

INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY

**PARENT/STUDENT HANDBOOK
2025-2026**



Mrs. Tonya Hedgepeth, Principal

13587 Hwy 481 Enfield, NC 27823
Office: (252) 445-5455 Fax: (252) 445-3885
Website: <https://www.halifax.k12.nc.us/Domain/11>

All Scholars Count. All Moments Matter.

INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY

A New School Year Begins!

Dear Parents and Guardians,

I hope you and your family enjoyed a peaceful and refreshing summer break. As we prepare to begin a new academic year, I am excited to welcome each of you back to Inborden Elementary STEAM Academy. Whether you're returning or joining us for the first time, we are thrilled to have you as part of our school community.

At IESA, we pride ourselves on fostering a culture of excellence through collaboration, clear communication, and shared commitment. Together, we've accomplished great things, and I am confident that this school year will bring even more opportunities for growth and achievement.

These items remain a constant as we begin a new school year.

1. Student Health & Safety

The safety of our students and staff remains a top priority. We will continue to follow protocols that support a secure and healthy learning environment for all.

2. Academic Growth & Achievement

Our dedicated educators are ready to deliver rigorous, engaging instruction that sparks curiosity and deepens learning. This year will feature exciting curriculum enhancements and enrichment opportunities designed to challenge and inspire every student.

3. Family Engagement

We value the vital role families play in student success. We invite you to stay involved by attending school events, supporting your child's learning at home, and maintaining regular contact with your child's teachers.

4. Staying Connected

We are committed to strong communication between school and home. Be sure to check our school website, newsletters, and social media channels regularly for important updates and announcements.

5. Student Support Services

We are here to ensure every student receives the support they need to thrive. Our academic, social-emotional, and behavioral services are in place to help all learners grow and succeed.

As we launch into this new school year, I look forward to partnering with each of you to ensure a positive and productive experience for your child. Let's work together to make this a year of progress, celebration, and joyful learning.

Please feel free to reach out at any time with questions, ideas, or concerns.

With warmest regards,

Sonya Hedgepeth

Principal, Inborden Elementary STEAM Academy

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Have your scholar show this signature page to their teacher, but do not remove it from the Planner. Please check all that apply and sign.

Please review/sign the Student Handbook in this Planner and the Code of Conduct a separate insert provided by our superintendent, Dr. Eric Cunningham.

_____ My child _____ and I have reviewed and understand the Student/Parent Handbook for the 2025-2026 school year. I understand that IESA is providing this Planner free of charge and that replacement Planners cost \$5.00 each.

_____ My child, _____ has permission to be photographed and videotaped. I understand that these pictures and videos may be used in the in-school morning broadcast, school newsletters, the district's/school's webpage, local newspapers, and the district's school's social media websites.

_____ Student Signature
_____ Parent/Guardian Signature
_____ Date

Failure to sign or return this statement does not relieve the student or parent of their responsibility to abide by the regulations printed herein.

INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY
Halifax County Schools Board of Education



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Board Chair



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Dr. Joyce Lashley



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INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY HALIFAX COUNTY SCHOOLS



Dr. Eric L. Cunningham, Superintendent



Dr. Tyrana Battle, Assistant Superintendent

Mission & Vision

Our Vision for Halifax County Schools: Charting a New Course

Halifax County Schools will focus on the needs of the students by empowering them to be successful global residents.

Mission/Core Purpose

To create a supportive and positive learning environment to address the needs of the whole-student in partnership with educators, staff, parents and communities.

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Principal

Tonya Hedgepeth

MISSION STATEMENT

Inborden Elementary S.T.E.A.M. Academy is committed to increasing scholar achievement through collaboration, research-based strategies, and reflections on learning to develop globally competitive, lifelong learners in the 21st century.

VISION STATEMENT

Inborden Elementary S.T.E.A.M. Academy is a 21st Century learning environment that works collaboratively with all stakeholders in engaging in learning activities, creative thinking, and achieving academic excellence in a safe, nurturing, and positive community.

School mascot: Wildcat

School colors: Burgundy and Gray

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Wildcat Mantra

Teacher: What if the work is too hard?

Scholar: I will push through!

Teacher: What if you're just not ready?

Scholar: I will push through!

Teacher: What if you are just too young?

Scholar: That's not true!

Teacher: Why?

Scholar: I can do anything that I put my mind to.

Teacher: I believe in you.

Scholar: I believe in myself.

Teacher: Your parents believe in you.

Scholar: Chin up (ACTION).

Teacher: Your school believes in you.

Scholar: Head high (ACTION).

Teacher: Your community believes in you.

Scholar: Chest out (ACTION).

Teacher: The world believes in you.

Scholar: I can do anything that I put my mind to.

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Grading Policy

In grades **Kindergarten-2nd** the following numeric grades are used to record students' progress.

Grading Descriptor		Level
Needs to Improve	(59-0)	N
Unsatisfactory	(60-69)	U
Satisfactory Minus	(70-79)	S-
Satisfactory	(80-89)	S
Satisfactory Plus	(90-100)	S+

In grades 3rd through 5th, the following numeric grades are used to record students' progress.

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below (unsatisfactory)

Honor Roll Criteria

Honor roll may be utilized to encourage students' academic performance in grades 3 through 5.

- A. The Principal's List will include students with all A's
- B. High Honors will include all students with A's and B's, with an average of 90-100 and no grade less than a "B".
- C. Honors will include all students with A's, B's, and C's, with an average of 80-89 and no grade less than a "B".

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Emergency/Important Telephone Numbers

Inborden Elementary S.T.E.A.M. Academy	(252)-445-5455
Halifax County Schools' Central Office	(252)-583-5111
Police Department	(583-1991 and 583-2388) 911
Sheriff's Department	(583-8521) 911
Fire Department	County 911
Fire Department	(583-9611) 911
Rescue Squad	(445-2233) 911
Transportation Department	(252)-583-2381

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IESA Student/Parent Handbook

Absences and Tardies – School hours are from 7:30 – 3:30. Students will be marked tardy at **8:00 if they are not in class**. Attendance and promptness are essential for students to receive the maximum benefit of the educational program designed by the Halifax County School system. There is abundant material to be covered in the 175 instructional days. We encourage students to be in school unless they are ill or have an emergency. We encourage parents to make non-emergency appointments after the school day if possible. Parents are asked to come into the office and sign their children in when arriving late and sign them out if they must leave before the end of the school day.

When children are absent, they should bring a written excuse signed by the parent on the **first day** the student returns to school. Absences will be coded as unexcused if a note is not received. After three unexcused absences, parents will be notified. After six unexcused absences, parents will be asked to come to school for a conference with the school social worker. Ten unexcused absences will result in a report filed with the District Attorney's office.

