



**Central Davie  
Academy**

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# **STUDENT HANDBOOK**

**2022-2023**

**160 Martin Luther King Rd.**

**Mocksville, NC 27028**

**(336) 751-5712**

**Fax (336) 751-5719**

## **Central Davie Academy Mission Statement**

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

## **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, a positive school climate, as well as, parent and community involvement.

## **Focus**

**Relationships~Readiness~Rigor**

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### School Contacts

|                                |                     |                               |
|--------------------------------|---------------------|-------------------------------|
| <b>Administration</b>          |                     |                               |
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| <b>Front Office</b>            |                     |                               |
| Ruth Zink                      | Office Manager      | zinkr@davie.k12.nc.us         |
| <b>School Resource Officer</b> |                     |                               |
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| <b>Teachers</b>                |                     |                               |
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| Angie Bowles                   | Teacher Assistant   | bowlesan@davie.k12.nc.us      |
| Esther Laroque                 | At-Risk Assistant   | laroquee@davie.k12.nc.us      |
| <i>Vacant</i>                  | Title I Assistant   |                               |
| <b>Cafeteria Manager</b>       |                     |                               |
|                                | Kate Chavez         | chavezk@davie.k12.nc.us       |
| <b>Custodian</b>               |                     |                               |
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## **Academic Ethics/Honor Code**

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 students or personnel to personal indignity.
- § Accessing any computer site or program that would violate the district's acceptable use policy.

**I have read the handbook and I understand that I am responsible for working with my parents and/or caregivers and teachers to be successful while enrolled at Central Davie Academy.**

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

**Parent/Caregiver Signature** \_\_\_\_\_

## Academic Planning

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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. Upon enrollment at CDA, the principal, counselor and data manager will work closely with the sending school to ensure that all possible credits are maintained and that the student's academic and social/emotional needs are being met when developing a student schedule. The small size of our school limits the number of elective choices and in certain cases some courses may not 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.

## School Counselor

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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. For the 2022-2023 school year, we are partnering with Kintegra Health to offer counseling services within the school day for issues that require more intense support than can be provided by school staff. Group counseling with our school counselor is provided for groups of students who share common problems.

## **\*See enclosures for Davie County Schools 2022-2023 calendar and Progress Report and Report Card Schedule**

Progress reports will be issued every 4-½ weeks. The progress reports must be signed by a parent or guardian and returned to the classroom teacher the next school day.

### **Central Davie Academy Schedule (Monday-Thursday):**

Student entry doors are opened at 8:00 am Monday through Thursday. Student supervision will not be provided before 8:00 am. Parents should not leave their child unattended before drop-off at 8:00. Our instructional day begins at 8:30. Breakfast will be served between 8:00 and 8:30.

### **Central Davie Academy Late Start Friday Schedule (Friday only):**

Student entry doors are opened at 9:00 am on Friday. Our instructional day begins at 9:30. Breakfast will be served between 9:00 and 9:30 on Fridays.

## DRIVER'S ELIGIBILITY

To receive a driver's permit, students and parents must come to the main office with: 1) Driver education certificate 2) certified birth certificate, and 3) parent picture identification. The school will verify the passing of 70% of courses the previous semester and issue a Driver's Eligibility Certificate.

*Reasons for Loss of Driver Eligibility according to NC General Statutes § 20-13.2:*

Academic progress:

- Failure to pass at least 70% of classes each semester.
- Dropping out of school.

Earning a credit(s) in summer school credit recovery will not permit a student to receive his/her license back before the end of the first semester of the following school year.

## GRADING SCALE/PROMOTION REQUIREMENTS

**90-100 = A**

**80-89 = B**

**70-79 = C**

**60-69 = D**

**59 and Below = F**

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.

High School promotion standards based on credits: To be promoted to 10th grade/sophomore = 6 credits earned; 11th grade/junior = 12 credits earned; 12th grade/senior = 20 credits earned. To be eligible for graduation, a student must have earned 28 credits.

