, brothers, and sisters.
4. Medical or dental appointments.
5. Court or administrative proceedings when the student is a part of the actions or under subpoena as a witness.
6. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal.
7. Participation in or service as a legislative or Governor's page, etc.
8. Absence due to pregnancy and related conditions or parenting, when medically necessary.

Documentation of an absence should include:

1. The student's full name.
 2. The exact date(s) of absence.
 3. The reason for the absence. Students are also strongly advised to bring documentation from members of the medical community when absences are due to illness.
 4. The signature of parent or guardian.
- * If the student does not present a note within five days, the absence will be coded unlawful.

Unlawful Absences

1. Missing the bus
2. Oversleeping
3. Going shopping
4. Lack of clean clothes, shoes, etc.
5. Cold weather
6. Car problems
7. Parents keeping students out for personal reasons
8. Work at home

Students are encouraged to understand the policy and to attend school regularly. Course grades will be affected if excessive days are missed during any grading period. Class credit will be withheld if excessive days are missed during a semester.

Attendance requirements grades 3-5:

A student may miss no more than twenty (20) days (lawful or unlawful) during a school year. At fifteen (15) days (lawful or unlawful), the school principal will send a letter to notify the parent/guardian of truancy concerns. At twenty (20) days (lawful or unlawful) the student will be considered for retention. Should a student miss more than ten (10) days unexcused, the principal can file truancy charges to the Davie County Magistrate's office.

Attendance requirements grades 6-8:

A student may miss no more than five (5) days (lawful or unlawful) during a nine (9) week grading period. Should a student miss more than five (5) days in any class during a grading period, the student will be in danger of failing the class for the quarter, and their grade will be reduced to 69. Failing grades which are not the result of excessive absences will be recorded as they actually are. For the purposes of retention, ten (10) tardies and/or early departures will equal one (1) day absent.

Attendance requirements grades 9-12:

A student may miss no more than four (4) days (lawful or unlawful) during a nine (9) week grading period. Should a student miss more than four (4) days, in any class during a nine (9) week grading period, without making up time (lawful or unlawful), the student will fail the class for the nine (9) weeks. A grade of 69 will be recorded as an F on the report card. An accumulation of five (5) tardies and/or

early departures from the same class during a nine (9) week grading period will count as one (1) of the four (4) allowed absences from that class for that grading period. Failing grades which are not the result of excessive absences will be recorded as they actually are.

Work missed during an absence is the responsibility of the student.

Tardiness

Students will be marked absent until they arrive at school. When students arrive late, they must obtain a tardy slip from the office. They should bring an explanatory note from a parent/guardian, doctor, dentist, etc. Excessive tardies will become absences. (See attendance requirements on previous page.)

Early Dismissal from School

Parents are reminded that students need to be in class as much as possible. We realize, however, that there are times when it is necessary to pick up students early. Excessive early dismissals will become absences. (See attendance requirements on previous page.) When this is necessary, the following procedure should be followed:

1. The student should bring a note for early dismissal. The note should state the time of and reason for the early dismissal.
2. The student should not come to the office until called to do so. Under no circumstances is a student to leave the campus before coming to the office.
3. The parent (or person specifically designated by the parent) must come into the office and sign the student out on the sign-out sheet located on the office manager's desk if the child leaves before their appropriate dismissal time. Parents are to wait in the office for their child. If someone other than the parent or the parent's designee attempts to sign out a student, the parent will be contacted before the student is permitted to leave. If the parent cannot be contacted, the student will not be dismissed. Students may not wait outside to meet a ride without someone signing the student out because policy demands that we know with whom the student is leaving.

Bad Weather

School will be closed if we have severe weather. When possible, the announcement will be on the radio/TV the night before or as early as possible in the morning.

Here is the procedure used by the Davie County School System:

1. School Will Operate
No announcement will be made.
2. Schools Will Close
Announcement will be made as early as possible but no later than 6:00 AM.
3. Schools Are Delayed 2-3 Hours
This announcement will be made by 6:00 AM. By 7:00 AM a decision will be made as to the closing of school.
4. Early Dismissal
Announcement will be made at each school.