When children are absent for an educational activity such as Odyssey of the Mind, regional Math or Science Fairs, etc., they are excused and allowed to make up their work.

[NC Attendance Law](#)

Accidents – Parents will be notified of accidents needing medical care or immediate attention. Parents must be sure that the school secretary and teachers always have a **current emergency phone number**.

Attendance- Students are expected to attend school regularly. However, there are circumstances that require a student to be absent from school which are considered approved absences. These circumstances include:

- Illness or injury
- Quarantine
- Death in the immediate family

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- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational opportunities (requires prior approval of Principal)

Upon returning to school, parents must send a written excuse for the absence to be considered excused.

If a written note is not received within two days, the absence is considered unlawful/unexcused. After

six (6) unlawful/unexcused absences, a report is made to the social worker. After ten (10) unlawful/unexcused absences, legal consequences may be necessary. To be considered in attendance for

the school day, students must be present for at least three hours of instruction. (at least 11:30 am)

Arrival time- The instructional day begins at 8:00 am. Our building opens for students at 7:30 am and teacher supervision starts at this time. No students should arrive before 7:30 am. Cafeteria breakfast serving ends at 9:00 am. Students should not bring in outside foods as it is against cafeteria policies.

Awards Day: Rewarding students for demonstrating leadership within the school environment is an important aspect of our school. We believe that honoring our students for scholarly behavior is key to their success as young adults. We will have various awards celebrations throughout the year, if we can do so safely, and will invite parents via school communication home and Blackboard.

Blackboard EdConnect: An automated phone message system will be used frequently throughout the year to inform you of events at our school as well as school cancellations and delays. Please listen to the message to ensure clear communication between school and home. It will come from the school's telephone number and leave a message on voicemail. Note: If you are not receiving the automated calls it is the parent/guardian's responsibility to notify the school to get the information updated.

Birthday Recognitions: The elementary administration team of Halifax County Schools realizes that students' birthdays are important moments in their lives. Birthday recognitions must be approved by the principal at least one week in advance. Recognitions will take place

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from 2:30 p.m. to 3:15 p.m. Only three of the following store-purchased items will be allowed cupcakes, individually wrapped cakes, chips, juice, or individual-size ice cream cups will be allowed into classrooms. No balloons, gift bags, birthday presents, or additional food items will be allowed in the classroom. If other items are brought to school, they will not be allowed into the classrooms. No parents or other family will be allowed to enter the classrooms for birthday recognition. Items purchased will have to be left at the front office for the teacher to distribute.

Bus Safety: It is the responsibility of our scholars to provide a calm and safe atmosphere on our buses to maintain order and safety.

Students must meet these expectations:

- 1. Stay seated at all times.**
- 2. Keep aisles clear and safe.**
- 3. Maintain a low voice level.**
- 4. Follow all instructions of the driver, including seating assignments.**
- 5. All school rules will apply on school buses.**

Bus Discipline

Offense	Descriptor
1st	A verbal warning will be issued and/or a parent/guardian <i>may</i> be asked to come in for an administrative conference. Documentation begins.
2nd	Students will be excluded from the school bus for three to five days. Parents must provide transportation to and from school during this time.
3rd	Students will be excluded from the school bus for five to ten days. Parents must provide transportation to and from school during this time.
4th	Students will be excluded from the school bus for ten days. Parents must provide transportation to and from school during this time.
5th or more	The student will be recommended to the central office for expulsion from the school bus. Parents shall be required to provide transportation to and from school.

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We prioritize student safety above all else. With your support of our students, we know that we can keep our buses and routes safe.

Bus Regulations: Students who come to school on the bus should return home on the bus unless they have a note from the parent that the school administration or designee approves. Only regularly scheduled students are allowed to ride the school bus.

Bus Changes: If you need to change your child's bus, please send a note to the school with the specific address to which your child should be sent. If you are not able to send a note, please call the school **before 11:30 AM** to change your child's bus. To make sure that all students reach their destination safely, all bus change notes should include:

- The date note is written
- Student's first and last legal name (please do not use middle or nicknames)
- Teacher's name
- Bus #
- Address to drop off
- Date(s) affected
- Parent/Guardian signature and contact information

Cafeteria Program: All students will receive free breakfast and lunch unless stated otherwise.

(Outside commercial and non-commercial foods are not allowed due to the North Carolina Department of Health and Human Services, Environmental Health Services.)

Students are expected to exhibit respect and responsible behavior in the cafeteria.

Change of address/phone numbers - Please notify the office and your child's teacher if you move or have a change in home, work, or emergency numbers. This information must be kept current.

Check-In/Check-Out- Students arriving at their classrooms after 8:00 are considered tardy. Parents should bring their child/children to the office after 8:00 am. You will need to use the computer system to sign your child in and obtain a late pass. Students who leave school before 2:45 must be signed out in the office. Parents will use the computer system to check their child out and must show a photo ID. Office staff will call the classroom for your child. There are no early checkouts after 2:45 pm unless it is an emergency as this is a very busy time in our front office. We thank you for helping us out with this!

Classroom Celebrations: Holiday celebrations will be coordinated by the homeroom teachers in partnership with

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the school administration.

Conferences: Good communication among parent, teacher, and student is essential to a positive school experience. Inborden Elementary S.T.E.A.M. requires that parents and visitors schedule an appointment to talk with teachers to avoid interfering with instructional time and responsibilities. Please notify your child's teacher whenever you wish to discuss your child's progress or have concerns.

School Level Concern(s): To support student learners, please use the process below to address concerns with your child's teacher:

1. Contact the teacher via Class Dojo, email, or telephone requesting more information or a conference. Staff is expected to respond to your request **within 24 hours**.
2. Parents who feel the situation warrants further attention are asked to contact the principal.
3. The principal will discuss with the parent, student, and teacher to find a resolution.

a. Note: Parents/guardians seeking a meeting about non-emergency concerns are asked to schedule appointments with the school administration.

b. Please allow 24 hours for the school administration to schedule the meeting/conference.

c. Unscheduled visits, may not receive a conference due to monitoring of instruction or meetings. It is best to make arrangements for a conference.

Curriculum: The State Board of Education adopted the North Carolina new Standard Course of Study. The curriculum is also referred to as Common Core Standards in English Language Arts and Math. The other subjects such as social studies and science are referred to as Essential Standards.

Custody Issues: If parents are separated or divorced and there are no court documents signed by a judge nor is there any documentation from Social Services, both the father and the mother of a student have equal rights and privileges in the school setting. The school cannot deny one parent any information concerning a student, nor can we deny access to a student based on the word of the opposing parent. A copy of legal documentation related to custody should be immediately brought to the principal and will be added to the child's cumulative record upon review by the principal.