## STATE TESTING AND FINAL EXAMS

- All students are required to take exams, EOC's, and/or EOG's.
- Math 1, Math 3, English 2, and Biology courses (high school) 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. 5<sup>th</sup> and 8<sup>th</sup> grade students will also be required to take an EOG in Science. EOG's will count 10% for 6<sup>th</sup> grade students, 15% for 7<sup>th</sup> grade students, and 20% for 8<sup>th</sup> grade students in grading for each subject. EOG's do not influence subject grades at the Elementary level.
- 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.

## TECHNOLOGY ACCEPTABLE USE POLICY

All students using school computers must have on file an Acceptable Use Policy. This can be completed through the online registration process at the beginning of the school year. Students and parents have to complete a form if they do not want their student's work and or photos to be published. Because all students depend on the school's technology to assist with learning, personal integrity is of the utmost importance. Technology privileges may be taken away from students for certain discipline offenses.

## ATTENDANCE

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.*

Students must bring a note from a parent/guardian and/or any documentation related to the absences such as: doctor/dentist note, funeral program, official court document, etc. **Notes for absences must be turned in to Ruth Zink, front office manager upon arrival on the next school day after an absence. Notes must be turned in within 5 days of the absence.** After 5 days, if a note is not turned in, the absence will be considered unlawful. Notes DO NOT REMOVE absences from a student's record; they simply confirm whether the absence was lawful or unlawful. It is the parents' responsibility to ensure that students arrive at school. Therefore, absences will not be excused because of missing the school bus. Students who do not follow policy are subject to disciplinary action for skipping school.

***The State Board of Education policy states that 10 days of consecutive unexcused absences will result in withdrawal if the student is 16 years of age or older.***

## PARENT CONTACT

Parents are also notified by letter when a student reaches 3, 6, and 10 unexcused absences. Parents may check Parent Portal or call the office at any time to check on their son/daughter's

attendance. For safety reasons, parents will be required to give identifying information before student attendance information is given.

### **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 59 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.

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## **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.

### **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.

## SURVEILLANCE SYSTEM

As part of Central Davie Academy's safety and supervision plan, our school and campus are monitored by video surveillance equipment. Therefore, hats and face coverings, which delay the identification process, are not allowed in the building. Tampering or otherwise altering video and other surveillance equipment will result in disciplinary action, restitution, and possible arrest.

## BEHAVIOR EXPECTATIONS

***Responsible behavior at school is crucial to our most important jobs--teaching and learning. Rules apply to all school locations, all buses or other vehicles used for students, the bus stop, and school-sponsored or related activities occurring on or off campus.***

- Follow directions of the faculty/staff.
- Be at school and class on time.
- Be prepared to participate in classroom activities.
- Complete all assigned work.
- Stay in designated areas.
- Never use profane language.
- Treat others with respect.
- Do not be involved in bullying of any type.
- Stay at school unless authorized to leave
- Follow sign-in and sign out procedures
- Keep hands, feet, and inappropriate comments to self
- Avoid littering or damaging the school or another person's property
- Move through the school in a safe and orderly fashion
- Wear appropriate clothing as outlined in the DCS Dress Code

***Place the safety of yourself and others above everything. Let an adult know if a dangerous situation could develop.***

## CONSEQUENCES

### DAVIE COUNTY SCHOOLS CODE OF CONDUCT

Davie County Schools publishes a separate Code of Conduct which will be made available to parents during the first part of the school year. Anyone without internet access who wishes to view the Code of Conduct should contact the school for assistance.

### SEARCH AND SEIZURE

Lockers, desks, parking lots, and other school property as well as person or personal property may be searched at the discretion of school administration. Students have no reasonable expectation of privacy when using property owned by the school. To promote a safe and drug free educational environment, law enforcement may employ K-9 units to conduct random room searches.

## PLAGIARISM AND HONOR CODE

A student guilty of plagiarism is subject to receiving a zero as a grade on the assignment, removal from extra-curricular activities or clubs, and possible days of AID or OSS, at the discretion of the teacher and administrator. As a general rule plagiarism on minor assignments should result in a zero and parental contact by the teacher, while plagiarism on major grades or projects will receive a zero, parental contact and AID.

## CONSEQUENCES

Consequences for offenses are at the discretion of the administrator. Some offenses may result in suspension of up to 10 days as determined by an administrator and may be referred to the school resource officer to determine appropriate criminal charges. Recommendation for long term suspensions or expulsion may be made to the superintendent for approval.