If school is dismissed early because of bad weather, all students should know in advance what they are to do. Please listen to your TV or radio, for closing information. We strongly urge you to NOT call the school office for closing information as that will tie up our phone lines and staff. Check our web site at www.davie.k12.nc.us or go to www.cancellations.com for closing information. You can also receive inclement weather information by tuning into the following television/radio stations:

WXII, Winston-Salem, Channel 12 TV
WGHP, High Point, Channel 8 TV
WFMY, Greensboro, Channel 2 TV
WSJS, Winston-Salem, 60.0 am radio
WTQR, Winston-Salem, 104.1 fm radio
WSGH, Winston-Salem, 1040 am radio (Spanish)

If no announcement is made, schools will operate on a normal schedule.

Buses

Bus Regulations

Riding the bus is a privilege that can be denied if a student disregards the rules. All students being transported are under the authority of the school bus driver and must obey his or her request. Failure to follow rules may lead to suspension or expulsion from riding the bus. The administration reserves the right to suspend students from the bus for up to ten days for any serious offense. **All students are required to wear a face mask throughout the bus ride during the COVID-19 pandemic. Failure to comply will result in loss of bus privileges.**

Bus Safety Procedures

- Be careful entering or leaving the bus. Never crowd or push. Use the handrail provided.
- Sit in the seat assigned by the driver. Take your seat quickly and quietly. Remain seated with your back against the back of the seat when the bus is in motion.
- Never place items in the aisle.
- Open or close windows only with the driver's permission.
- In the event of an accident or emergency, follow the driver's directions. If you are told to evacuate the bus, go to a safe place off the highway as instructed by your driver.
- Do not extend hands, arms, heads, or objects out windows.
- Never throw anything on the bus or out the windows.
- No eating, drinking, or chewing gum on the bus unless permitted by the driver.
- Vandalism, tampering with or damaging a bus is against rules and the person(s) responsible will have to pay for cleaning, repairing, replacement of damaged items and school discipline procedures may be implemented.

Routes and Bus Assignment

Students will ride their assigned bus to Davie County High School. Students will then be asked to transfer onto a shuttle bus that will bring them to Central Davie Academy. At the end of the school day, the shuttle buses will return all students to DCHS and then students will ride their assigned busses home. All CDA grade levels share DCHS busses at this time.

Rules and Procedures

Bathroom Use

All student trips to the bathroom will be made one at a time and while supervised by staff. To the extent possible, students should train themselves to frequent the bathroom only during specified times (after breakfast, break, lunch). If a medical problem exists that requires frequent bathroom use, the student must bring a medical note from their doctor, which will be kept on file in the school office.

Book Bags

For safety purposes, students are generally not allowed to bring book-bags, purses, or other bags to school. If for any reason a student needs to bring a bag, permission can be given by school administration on an individual basis. If permission is given, bags will be kept in a secure location.

Buying/Selling, Lending/Borrowing, Loans and Gifts

For the equity of all students, CDA will not allow items to be: purchased, sold, lent, borrowed, or given. This include money, clothing, shoes, and other tangible items. Note passing between students will also not be allowed.

Cafeteria

According to state food service and federal government guidelines, students may not order food from outside sources or have food delivered during the school day.

Payment options exist to help students and their families manage school breakfast and lunch accounts, insuring that students eat without financial worry. Free and reduced lunch forms can be obtained in the school office. Parents/guardians/students may also choose to prepay into the student's cafeteria account. This eliminates the worry of remembering to send or to carry cash every day.

Breakfast and Lunch prices: All CDA students are eligible for free breakfast and lunch every day due to COVID-19 federal funding.

Extra items will be available to purchase a la carte. (chips, cookies, Gatorade, etc.)