Policy 4120 Domicile or Residence Requirements

A student who is domiciled within the geographic area served by the school system, who is under age 21 (22 for students entitled to special education services), who has not completed the prescribed courses for high school graduation, and who otherwise qualifies for admission, is entitled to be admitted without payment of tuition. Under certain circumstances specified by law, a student who resides in the area served by the school system and who otherwise qualifies for admission to its schools also is entitled to be admitted without payment of tuition.

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In addition, students who are homeless or in foster care may be entitled to continue attending their school of origin without payment of tuition regardless of a change in their domicile or residency status.

Children with disabilities are required to meet state domicile requirements to be entitled to admission to school without payment of tuition unless they are “grandfathered” into the system under subsection C.5, below, or unless they otherwise meet one of the circumstances that entitle them to admission without payment of tuition. (See Section C, below.)

A. Domicile and Residence Defined

Domicile requires the intent to abandon one’s prior home and remain in the new location as a permanent home for an indefinite period. In contrast, a residence need not be one’s exclusive home and does not require an intention that the residence be the permanent home.

B. Meeting Domicile Requirements

1. Domicile of Students Generally

The domicile of a student under 18 years of age is presumed to be the domicile of his or her parents, legal guardian, or legal custodian as defined by the General Statutes of North Carolina.

2. Domicile of Emancipated Students

If a student is at least 18 years of age, is married, or has been abandoned by his or her parents, or if the court declares a student to be emancipated, the student may establish a domicile independent from that of his or her parents, legal guardian or legal custodian. A student who establishes domicile as a result of being emancipated is a domiciliary of the school system and is entitled to the same rights and privileges as other students domiciled in the school system.

3. Domicile of Students with Divorced or Separated Parents

Domicile for the purpose of school admission and assignment will be determined by the following criteria.

- a. In the event that a student’s parents are divorced or separated and physical custody has been given to only one parent, the student’s domicile follows that of the parent who has been granted physical custody.
- b. If physical custody has not been determined or has been granted jointly to both parents or if the custodial parent wishes the student to attend school in the non-custodial parent’s system of residence, then the parents must jointly agree on which residence will be used to determine the student’s domicile. The selected residence must be submitted in writing to the superintendent.
- c. The selection may not be changed during the school year unless the parents satisfy the board’s policies on transfers and releases.
- d. In the event that the parents cannot agree on which residence will be used to determine the

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student's domicile for school assignment purposes, school officials shall assign the student according to the residence of the parent with physical custody of the student at the beginning of each school year.

C. Meeting Residence Requirements

A student who resides in the system in any of the following circumstances will be admitted without payment of tuition.

1. The student is homeless as defined in state and federal law and policy [4125](#), Homeless Students. A student living with a friend or relative is not a homeless student unless he or she lives there due to conditions that constitute homelessness under state and federal statutes. A homeless student will be assigned in accordance with policy [4125](#), Homeless Students.
2. The parent, guardian or legal custodian residing in the school system attendance area is a student, employee or faculty member of a college or university or is a visiting scholar at the National Humanities Center.
3. The student resides in a group home, foster home, or other similar facility or institution.
4. The student resides in a pre-adoptive home following placement by a county department of social services or a licensed child-placing agency.
5. The parent, guardian, or legal custodian residing in the school system attendance area is on active military duty and is assigned by official military order to a military installation or reservation in North Carolina.
6. The student is considered a child with a disability by the General Statutes and the North Carolina *Policies Governing Services for Children with Disabilities*, and the child was (a) enrolled in the school system on the last day of school for the 2006-07 school year or (b) enrolled in and attending a school in the school system on August 1, 2007, for the 2007-08 school year, so long as the child lives within and is continuously enrolled in the system.
7. The student resides with an adult who is a domiciliary of the school system as a result of any of the following.
 - a. The death, serious illness, or incarceration of the child's parent or legal guardian.
 - b. The abandonment by the child's parent or legal guardian of the complete control of the student as evidenced by the failure to provide substantial financial support and parental guidance.
 - c. Abuse or neglect by the parent or legal guardian.

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- d. The physical or mental condition of the parent or legal guardian is such that he or she cannot provide the student with adequate care and supervision.
- e. The relinquishment of physical custody and control of the student by the student's parent or legal guardian upon the recommendation of the Department of Social Services or the Division of Mental Health.
- f. The loss or uninhabitability of the student's home as the result of a natural disaster.
- g. The parent or legal guardian is one of the following: (1) a member or veteran of the uniformed services who is severely injured and medically discharged or retired (but only for a period of one year after the medical discharge or retirement of the parent or guardian); or (2) a member of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty (but only for a period of one year after the death of the parent or guardian). Assignment under this subsection is only available if some evidence of the medical discharge, retirement, or death is tendered with the affidavits required under [G.S. 115C-366](#).
- h. The parent or legal guardian is on active military duty, not including periods of active duty for training for less than 30 days, and the commanding officer of the parent or legal guardian provides in a signed letter that the parent or legal guardian's military orders prevent him or her from physically residing with the student. Assignment under this subsection is only available if the signed letter from the commanding officer is included with the affidavits required under [G.S. 115C-366](#), and the commanding officer indicates the time period that such military orders will be in effect.

In order to be admitted under this provision, the student may not be currently under a term of suspension or expulsion from a school for conduct that could have led to a suspension or an expulsion from the local school administrative unit, unless the student is identified as eligible for special education and related services under the *Individuals with Disabilities Education Act*, [20 U.S.C. 1400](#), *et seq.*, and evidence of such eligibility is tendered with the affidavits described below.

The adult with whom the student resides and the student's parent, guardian, or legal custodian, if available, must complete and sign separate affidavits available from the superintendent's office attesting to information required by [G.S. 115C-366\(a3\)](#). If it is found that a person willfully and knowingly provided false information in the affidavit, the maker of the affidavit will be guilty of a Class 1 misdemeanor and will pay to the board an amount equal to the cost of educating the student during the period of enrollment. Repayment will not include state funds.

D. Remote Enrollment of Children of Military Families

A student who is not domiciled in the school system attendance area is permitted to enroll by remote means, including electronic means, prior to the commencement of the student's residency in the school system

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attendance area if all of the following apply.

1. The student's parent or legal guardian is on active military duty and is transferred or pending transfer pursuant to an official military order to a military installation or reservation in North Carolina.
2. Upon request by the school system, the parent or legal guardian provides a copy of the official military order transferring to the military installation or reservation.
3. The parent or legal guardian completes and submits the school system's enrollment forms and documentation, except that proof of residency and documentation related to disciplinary actions required under policy [4115](#), Behavior Standards for Transfer Students, will not be required until the student transfers into the school system.

The school system will make available to a student who registers to enroll pursuant to this section the same opportunities available to a domiciled student, such as requesting or applying for school assignments, registering for courses, and applying for any other programs that require additional request or application. A student enrolled pursuant to this section may not attend school until proof of residency is provided.