## ALTERNATIVE INSTRUCTIONAL DAY (AID)

AID is assigned to students as a consequence of poor behavior choices at school, sometimes for more than one day. This consequence requires students to complete work provided by their teachers, eat lunch in the AID room. AID is over when the school day ends. A student who goes to AID at the end of first period one day would owe one more period the next day. Any student who refuses to comply with the AID rules will be suspended and will be required to complete the rest of his/her AID time upon return from suspension.

## LUNCH DETENTION

A student reports to the office rather than going to the cafeteria. Staff will supervise the student while he/she gets lunch, and the student will spend the entire lunch period in the AID room.

## WORK DETAIL

Work Detail may be assigned as an administrative consequence. During work detail, students are assigned to work with a custodian to complete cleaning tasks around campus. The number of hours assigned is designated by the severity of the offense.

## OUT-OF-SCHOOL SUSPENSION (OSS)

OSS is used as a consequence for more serious offenses or continual offenses. The absence does count against the student's exam exemptions. **A student who is suspended from school may not be on campus or attend any school activity on or off campus during his/her suspension.**

## HARASSMENT OR DEFAMATION

Harassment is a type of unlawful discrimination. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to epithets, derogatory comments or slurs, lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.

Bullying is a form of harassment. Bullying means the repeated intimidation of others by the real or

threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another. Bullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups. The hostile environment can be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. It is possible for harassment to occur at various levels: between fellow students, between employees and students, or imposed by non-employees, including visitors, on employees and/or students.

Harassment and defamation is taken very seriously at Central Davie Academy and anyone participating in such behavior will be subject to consequences as deemed appropriate by an administrator.

## TOBACCO POLICY

For the purposes of this policy, the term “tobacco product” means any product that contains tobacco and is intended for human consumption, including cigarettes, e-cigarettes, hookah cigs, cigars, blunts, bidis, pipes, chewing tobacco, snuff, dip, vape pens and any other items containing or reasonably resembling tobacco products.

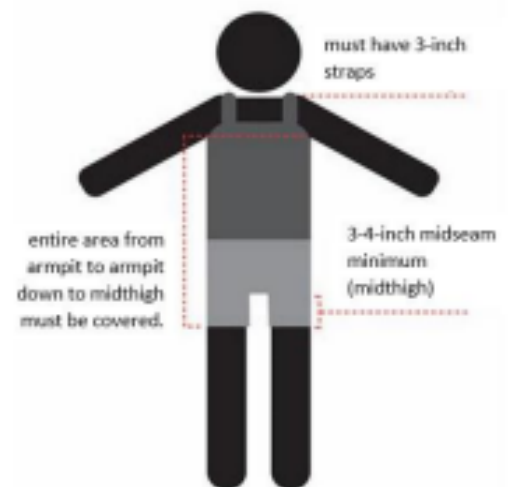
In support of the board’s commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on the school campus, and in or on any other school property owned or operated by the school board, including school vehicles; (2) at any school related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips.

## DRESS CODE EXPECTATIONS

**Dress should be comfortable and appropriate for the learning environment. It should not be substantially disruptive, provocative, lewd, obscene, or endanger the health or safety of oneself or other students. If in question, “appropriate” is decided by office personnel or an administrator.**

### **Clothing must meet all of the following guidelines:**

- Clothing must cover areas from one armpit across to the other armpit, down to approximately midthigh (see image below).
  - Tops must have straps of at least three inches. Rips or holes in clothing should be lower than midthigh. Chests, backs, midriffs, and sides must be covered.
- Pants, shorts, and skirts must be secured at the waist; At no time may undergarments be visible. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress



code.

- Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal). No shoes with wheels are allowed.
- Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical or other reason by school administration.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

#### **Additional Requirements:**

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images. • Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification. • Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, bandanas, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a group that advocates illegal or disruptive behavior is prohibited.

#### **Consequences:**

All students with dress code violations will be required to correct the violation (change clothes, call home for change of clothes, spend the day in AID, etc.) and will also receive a consequence as listed below in the Behavior Consequences Chart.