Cafeteria Rules

- Students are allowed only one trip through the food line.
- Food and drinks are to remain in the cafeteria.
- Students must remain in the cafeteria during their assigned breakfast and lunch times. ***During the COVID 19 pandemic, students may be asked to eat in their classrooms to allow for proper social distancing.**
- Rules of respect and courtesy apply at all times.
- Be neat, clean up after yourself and push your chair back under the table when you are through.

Failure to abide by the above rules will result in lunch detention, cleaning the cafeteria, and /or other disciplinary measures.

Change of Address or Telephone Number

Upon a student's entry into the program, Central Davie Academy collects personal information (home address, home phone number, parent's work number, and emergency contacts, etc.) and files it in the office. We depend upon this information to contact parents/guardians during emergencies relating to behavior, injury, or other medical situations. If a student has an address change, new telephone number, or parents have a new place of employment, parents or students are asked to notify the office of the change. Please keep your contact information up-to-date.

Cheating and Plagiarism

Cheating and plagiarism, either in the classroom or on outside work, will not be tolerated. Honesty is a virtue to be taught and upheld at all levels of education and society.

Persons who cheat will not receive credit for the work accomplished by cheating. On the second offense, parents will be contacted and students will again receive a zero for their work. A third offense will require a parent conference, a zero for the work, and after school detention.

Computer, Internet & Printer Use

Computers, printers, and Internet connections are provided to students for instructional purposes. When students use computers, staff will monitor and supervise student activity.

Students are not allowed to install software or programs on the computer. Neither can they download software, games or music from the internet to the school computer.

Students are not allowed to open computer housings, or attempt fixing computers or computer peripherals; only a qualified Davie County Schools technician is allowed to work on or fix the computers.

If students attempt to open inappropriate web sites, their Internet privileges can be revoked. Students must receive permission before printing anything off the computer.

The Davie County Schools Acceptable Use Agreement is reviewed and signed during enrollment.

Designated Campus Areas & Staff Supervision of Students

Students are always to be in sight of or supervised by staff members unless given explicit permission otherwise when special circumstances arise.

When students arrive at school, they are to immediately enter the school building. Students are expected to go directly to their assigned classroom and take a seat.

During the school day, students are to remain in the Central Davie Academy School building, unless their teacher escorts them to the gym, patio, or field. Being outside of the classroom or leaving the school building without supervision or permission can result in a disciplinary action.

At dismissal, all students should leave without delay, unless they are making up time with their teacher or receiving extra academic help or tutoring.

Dress Code - Middle and High School Students

1. All clothing, skirts, shorts, dresses are of an appropriate length when the wearer stands with arms at his or her sides and the clothing falls lower than the wearer's fingertips.
2. Pants, shorts, skirts must be secured at the waist.
3. At no time may undergarments be visible.
4. All clothing must have sleeves.
5. Shoes must be worn at all times.
6. Tennis shoes are required for physical education activities.
7. No hats, bandanas, sunglasses, or head coverings are allowed during the school day nor may they be carried.
8. Outerwear normally associated with the outdoors such as bulky overcoats or raincoats may not be worn throughout the school day.
9. Clothing must overlap at the waist at all times.
10. A neckline is considered appropriate when it does not expose the student's cleavage.
11. Any apparel which may be considered sexually, culturally, or institutionally offensive as deemed by administration will not be allowed. Pajamas, slippers, or other nightwear are not approved school attire.

Administrators may use their discretion in addressing dress code issues which go beyond the dress code articulated above but believe the dress code issue significantly violates the intent of School Board Policy 4316.

Students should dress in layers during the winter months for their comfort during the instructional day. The temperature in CDA classrooms can also vary greatly.

Drink Bottles

Students are not allowed to bring plastic drink bottles to school. If you want to bring your own drink for lunch or break, it must be in an unopened container. Students are allowed to bring empty water bottles to be filled in the school water fountain. Please remember that no drinks are allowed on the bus.