E. Students Participating in the North Carolina Address Confidentiality Program

In determining whether a student meets the domicile or residence requirements of this policy, school personnel shall consider the actual address of a participant in the North Carolina Address Confidentiality Program established by [G.S. Chapter 15C](#), but such address will remain confidential in accordance with the law, and policy [4250/5075/7316](#), North Carolina Address Confidentiality Program.

F. Appeal of Admission Decisions

Within 10 working days of receiving all of the information required under this policy, the superintendent or designee shall provide a written decision to the applicant for admission to the school system. The superintendent's decision regarding the admission of the student may be appealed to the board in accordance with subsection E.5 in policy [1740/4010](#), Student and Parent Grievance Procedure.

Legal References: [10 U.S.C. 2031\(g\)](#); Elementary and Secondary Education Act, [20 U.S.C. 6303](#) *et seq.*; Individuals with Disabilities Education Act, [20 U.S.C. 1400](#) *et seq.*, [34 C.F.R. pt. 300](#); McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431](#) *et seq.*; *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care*, U.S. Department of Education and U.S. Department of Health and Human Services (June 2016); *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016); [G.S. 7B art. 35](#); [35A art. 6](#); [15C-8\(i\)](#); [50-13.1 to -13.3](#); [115C-106.2](#), [-106.3](#), [-107.6](#), [-108.1\(a\)](#), [-366](#), [-407.5](#); *Policies Governing Services for Children with Disabilities*, State Board of Education Policy [EXCP-000](#), available at <http://ec.ncpublicschools.gov/policies/nc-policies-governing-services-for-children-with-disabilities>

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Cross References: Student and Parent Grievance Procedure (policy [1740/4010](#)), Children of Military Families (policy [4050](#)), Behavior Standards for Transfer Students (policy [4115](#)), Homeless Students (policy [4125](#)), North Carolina Address Confidentiality Program (policy [4250/5075/7316](#))

Replaces: 6014 (in part) (adopted November 4, 1991)

Adopted: December 6, 2010

Revised: March 18, 2014; November 3, 2014; March 6, 2017; December 3, 2018; July 6, 2020; January 18, 2022,

Halifax County Schools

Damaged or lost materials- Chrome books, and other school materials issued to students are the property of the State of North Carolina. When they are returned, reasonable wear and tear is expected; however, charges for materials with significant damage will be the responsibility of the student's family. Lost books are charged full replacement value.

Daily Schedule- 7:30-8:00 am Arrival time, breakfast
8:00 am-3:25 pm Instructional Day
3:25 pm Car Riders Dismissed
3:25 pm-3:37 pm Bus Riders Dismissed

****If students are brought back to the school by bus three times during the school year, their names will be submitted to the school Social Worker. ****

Deadlines: All deadlines for any activities will be upheld including but not limited to field trips, fundraisers, permission slips, monies due, etc.

Discipline: The Elementary Administration Team of Halifax County Schools believes that a strong discipline program promotes a child's self-worth and dignity while also developing a child's inner discipline system. Our program helps children learn socially acceptable behaviors, considers the best interest of students and the school, and strives to be reasonable, appropriate, and fair. Please see the Student Code of Conduct Policy approved by Halifax County's School Board and Elementary Administration Team Discipline Plan below.

13587 Hwy 481 Enfield, NC 27823

Office: (252) 445-5455 Fax: (252) 445-3885

Website: <https://www.halifax.k12.nc.us/Domain/11>

All Scholars Count. All Moments Matter.

INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY

DISCIPLINE WITHIN THE SCHOOL ENVIRONMENT

G.S. 115-146 – “It shall be the duty of all teachers..., when given authority over some part of the school program by the Principal, to maintain order and discipline in the respective schools...”

The Elementary Administration Team of Halifax County Schools knows that all students can be successful. We also value instructional time in the classroom, as that is where the learning takes place. They facilitate this success, alternative settings are offered for students that disrupt the teaching and learning process. Hollister focuses our discipline policy on mutual respect and **Positive Behavior Intervention Support** within our building. We use positive expectations to motivate our students to self-regulate their behavior for success in school. In the case that students cannot comply with our behavior expectations, we may use the following for additional support:

Discipline Trackers:

Teachers will keep discipline trackers on all students to document behavior and parent contact. A student can lose incentives such as participation in PBIS celebrations, rewards, trips, etc. for undesired behavior. Each quarter, students will be allowed to start with a clean slate. Parents, please understand that if students do not listen to the adults at school, they become a safety issue off campus.

Alternative Class Setting (ACA):

ASA will be assigned by the administrator only.

Students who need to be placed in an ASA during the school day, will be placed by the administrator. The administrator or a designee will escort the student to the ASA. The student is expected to exhibit appropriate behavior in the ASA to avoid OSA.

Out-of-School Suspension (OSA):

OSA will be assigned by the administrator. For each day a student is in the OSA, the teacher will develop a learning packet. The completed packet must be returned to the teacher upon the student's return to school. Students will receive credit for completed work while assigned OSA. ***A conference with the principal, parent, and student must be held on the return date before the student can return to class.***

Alternative Academic Setting Suspension (AASS):

AASS will be determined by the Superintendent or Assistant Superintendent for students receiving multiple suspensions without corrective action. Parents and students will be required to attend a conference with the Superintendent, Assistant Superintendent, and Principal. A district behavior contract will be given and signed by all parties involved. Should the behavior contract be broken, the student will receive an AASS.

Dismissal: We will dismiss car riders at the main entrance. Please do not come into the school to get your car rider, as they will be assembled and ready for a safe departure at 3:25.

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INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY

Dress Code Policy

Policy Code: 4316 Student Dress Code and Uniforms

The board believes a safe and disciplined learning environment is the first requirement of a good school. The dress and personal appearance of students greatly affect their academic performance and their interaction with other students, the board prohibits any appearance or clothing that does the following:

- violates the school system's dress code developed by the superintendent and adopted in accordance with this policy and publicized by each school;
- is substantially disruptive;
- is provocative or obscene; or
- endangers the health or safety of the student or others.

A. Student Dress Code

The board requests that parents outfit their children in clothing that is conducive to learning and displays good judgment as it relates to age, developmental stages, and body type. Student school attire should be neat, clean, properly fitted, and suitable for the learning environment. The following are acceptable under the dress code policy:

1. Bottoms, Jumpers, Dresses, Pants, Capris, Walking Shorts, Skorts, and Skirts

- a. Bottoms should not show excessive skin. Distressed jeans are allowable.
- b. Bottoms should be sized appropriately, including waist and length, with no undergarments exposed. c. Dresses, jumpers, shorts, skorts, and skirts must be of modest length. The length of these items may not be above the student's middle fingertip when the student's arm is relaxed at his/her side.
- d. If belts are worn, they must not be oversized and must be buckled.
- e. Leggings and jeggings are not appropriate.