## **COMMUNICATION POLICY**

Students are expected not to bring electronic devices to school while enrolled at Central Davie Academy. If a student must bring in a device other than a school issued laptop, the device will be stored in a secure place during the school day to prevent loss or theft. The device will be given to school staff upon entry into our building. Students are not permitted to play loud music inside the building using a loudspeaker or other electronic device. For safety concerns, no student should wear earbuds, or other musical headgear, during Instructional class time, or transitions. The only exceptions to this rule are testing accommodations or a classroom instructional activity.

If a student is using his/her cell phone during the instructional day, the student's phone will be confiscated by a staff member and the following consequences will apply.

#### **Offense Consequence**

- 1<sup>st</sup> Teacher calls home and a parent must pick up the cell phone from the office after 3:00 PM.
- 2<sup>nd</sup> Teacher calls home. 1 day AID and a parent must pick up the cell phone from the office after 3:00 PM.
- 3<sup>rd</sup> Teacher calls home. 3 days AID and a parent must pick up the cell phone from the office after

3:00 PM

**If any student refuses to give his/her phone to a staff member when asked, the student will immediately be sent to the main office and the parent will be called to pick up the phone. Out of school suspension may be assigned to students who refuse to relinquish their phone to a staff member.**

### **MISSING/STOLEN ITEMS**

Any loss or theft of non-school items such as cell phones, iPods, or other electronic devices should be reported to a school resource officer. Central Davie Academy assumes no responsibility for the loss or theft of any such device. Students are encouraged not to bring these items to school.

### **PHONE USE FOR STUDENTS**

Students may use the main office phone with the appropriate teacher's permission. **Students who are ill may only call from the main office.** A phone in the office is always available for student emergencies.

### **MEDICATIONS**

School personnel cannot dispense any medications to students (including aspirin or other over the counter medications) without written permission from a doctor and parent. Students should not be in possession of or share prescribed or over-the-counter medications. Contact the school nurse for information. If your physician decides it is necessary for your child to receive medication during the school day, we must have authorization and specific instructions from your child's physician. Please take the medication form to your physician and have the instructions recorded regarding the administration of your child's medication. Davie County Schools "Administering Medication to Students Policy" #6125 may be found at [www.godavie.org](http://www.godavie.org) under Board of Education Policies.

### **STUDENT SALES AT SCHOOL**

Outside items, sales, or fund-raisers not connected to CDA may not be sold at school. This includes any items sold for personal gain or profit, church fundraisers, scouting, etc.

### **UNPAID FEES**

Fines owed for books, parking, damages, etc. must be paid before receiving schedules, transcripts, parking permits, diplomas, and participating in graduation, extra-curricular activities, prom, etc.

### **VISITORS TO SCHOOL**

Knowing who is in the building is an important safety issue. All visitors and parents must report to the main office upon arrival at school and present a picture ID. They are issued a visitor's pass and will be directed to their destination. Former students are welcome after school and should report to the front office for a pass. Unauthorized visitors may be considered trespassing.

## **CAFETERIA INFORMATION**

**Each student is assigned a number by the cafeteria's computerized cashiering system to purchase items. This allows families to prepay for breakfast, lunch, and a la carte items. Once paid, the money will remain in the account until the student uses it.**

### **FINANCIAL ASSISTANCE**

If income changes during the year or assistance is needed, the cafeteria manager can supply free/reduced lunch applications.



## SENDING MONEY TO THE CAFETERIA

Students may apply money to their account during breakfast and lunch hours. To insure credit, checks should include student name or lunch number. All money will go on a child's account unless the parent gives permission to return change to a student.

## CHARGE POLICY

Students do not charge meals. They are encouraged to prepay. If a child does not have money, the cafeteria offers an alternate meal that meets the minimum requirements set by USDA guidelines. Students need to let a cashier or the cafeteria manager know if they need assistance.

## FOOD ALLERGIES OR SPECIAL NEEDS

Notify the cafeteria manager and school nurse of any food allergies and or special food needs. The Child Nutrition Department (336-751-2751), requires a note from a medical doctor describing the medical condition. Child Nutrition will "flag" the child's account. For example, if a student is diabetic, a flag warns that the student cannot have sugary snacks.