Food and Drink

All food and drink should be consumed in the cafeteria unless staff gives direction or permission to do otherwise. (COVID exceptions during 2021-2022 year)

Drugs and Alcohol

A student may not possess, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, beer, wine, or other alcoholic beverage or intoxicant of any kind while on school grounds immediately before, during, or after school hours.

Electronic, Communication, and Wireless Devices

Students are allowed to bring cell phones, headphones, iPod's, game boys or other such electronic devices on the school bus. However, all devices will be kept in the teacher's desk or office during the school day. Students assume responsibility for theft, damage, and/or loss of their own devices.

Except as permitted by this policy, no student shall use, display, transmit, or have in the "on" position on school property any wireless communication device, including but not limited to, cellular phones, SMART watches, two-way radios, or any other device until after the conclusion of the instruction day.

The consequences for possessing a wireless communication device in violation of this policy will be:

- First offense: A warning will be issued to the student. The wireless communication device will be confiscated by school personnel and returned to the student at the end of the day.
- Second offense: The wireless communication device will be confiscated and held until a parent conference is conducted.
- Third and subsequent offenses: To be determined by the school principal, up to and including out of school suspension.

Lost and Found

Any personal belongings found on campus should be turned in to the office. Any student missing belongings should check with the office. However, the school cannot be responsible for money, books, clothing, etc. left unattended. Please be

careful with your personal belongings. It is wise to carry only the amount of money you will need during the course of the school day. You also may want to give any valued personal objects to your teacher or the office to hold until the end of the school day.

Medical Supplies, Sickness, and Emergencies

All accidents at school involving personal injury should be reported to the office. A Central Davie Academy staff member will need to complete an accident report.

Parents will be notified if a student is too ill to remain at school. Students with special medical or physical needs should notify the office staff and the student's teachers. The school can help with emergency first aid.

DURING THE COVID PANDEMIC, STUDENTS WILL BE REQUIRED TO WEAR A FACE MASK EVERY DAY. ALL PARENTS AND VISITORS WILL ALSO BE REQUIRED TO WEAR A FACE MASK UPON ENTERING THE BUILDING. STUDENTS WITH A TEMPERATURE OF 100 DEGREES WILL BE SEPARATED INTO A SICK ROOM UNTIL THEIR PARENT IS ABLE TO COME GET THEM.

Medication

Students who take prescription medication on a regular basis at school must have a doctor's form filled out each year. The medication will be kept and dispensed by designated personnel according to the doctor's orders. School personnel are not allowed to dispense any over the counter medicine without completed medication form.

Random Search Policy

Schools must be safe and violence free. The presence of weapons on the school grounds seriously undermines the educational process and creates an unsafe environment for everyone.

Notice is hereby given that weapons of any kind are not permitted in this school or on the school grounds at any time. Students may be asked to empty their pockets and/or comply with a random search if reasonable suspicion exists.

School Counselor

Our school counselor provides assistance to students for personal, vocational, and academic counseling and for post-secondary school planning. Helping students with personal problems which prevent a student's learning, is a main concern of the counselor. Problems with self-concept, friends, dating, drugs, alcohol, family, etc. can be discussed in confidence. If the counselor is unable to assist with a problem, the student will be directed to other appropriate staff members or community agencies. Group counseling is available for groups of students who share common problems.

School Insurance

School insurance is offered during the school year. The insurance is between the parents and the insurance company; however, the school bookkeeper will assist you in any way possible in filing a claim.

School Resource Officer

A school resource officer, called an SRO, is a police officer who will be assigned to our school campus. One of the SRO's roles is to educate and counsel students in matters concerning the law and the legal system. The other role is to keep staff and students safe.

Tobacco Use and Possession

The Davie County School System promotes a tobacco-free environment. Use of tobacco products by students, visitors, faculty, and staff is prohibited. This prohibition includes inside school buildings, on school grounds or property, and in vehicles (including buses) owned and operated by the school system.