2. Shirts and Tops

- a. Undergarments should not be visible at any time. Students may wear t-shirts or camisoles that are solid in color underneath his/ her top.
- b. Shirts and tops should have an appropriate neckline and an obvious shoulder line.
- c. Clothing displaying obscene language and/or promoting illegal activity is not allowed. d. See Halifax County Schools Board Policy 4326, Gang-related Activity Section A, for restrictions on clothing related to gangs.

3. Shoes

- a. Footwear should fit securely on the feet and must be worn at all times.
- b. Shoes should be appropriate for school activities such as P.E. classes, recess, ROTC, science labs, etc.
- c. No bedroom slippers or slip-on shoes allowed.

4. Outerwear

- a. Hoodies and hooded jackets may not have the hood covering the head while in the school building. **Violation of this may result in not being allowed to wear hoodies to school or suspension.** b. Hats, toboggans, head scarves, sunglasses, etc. must not be worn **in** the school building. c. Bandanas, skullcaps, sweatbands, etc. should not be worn to school.

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B. Exceptions to Dress Code Policy

1. Religious or Medical Waivers

- a. Reasonable consideration will be made for those students who, because of sincerely held religious beliefs or medical reasons, request a waiver of a particular requirement for dress or appearance.
- b. Written waiver requests must be submitted on an annual basis. In considering a waiver request, the principal or designee may request additional documentation from medical officials and/or religious leaders.

2. Special Activity Accommodation

- a. The principal shall make reasonable accommodations for students involved in special duties, activities, or projects approved by the school. Such special duties, activities, and projects include but are not limited to, athletics, P.E. classes, and other activities that require non-conforming dress on a school campus during the school day.
- b. Students who are taking classes that require a special dress code (such as JROTC or career and technical education internships) may wear that clothing to other classes.

C. Enforcement

Each principal and/or designee shall ensure that this policy is enforced in a manner that is consistent with other Halifax County schools and applied consistently within their assigned school building.

D. Compliance Measures

1. Each school should strive to achieve full compliance through the use of incentives and positive reinforcement measures and should resort to disciplinary action only when positive measures fail to ensure compliance. In addition, schools shall communicate with parents so that expectations, rationale, and benefits are fully understood by the student and his/her family.
2. Prior to initiating any disciplinary action against a student not complying with the policy, a conference with the parent must be held with a school administrator or counselor to solicit parental cooperation and support.
3. Disciplinary action is to be initiated only after the student has been out of compliance for two (2) school days and all other measures to secure support and cooperation as mentioned above have not succeeded. A "progressive discipline" approach is to be employed by the school support staff so as to encourage full and consistent compliance with the least amount of disciplinary action.
3. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of Policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violation of the dress code.

Dropping-Off and Picking-Up Students Students who are car riders should be dropped off at the front entrance between 7:30 and 8:00 am. *After 8:00 am*, an adult should escort the student to the front office to sign them in school. Please park in the spaces in front of our building and escort students inside. Do not park in the carpool lane as we will need to keep traffic flowing throughout the school day in these areas. Parents or adults listed on your child's emergency form are required to sign your child out of school in the front office.

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End of Grade tests All students in grades 3, 4, and 5 must take an End of Grade test as stated by North Carolina law. These important tests are administered in late spring. Parents will be informed of the dates and how they can assist their students to be as successful as possible on these critical assessments.

Early Dismissal (Excused) If a student needs to be dismissed early due to a doctor's appointment, dental appointment, or emergency, parents/guardians will come into the school to sign the child out. Such dismissals are excusable if they do not exceed one-half of the school day. Persons authorized to pick up the student must be listed on the emergency form.

If a student leaves school before 11:30 a.m. or comes to school after 11:30 a.m., he/she will be counted absent for the whole day.

Early Release Days If school is dismissed early due to inclement weather, a notification will be sent to the local radio, and television stations, and via Blackboard Connect Ed messaging.

Electronics such as personal electronic games, cell phones, personal CD players, iPods, etc. are not allowed on the Halifax County Schools Elementary Team buses or campus. Such items take away from the focus on academics and present a potential theft situation. Special permission for projects using such electronics may be obtained from the principal.

Field Trips Field trips are part of the instructional curriculum in that they provide educational experiences, which enhance classroom teaching and learning. We hope that all of our students will have these field trip opportunities. However, if you choose for your child not to participate in a field trip, then he/she will have an alternative setting at school if it is not a whole school field trip. Students with behavior concerns must be accompanied by a parent.

Fire Drills Fire drills will be held within the first 10 days of school and monthly thereafter. Evacuation routes are posted in each classroom next to the door.

Fundraising, ongoing campaigns Several fundraisers will be sponsored this year. The money from these fundraisers will be used to provide resources for students and teachers. We collect box-tops for additional fundraising, so please send those with your child.

Receipted Money All monies sent to school by parents with students for fundraisers, field trips, or other school activities should be given to his/her teacher in the morning immediately after entering the classroom. Any money submitted to the school on behalf of the student after 9:00 a.m. should be given to the Administrative Assistant/Bookkeeper.

Guidance and Counseling Guidance services are available to each student to help facilitate academic success, social adjustment, and self-understanding. The counselor works closely with teachers, the home, and community agencies in implementing the program. Counseling is a process by which a student is helped by conferences to understand himself in relation to the developing and changing world. Although students may sometimes meet in groups, the emphasis is always on the individual.

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Grievances: A student, parent, or guardian may initiate grievance procedures to appeal the final decisions of school personnel within the school system to the extent provided by Board Policy 4010. This policy is located in the Halifax County Schools Policy Manual, which may be obtained from the principal's office or the office of the superintendent.

Homework Policy – It is our belief that homework should be a time when children practice and reinforce lessons taught during the school day. Parents should understand that homework encourages independence and creativity. Parents can provide a helpful home atmosphere that encourages their child to do his/her best. Homework is generally assigned Mondays through Thursdays. Research supports that approximately 50 minutes should be spent minutes in the K-2 grades. These times include written work, studying, and reading assignments.