## FOOD BROUGHT TO SCHOOL

All food must be purchased from the cafeteria for lunch unless a student brings a packed lunch to school. Outside restaurant food cannot be dropped off for students, and food from restaurants must be repackaged in generic packaging or lunchboxes. Additionally, students who come into school late cannot "take orders" at restaurants and deliver food for lunch. Students are not allowed to leave campus for lunch.

## SCHOOL BUS INFORMATION

**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. 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 buses home. All CDA grade levels share DCHS buses at this time.

### GENERAL BUS RULES

- Remain seated properly at all times.
- Do not switch seats during the route.
- Arrive on time at the scheduled stop.
- Keep all body parts inside the bus at all times.
- Obey all requests of the driver.
- Avoid distracting the driver in any way.
- Do not eat/drink on the bus.
- Do not use tobacco/vape products on the bus.

### STUDENTS MAY NOT:

- Yell, verbally abuse anyone, or use profanity.
- Throw paper or other objects on the bus or out of the bus.
- Horseplay, push, trip, pick at, or slap other students.
- Refuse to share their seat.
- Ride another bus without a note signed by the parent and administrator.

• Get off of the bus at stops other than their bus

stop without a parent note.

## BEHAVIOR CONSEQUENCES CHART

**This chart is designed to be used as a general guide.** It is not meant to list every possible “do” and “don’t”, nor is it a definitive set of consequences. It is the responsibility of each student and parent to become knowledgeable of the expectations of student conduct and behavior. Ignorance of a rule will never serve as an excuse for its abuse. A good guiding principle of behavior would be: **“BE WHERE YOU ARE SUPPOSED TO BE, AT THE TIME YOU ARE SUPPOSED TO BE THERE, DOING WHAT YOU ARE SUPPOSED TO BE DOING.”**

**Important:** Violation of school rules, policies, or procedures may result in varying consequences. This list does not include every possible violation of the Student Code of Conduct. **Consequences may vary depending upon the situation.** Administrators reserve the right to modify these consequences when deemed necessary. A serious violation of or repeated violations of any rules or policies may result in long-term suspension or expulsion.

| <b>Violation</b>   | <b>1 Offense</b>  | <b>2 Offense</b>                                | <b>3 Offense</b>  | <b>4+ Offenses</b>  |
|--|---|---|---|---|
| <b>Skipping School (leaving campus) / Cutting Class (out of class but on campus)</b> | Period detention up to 1 Day AID                              | 1-2 Days AID                                    | Up to 3 Days AID  | Consequence as deemed appropriate by administrator                                    |
| <b>Leaving Campus without Signing Out</b>  | Warning/ Parent Notification                                  | Lunch Detention                                 | Period Detention  | 1 Day of AID  |
| <b>Being in an Unauthorized Area (roaming, wandering, etc.)</b>                      | Consequence may range from 1 period detention to 1 day of AID | may range from 1-3 days AID                     | Consequence may range from 3 days AID to 2 days OSS                         | Consequence as deemed appropriate by administrator                                    |
| <b>Use of Profanity</b>  | Lunch or Period Detention                                     | 1 day AID                                       | 2-3 days AID  | Consequence as deemed appropriate by administrator                                    |
| <b>Profanity toward a Staff Member</b>   | 1-2 days OSS  | 2-3 days OSS                                    | 3-5 days OSS  | Consequence as deemed appropriate by administrator                                    |
| <b>Disrespect toward Staff</b>   | 1-3 periods AID   | 1-5 days AID                                    | Consequence may range from 2 days AID to 3 days OSS                         | Consequence as deemed appropriate by administrator                                    |
| <b>Theft</b>   | 1-3 days OSS<br><br>Law Enforcement involvement               | 3-5 days OSS<br><br>Law Enforcement involvement | 6-10 days OSS up to Long Term Suspension<br><br>Law Enforcement involvement | Consequence as deemed appropriate by administrator<br><br>Law Enforcement involvement |

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| <b>Insubordination/<br/>Non-Compliance</b> | Consequence may range from AID to 1 day OSS                 | may range from AID to 2-3 days OSS | Consequence may range from AID to up to 5 days OSS | Consequence as deemed appropriate by administrator |
| <b>Disruptive Behavior</b>                 | Consequence may range from a verbal warning or 1-2 days AID | may range from 1-3 days AID        | Consequence may range from 3-5 days AID            | Consequence as deemed appropriate by administrator |