Telephone

The office phone is to be used for school-related business, illness or emergency situations **only**. The teacher or assistant must accompany the student to the office to make a call. Students **will not** be called from class to take a telephone call unless there is a clear emergency. The office will take a message and notify the student.

Visitors

We welcome all visitors to Central Davie Academy. Our students' safety is our utmost priority and our school remains locked at all times. We ask that all visitors report to the office upon arrival to obtain a visitor's pass.

Program Components and Requirements

Components

Central Davie Academy consists of two components: 1) the intervention program, 2) the out-of-school suspension (OSS) program.

For the purposes of this handbook, intervention program students are the target audience. Parents and students should be aware that Central Davie Academy is a continuum of services that addresses student behavior, attendance, and credit/grade issues.

The intervention program and the OSS program are primarily designed to intervene in students' behavioral issues.

Entrance Interviews

Students and their parents or guardians will attend a Central Davie Academy intake meeting. This is designed to orient students to the rules and expectations of the Central Davie Academy program while also helping the staff get to know the student. Students, parents/guardians, and staff will work together to develop a Personal Education Plan (PEP) for each student. This plan will help identify the student's strengths and needs and establish academic and behavioral goals.

Exit Interviews

When students have completed the program, the student and his/her parent or guardian will be invited to an exit interview/transition meeting. The purpose of this meeting will be to prepare a framework for the student to return to the middle or high school originally assigned. We will discuss goals and strategies the student will need to be successful once they leave Central Davie Academy.

Length of Stay – Intervention Program

Three different time requirements exist for students entering Central Davie Academy's intervention program:

- 1) Students coming from another county's alternative program or from a residential setting will have to complete an assessment period at CDA. If the student completes Central Davie Academy's behavior, academic, and attendance requirements successfully before the next grading period, the student will be sent to the appropriate school within that student's attendance district.
- 2) For students who have not demonstrated success while in a previous alternative setting or for students who have been referred by their home school for inappropriate behavior, the minimum length of stay is 45 school days for MS students and a semester for HS students. Upon successful completion of the student's behavioral, academic, and attendance goals, the student will transition back to the appropriate school at an academic break least disruptive to the student's academic success.
- 3) For students placed in our alternative school by the superintendent, the school board and superintendent's office will determine length of stay. This could be as long as 365 calendar days.

Discipline Guidelines, Philosophy & Policy

Guidelines

- 1) Do what is right. If you do not know what is the right thing to do or not do, ask a parent / guardian, a counselor, or a teacher.
- 2) You are to always comply with any school employee's reasonable request.
- 3) Treat everyone with respect.
- 4) Be on time to each class and have the necessary materials with which to work.
- 5) Help keep our building neat and clean. Working together we can make Central Davie Academy a clean and pleasant place to be.

Discipline Philosophy

We, the Central Davie Academy staff, are here to teach students how to behave appropriately. Student mistakes present an opportunity to teach the student a more appropriate way to behave.

Teachers and staff recognize each person and situation as being unique. Because students all learn differently, staff will consistently enforce the rules but may apply differing consequences. Our goal is to stop inappropriate behavior and replace it with a more skilled and appropriate action.

We provide positive consequences when students do well. These consequences could be free time, praise, rewards, and/or public recognition.

When students behave inappropriately we will consider the following consequences:

- time-out
- talking to the teacher in private
- talking to the counselor
- group discussion
- group counseling
- behavioral contract
- referral to the SRO
- referral to outside agency
- mediation
- student / principal conference
- phone call to parents
- parent / teacher conference
- parent / student / teacher / principal conference
- completing a behavioral packet
- before school detention

- break or lunch detention
- after school detention
- community or school service project
- in-school-suspension (ISS)
- bus suspension
- out-of-school-suspension (OSS)
- modified school day
- expulsion / homebound

To the extent possible, the Central Davie Academy staff will try to keep students in school and will use OSS as little as possible. In cases where a student continually disrupts others' learning or poses a safety risk to staff and/or other students, OSS is an option.