Homework Requests – Parents are encouraged to call the school to request missed assignments when their child is absent for a series of days. Please make that request by 11:30 AM to provide adequate time for teachers to create a packet. Packets may be picked up after 3:30 PM or sent home with another child the next afternoon. One of the best ways that families can support their child/children is to provide structure for homework. Here are some ideas for providing structure for homework:

- ❖ Have the student complete homework at the same time every day
- ❖ Make sure the T.V., radio, computer games, etc. are turned off
- ❖ Provide a quiet, well-lit working space at home
- ❖ Require your child to read independently each night
- ❖ Check to make sure homework is complete

Immunizations State law requires all students to be immunized against certain diseases. Students without the required immunizations will not be allowed to remain in school. In North Carolina, all students in K-12 grades are required by law to have received the following immunizations:

- 5 DTP (Diphtheria, Tetanus, Pertussis) doses, the 4th dose given on or after the child's fourth birthday, and the 5th Tdap booster dose prior to entering 6th grade (unless a tetanus-containing vaccine was given in the last 5 years). (Effective August 1, 2008)
- 4 OVP (Oral Polio Vaccine) doses, if the 3rd dose is given on or after the child's fourth birthday, the 4th dose is not needed.
- 2MMR (Measles, Mumps, and Rubella) doses, one dose given on or after the child's first birthday, one dose at 4-6 years of age, prior to the child's first day of enrollment.
- 3 HBV (Hepatitis B) - if born on or after July 1994
- 1 Varicella - if born on or after April 1, 2001

A Health Assessment is required for Kindergarten students prior to the child's first day of enrollment. The parent, guardian, or responsible person shall have 30 calendar days from the first day of attendance in order to obtain the required immunizations and health assessment for the child. Upon termination of the thirtieth calendar day, the principal shall not permit any child to attend the school unless he/she is immunized as required by law.

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Length of a School Day The building is open to students beginning at 7:30 a.m. School dismisses at 3:30 p.m.

Medication Over-the-counter and prescription medications will only be administered at school by a doctor's order. The parent is responsible for submitting a properly completed and signed medication authorization form to the school nurse. Medication forms can be picked up at your child's school or sent home with your child. All medications must be received in their original container. Please call or see your School Health Nurse for Halifax County Schools' medication policy and procedure.

News / Media Access Throughout the school year there may be occasions when media and or school/school system personnel will be photographing and or videotaping classroom and school-related activities to be used in school/school system publications and/or sent to the local media for publishing. **If you do not wish** for your child to be interviewed or identified in photographs or other types of media, please contact the principal in writing, expressing your child's restriction.

Parent / Teacher Conferences We will designate specific days throughout the year when we will have Parent/Teacher Conferences. This information will be shared with you at a later date and time. Of course, teachers are always available by appointment. Report cards will be sent home in the student's Take Home folder. Parent/Teacher conferences for the end of each grading period will be held at a time agreed upon by the teacher and the parent. If you wish to meet with your child's teacher at any other time you are encouraged to communicate with him/her via email, Class Dojo, or by contacting the office and leaving a message. Conferences, unless otherwise scheduled by the teacher, during the school day are discouraged.

PBIS: Positive Behavior Intervention Support is an approach to discipline that rewards the positive behavior of our scholars. We will utilize "Kudos for Wildcats" to reward students for positive behavior throughout the day. This could range from leadership in the hallway to collaborative work in the classroom. Below are our school expectations of student behavior.

2:45 PM Rule: We want our Wildcats to stay at school for the duration of the day, but we do understand the need for students to be picked up early in special circumstances. We ask parents to pick students up prior to 2:45 pm. If you come after 2:45pm to get your child, we will ask that you join the carline. This will minimize confusion at the end of the school day and allow us to get all students home safely in the afternoon. Students cannot be pulled from class ahead of your arrival.

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PBIS Pledge-should be recited daily by all scholars.

-I am respectful.

-I am responsible.

-I am ready to learn.

Respect Order and Safety Awesome Attitude Responsibility

	Arrival/Dismissal Expectations
Respect	I follow directions given by adults and Safety Patrol. I enter and exit the building quietly and orderly.
Order and Safety	I always walk. I stay on the right side of the hallway at all times.
Awesome Attitude	I thank my teacher, safety patrol, and driver. I speak kindly to my classmates and all staff members.
Responsibility	I know how I am supposed to go home. I listen carefully without talking during dismissal.

	Hallway Expectations
Respect	I walk quietly because others are learning. I listen and follow directions given by all adults.
Order and Safety	I walk facing forward with hands and feet to myself. I walk on the right side of the halls and walkways

Awesome Attitude	I silently wave and smile to greet others. I am polite and courteous to others.
Responsibility	I walk directly to and from my destination I walk in single-line order on the third block from the wall.

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Playground Expectations	
Respect	I respond to adult directions quickly. I use kind words toward others.
Order and Safety	I keep my hands and body off others I leave sticks, rocks, mulch, and sand on the playground.
Awesome Attitude	I share, take turns, and I am a good sport. I apologize for accidents/incidents.
Responsibility	I report problems to adults. I collect all belongings before I go inside.

Cafe Expectations	
Respect	I request my breakfast and lunch quickly and respectfully. I use kind words toward others.
Order and Safety	I keep my hands and body off others I keep food and drink on my plate or in my mouth.
Awesome Attitude	I smile, talk softly and speak politely to others. I apologize for accidents/incidents.
Responsibility	I report problems to adults. I collect all belongings before I leave the cafe.

Parent Involvement We believe that the education of children is a cooperative effort between parents and the school. We also believe that parent involvement is crucial to the success of our children and our school. We encourage and need parents to become involved in their children's education. Parents are cordially invited to visit the school at all times. **Parents must check by the office for a Visitors Pass before visiting the school for any reason. Parent/Guardian Classroom Visits**

Due to the privacy of other students, parent/guardian visits are not allowed.

PARENTS' RIGHT TO KNOW STATEMENT

Parents must be informed of School Components to operate as a school-wide program. Below is a sample statement that can be duplicated.

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As required by The No Child Left Behind Act (NCLB) of 2001, Title I Part A. Information is available at our school to include but is not limited to the following:

- The School Improvement Plan
- Qualifications of your child's teacher
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Halifax County Schools Improvement Plan.
- The Halifax County Title I Parent Involvement Plan and School Parent Involvement Plan
- Halifax County System Report Card
- School Report Card

Please contact our school and we will be glad to provide you with this information upon request.

Code of Student Conduct

Students must comply with the Code of Student Conduct in the following circumstances:

1. while in any school building or on any school premises before, during, or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any school bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. at any place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

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CONSEQUENCE FOR VIOLATIONS

Violations of the Code of Student Conduct must be dealt with by the guidelines established in the school's behavior management plan (see policy 4302, School Plan for Management of Student Behavior)

1. Minor Violations

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations, and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include but are not limited to, the following:

- a. parental involvement, such as conferences;
- b. isolation or time-out for short periods;
- c. behavior improvement agreements;
- d. instruction in conflict resolution and anger management;
- e. peer mediation;
- f. individual or small group sessions with the school counselor;
- g. academic intervention;
- h. in-school suspension;
- i. detention before and/or after school or on Saturday;
- j. community service;
- k. exclusion from graduation ceremonies;
- l. exclusion from extracurricular activities;

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m. suspension from bus privileges; and

n. placement in an alternative school.

2. Serious Violations

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees, or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or destructive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions, and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, and Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or destructive devices.)