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|--|---|--|---|---|
| Cell Phone/Electronic Devices<br>Violation-during instructional time (laser pointers, mp3/mp4 players, IPod, games, earbuds/airpods)                                       | Teacher calls home  | Teacher calls home<br>1 day AID  | Teacher calls home<br>3 days AID  | Teacher calls home  |
|  | Parent must pick up cell phone from main office<br><b>AFTER 3:00 PM</b>   | Parent must pick up cell phone from main office<br><b>AFTER 3:00 PM</b>  | Parent must pick up cell phone from main office<br><b>AFTER 3:00 PM</b>   | Consequence as deemed appropriate by administrator                                    |
| <b>Please note that a parent or guardian must pick up any confiscated cell phones or electronic devices. Devices will not be released to siblings, friends, or others.</b> |   |  |   |   |
| <b>Refusal to Relinquish Cell Phone to Faculty/Staff Member</b>  | 1 days OSS  | 2 days OSS   | 3 days OSS  | Consequence as deemed appropriate by administrator                                    |
| <b>Communicating Threats</b>   | Consequence may range from in-school consequences to OSS to Long-Term Suspension<br><br>Law enforcement involvement | Consequence may range from in-school consequences to OSS to Long-Term Suspension<br><br>Law enforcement involvement                    | Consequence may range from in-school consequences to OSS to Long-Term Suspension<br><br>Law enforcement involvement | Consequence as deemed appropriate by administrator<br><br>Law enforcement involvement |
| <b>Public Displays of Affection/Indecency</b>  | Consequence may range from lunch detentions to OSS  | Consequence may range from lunch detentions to OSS   | Consequence may range from lunch detentions to OSS  | Consequence as deemed appropriate by administrator                                    |
| <b>Property Damage</b>   | Restitution<br><br>Consequence may range from in-school consequences to OSS to Long-Term Suspension                 | Restitution<br><br>Consequence may range from in-school consequences to OSS to Long-Term Suspension<br><br>Law enforcement involvement | Restitution<br><br>Consequence may range from in-school consequences to OSS to Long-Term Suspension                 | Consequence as deemed appropriate by administrator<br><br>Law enforcement involvement |

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|   | Law enforcement involvement                 |   | Law enforcement involvement   |  |
| <b>Fighting/Assault</b><br>(Note: Fighting consequences may vary depending on the severity of the fight.) | 3-5 days OSS<br>Law Enforcement involvement | 4-7 days OSS<br>Law Enforcement involvement | Consequence may range from 8-10 days OSS to long-term suspension<br>Law Enforcement involvement | Consequence as deemed appropriate<br>Law Enforcement involvement |

**SELF DEFENSE is defined as the act of shielding oneself from being hit and enabling oneself to get free from the attacker in order to prevent a fight and to notify school authorities. It is not self-defense to hit the attacker back and participate in the fight. This action is retaliation and is considered fighting. Additionally, any movement, contact, or verbal interchange toward another student after a faculty or staff member is on the scene is prohibited and will be considered aggressive action.**

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| <b>Possession of a Firearm/Weapon or Firearm/Weapon Facsimile</b> | Confiscation of weapon<br>Consequence can range from OSS to Long-Term Suspension<br>Law Enforcement Involvement |   |   |  |
| <b>Honor Code Violation</b><br><b>/Plagiarism</b>                 | Major: Zero on assignment<br>and<br>1 day AID<br><i>Minor: Zero only</i>  | Major: Zero on assignment<br>and<br>2 days AID<br><i>Minor: Zero and 1 day AID</i>            | Zero on assignment and<br>Consequence may range from 5 days AID to 3 days OSS | Consequence as deemed appropriate by teacher and administrator |
| <b>Possession/Use of Tobacco</b>                                  | Confiscation of Products and/or Paraphernalia<br>2 days AID   | Confiscation of Products and/or paraphernalia<br>3 days AID<br><b>Tobacco Cessation Class</b> | Confiscation of Products and/or paraphernalia and<br>4 days AID up to OSS     | Consequence as deemed appropriate by administrator             |
| <b>E-Cigarettes or Vape Pens, etc.</b>                            | Up to 1 day OSS   | Up to 3 days OSS<br><b>Tobacco Cessation Class</b>  | Up to 5 days OSS  | Consequence as deemed appropriate by administrator             |