ENFORCEMENT

The superintendent is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system. Legal References: G.S. 115C-47, -276(r), -288, -307, -390.1, -390.2

Adopted: January 3, 2011

Revised: February 6, 2012

Phones- Students may not bring cell phones to school for any reason. Cell phones pose a threat of cyber-bullying where students take pictures of others without permission or record fights and post them to social media. These acts will receive severe consequences.

Safe Schools In 1997, the North Carolina General Assembly passed the Safe School Act, which established a set of state guidelines to provide each student with a safe and orderly educational environment.

Selling Items on Campus Selling of any items on school property is prohibited unless authorized by the principal and the superintendent's office.

School Health

Your child's health is very important to us. Please notify the school nurse of any medical problems or changes in

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health that your child has. We will work with you and your physician to adjust your child's school program according to his/her health needs.

School Social Worker Halifax County Schools employs social workers who serve several schools across the school district. School social workers create nurturing relationships with students that enhance students' academic achievement and personal success. Our social workers provide services that strengthen home, school, and community partnerships and alleviate barriers to learning.

Student Records IESA maintains official student records of each student. These records which include all information related to the student's education are commonly known as cumulative record folders. Records of a temporary nature, such as a teacher's grade book and personal notes, are not a part of the cumulative record folder. IESA makes every effort to ensure that the welfare of the students is the only criterion used in developing student records and releasing information from them. In so doing, access to student records is limited to parents or guardians, individuals having the written consent of the student's parents, and school officials who have been determined to have a legitimate educational purpose in examining the records. The counselor and the administrative assistant are responsible for maintaining and preserving the confidentiality of student records; thus, they are responsible for granting or denying access to them. When a parent requests to see a child's cumulative record folder, the request will be honored as quickly as possible. Records may not be removed from the school; however, the parent upon request may obtain a copy of any part of the record.

"TEN DAY" RULE - When a student has accumulated three (3) unexcused absences during a school year, the student's teacher shall notify the SOCIAL WORKER. The SOCIAL WORKER shall notify the parent, guardian, or custodian of the child that unexcused absences have occurred. After not more than six (6) unexcused absences, the parent shall be notified by the principal and/or designee that he/she may be violating the Compulsory Attendance Law and the consequences of the violation. After the parent, guardian or custodian has been notified of a possible violation of the Compulsory Attendance Law, school personnel will conference with the parent, guardian, or custodian to determine the reason for the absences. If necessary, alternatives to the student's education program should be considered. A written report of this investigation shall be given to the principal. When the student has accumulated ten (10) unexcused absences, the teacher shall notify the principal and drop the student from membership, but not from enrollment. After being notified of the 10th unexcused absence, the social worker, principal, and/or designee shall review the results of the investigation and meet with the student and parent, guardian, or custodian to determine if a "Good Faith" effort has been made to comply with this law. If it is determined that the parent, guardian, or custodian has not made an effort to comply with this law a referral will be made to the Halifax County Judicial System.

Use of Telephone The telephone is **not** to be used by students unless under the supervision of their teacher. Phone calls received from the students will be handled by the school's administrative office. In the event of an emergency, messages will be received at the office and delivered to students. **Teaching time in the classroom is very valuable. For that reason, we discourage any phone calls to our teachers during the school day.** We will be happy to receive a message at the office and will ensure that each teacher receives it. However, neither teachers nor students will be called out of the classroom for phone calls from 8:00 am– 3:30 pm

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Vacations Occasional educational family vacations are certainly an asset to a student’s growth. If the teacher and principal are contacted ahead of time, we will make every effort to provide school work before the trip. Schoolwork can be made up following the trip. While we expect students to make up their work and receive grades for that work, the absence is considered an unexcused absence in our computer system.

Visitors All visitors to the school are required to report to the office. This includes parents who are helping in a classroom, lunching with their children, conferencing with teachers, or picking up their children. **Visitors or parents should not go into classrooms during instructional time unless it has been pre-arranged with the principal.** Younger children (friends and relatives) are asked not to come to school to spend the day with our students. **Everyone is required to wear a school ID badge or a visitors/volunteer/ substitute badge.**

Workdays Teacher workdays are scheduled into our school calendar specifically for the use of the teacher. Teachers are given these days to help them prepare for upcoming events such as Report Cards and Parent Teacher Conferences. If you would like to meet with your child’s teachers during one of the scheduled teacher workdays, please call ahead and confirm that they are available.

Weather – In the event of inclement or severe weather school may be delayed or canceled.

The following radio stations will be notified of our school’s cancellations or delays:

Television Stations Radio Stations
WRAL-TV RALEIGH – Channel 5 WRAL- 101 FM RALEIGH
WNCT-TV GREENVILLE - Channel 9 WCBT-1230 AM ROANOKE RAPIDS
WITN-TV WASHINGTON – Channel 7 WSMY-1400 AM WELDON
WTVD-TV DURHAM – Channel 11 WRSV – 92.1 FM ROCKY MOUNT
WNVN-TV Roanoke Rapids-Channel 30 WYAL-1280 AM SCOTLAND NECK
WPCT-90.1 FM ROANOKE RAPIDS

Cancellations/delays will also be announced via the Blackboard Connect Ed messaging system.

Zero Tolerance-

Inborden Elementary S.T.E.A.M. Academy has a zero-tolerance position on communications of “threats of violence” and bullying. Please remind your child/children that communicating threats and bullying is a serious offense and will result in serious consequences.

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INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY



Visitor Conduct Policy

Dear Parents, Guardians, and School Visitors,

At Inborden Elementary STEAM Academy, we are committed to fostering a safe, welcoming, and respectful environment for our students, staff, and community. In order to ensure that all interactions on our campus support student learning and school operations, we have established the following expectations for visitor conduct.

Expected Behavior for All Visitors:

- Treat all staff, students, and other visitors with courtesy and respect
- Use calm, appropriate language at all times
- Follow check-in procedures and remain in authorized areas only
- Cooperate fully with school staff and administration

Unacceptable Behavior Includes:

- Yelling, shouting, or using profane or abusive language
- Aggressive or threatening behavior toward staff, students, or others
- Refusal to leave when requested by a school official
- Repeated disruption of school operations or instructional time

Consequences for Violations:

- **First Violation** - Verbal Warning & Documentation

Visitor will receive a reminder of behavioral expectations. Incident will be documented.

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- **Second Violation** - Written Warning & Temporary Ban (up to 10 days)

Visitor will receive written notice of the violation and be temporarily restricted from school property.

- **Third Violation** - Extended Ban (up to one year) & District Notification

Serious or repeated violations will result in an extended ban and notification to Halifax County Schools.

-**Severe Infractions** (e.g., threats, physical aggression, criminal behavior)

Immediate and indefinite ban. Law enforcement will be contacted if necessary.