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| <b>Possession/Use/<br/>Distribution/Selling<br/>of<br/>Drugs/Alcohol/Syn-<br/>thetic Drugs (K2,<br/>Spice, Herbal<br/>Incense,<br/>THC/Delta 8 or<br/>other variants,<br/>etc.) or<br/>Counterfeit Items, or<br/>Passing Any Items<br/>Off as Drugs or<br/>Alcohol</b> | 10 days OSS to<br>Long-Term<br>Suspension<br><br>Law Enforcement<br>involvement | 10 days OSS to<br>Long Term<br>Suspension<br><br>Law Enforcement<br>involvement<br><br>Possible long-term<br>suspension | Consequence as<br>deemed<br>appropriate by<br>administrator<br><br>Law Enforcement<br>involvement | Consequence<br>as deemed<br>appropriate<br>by<br>administrator<br><br>Law<br>Enforcement<br>involvement |
| <b>Hindrance of an<br/>investigation</b>   | Consequences may range from AID to OSS<br>Law Enforcement involvement           |   |   |   |
| <b>Bus Referral</b>  | Consequence<br>may range from<br>AID to 3 day bus<br>suspension                 | Consequence may<br>range from AID to 5<br>day bus suspension  | Consequence<br>may range from<br>10+ day bus<br>suspension to<br>permanent bus<br>suspension      | Consequen<br>ce as<br>deemed<br>appropriate<br>by<br>administrator                                      |
| <b>Technology:<br/>Vandalism,<br/>unplugging cables,<br/>misplacement of<br/>keys, rearranging<br/>stickers, etc.</b><br><br>(Note: Actions<br>could result in law<br>enforcement and/or<br>monetary<br>consequences)  | Consequences may range from AID to OSS to Long-Term Suspension and restitution  |   |   |   |
| <b>Unsafe Actions or<br/>Activity</b>  | Consequences may range from AID to OSS<br>Law Enforcement involvement           |   |   |   |

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| <b>Technology:<br/>Privacy and logging<br/>in with another<br/>user's login,<br/>hacking, etc.<br/>Inappropriate<br/>conduct through<br/>network,<br/>student email, chat<br/>rooms and blogs,<br/>etc.</b> | Consequences may range from AID to OSS to Long-Term Suspension<br><br>(Note: Actions could result in law enforcement and/or monetary consequences) |  |  |  |
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| <b>Dress Code Violation</b>  | Student will be required to fix the dress code issue by changing needed garment<br><br>Students who refuse to fix the issue or cannot fix the issue will be sent to AID | Student will be required to fix the dress code issue by changing needed garment AND<br><br>1 day AID | Student will be required to fix the dress code issue by changing needed garment AND<br><br>2 days AID | Consequence as deemed appropriate by administrator<br><br>*violations will start over each semester.   |
| <b>Possession/Detonation of Smoke Bomb, Stink Bomb, Fireworks, Throw Pops, Fire Code Violation, etc.</b>   | Consequence may range from AID to OSS to Long-Term Suspension Law Enforcement involvement   |  |   | Consequence as deemed appropriate<br><br>Law Enforcement involvement   |
| <b>Tardies</b><br><br>(Note: Any work missed due to a student's tardiness to class or school must be made up as designated by the teacher.)<br><br><b>*Failure to comply with consequences will result in OSS for insubordination.</b> | Warning   | Warning  | 1 Lunch Detention   | <b>4<sup>th</sup>:</b> Period Detention<br><br><b>5<sup>th</sup>:</b> AID all day<br><br><b>6<sup>th</sup>:</b> Consequence as deemed appropriate by administrator |

## SCHOOL BOARD POLICIES

The Davie County Board of Education Policy Manual is online and ready for use. You may access the Policy Manual by going to the Davie County Schools System's website at: <https://godavie.org>