Appeal Process:

A visitor may appeal a ban by submitting a written request to the principal within 5 business days. Appeals will be reviewed at the school and/or district level. We appreciate your support in maintaining a safe and respectful learning environment. If you have questions about this policy, please contact the school office.

Sincerely,

Jonya Hedgepeth

Principal

Inborden Elementary STEAM Academy

"ALL Students Count; ALL Moments Matter!"

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Student Conduct and Discipline Procedures



Dr. Eric Cunningham, Superintendent
Mrs. Tyrana B. Battle, Ed. S., Assistant Superintendent

(Revised 2016)

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The Board of Education recognizes student achievement and successes and we must ensure a safe and orderly environment. In order to achieve this goal, there must exist a climate of discipline conducive to serious study and respect for oneself, other people, and property for a school to meet satisfactorily the needs of youth. The Halifax County Board of Education assumes its responsibility to ensure every student's right to an education opportunity. The Board further assumes its responsibility to assure an atmosphere conducive to learning and the expression of individual responsibility while protecting the individual rights of all students.

Students are expected to regulate their conduct when on school property, traveling to or from school, at a school-sponsored event, or when engaged in conduct that affects the school. The district reserves the right to hold students accountable for behavior that did not occur on district property or behavior that occurred in other districts. In such cases the district may schedule a hearing to determine if the student will be allowed to enter a district school, if the student will be expelled from a district school, or if the district will honor the discipline imposed on a student while attending another school.

Prohibited Student Conduct Includes:

- ◇ Disruptive Conduct
- ◇ Violation of Federal, State, or Local Law
- ◇ Violation of School Policies and Rules
- ◇ Defiance of Authority; Untruthfulness
- ◇ Possession of Alcohol; Drugs; Drug Paraphernalia
- ◇ Vandalism; Littering; Destruction of Property
- ◇ Possession of Weapons or Dangerous Items
- ◇ Gang Activity or Association
- ◇ Threats; Assaults; Fighting
- ◇ Defamation
- ◇ Obscenity; Vulgarity
- ◇ Harassment
- ◇ Inappropriate Dress and Appearance
- ◇ Forgery; Cheating
- ◇ Gambling
- ◇ Initiation and Hazing
- ◇ Tampering with Emergency Alarms and Fire Control Devices
- ◇ Arson
- ◇ Unauthorized Entry
- ◇ Misrepresentation; Extortion; Theft
- ◇ Possession of Tobacco and Cigarettes
- ◇ Tardiness
- ◇ Truancy
- ◇ Endangering the Health and Safety of Others
- ◇ Violating Traffic and School Bus Rules
- ◇ Possession of Cellular Phone or Other Electronic Communication Devices

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A. STANDARDS OF CONDUCT

Violations of the following standards of conduct represent misbehavior that normally will result in a Superintendent Suspension, a more severe disciplinary action. Upon investigation and consideration of all relevant facts, including any extenuating circumstances, the Principal shall determine whether the misconduct in question is classified as misbehavior that should result in a Superintendent Suspension or a Principal Suspension. Students who engage in less serious misconduct shall be subject to one or more of several consequences of a Principal Suspension. These may include, but are not limited to, a Principal Suspension of ten (10) school days or fewer, notifying parents/guardians by telephone or letter of student misconduct, change of class schedule, special work assignments, loss of class or school privilege, and verbal reprimand. A Superintendent Suspension may result in a suspension of 11 to 180 school days or permanent expulsion. The exact discipline administered rests with the discretion of the school official. The standards are as follows:

Standard 1. Causing Disruption of School or Any School Function

A student shall not by use of violence, force, noise, coercion, threat, passive resistance, any device or item which disrupts learning or is prejudicial to good order and discipline, or any other conduct, cause the substantial and material disruption or obstruction of any classroom work, school activity or school function.

Standard 2. Damaging School Property or Property of Others

A student shall not cause or attempt to cause damage to the property of the district (including defacing the school or school property) or property of other persons. Repeated minor damage to school or personal property shall be the basis for a Superintendent Suspension or an expulsion from school. Damage to school property may result in the student or parent/guardian being required to pay for the damage.

Standard 3. Stealing or Possessing School Property or Property of Others without Authorization

A student shall not steal or attempt to steal the property of the district or property of others. A student shall not have in his/her possession property belonging to the district, a school employee, or another student without the permission of the owner; nor shall a student have possession of stolen property. For the purpose of these procedures, theft shall be defined as the taking of property belonging to someone else.

Standard 4. Fighting, Assaulting, or Acts of School Violence or Violent Behavior

A student shall not assault anyone by physical contact, nor shall a student commit any act of school violence or violent behavior to another person. Assault means attempting to cause injury to another person or intentionally placing a person in reasonable apprehension of imminent physical injury. Students are prohibited from fighting or entering a fight in progress and from failing to disperse when instructed to do so. The terms “act of school violence” or “violent behavior” shall mean the exertion of physical force by a student with the intent to do serious physical injury to another person.

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Standard 5. Harassing, Bullying, Threatening, Hazing or Intimidating Others or Engaging in Hate Acts/Remarks

A student shall not harass, bully, threaten, haze or intimidate others or engage in hate acts/remarks for any reason. Threatening others for the purpose of obtaining money or anything of value (i.e., extortion) is prohibited.

Written, verbal or symbolic comments or actions that have the effect of criticizing or belittling another's race, color, religion, national origin, gender, disability, personal appearance, socio economic status or sexual orientation may be classified as hate acts/remarks and, depending upon their frequency and/or severity, may be considered serious misconduct. A central office administrator designated by the superintendent may oversee the investigation of allegations of hate acts/remarks at the victim's request or at the superintendent's discretion.

Standard 6. Committing Sexual Harassment or Other Sexual Misconduct

A student shall not harass other students or District employees through unwelcome or inappropriate verbal or physical conduct of sexual nature.

A student shall not participate in inappropriate or unwelcome sexual conduct toward other students or district employees. A student shall not inappropriately touch another person in any way that constitutes sexual contact, whether or not such touching occurs through clothing. Nor shall a student expose his/her sex organs or body parts under circumstances in which such conduct is likely to be offensive or otherwise inappropriate.

Standard 7. Possessing, Using, Distributing, Selling or Being under the Influence of Alcohol, Controlled Substances, or Imitation Controlled Substances

A student shall not possess, use, transfer, distribute, or be under the influence of any alcoholic beverage, controlled substance or imitation controlled substance. The term "controlled substance" shall include any substance defined in the Narcotic Drug Act, Section 195.010RSMo, including any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, imitation of controlled substance, chemical substance, or intoxicant of any kind. An "imitation controlled substance" shall mean a substance that is not a controlled substance as defined by North Carolina law, but which by appearance (including color, shape, size and markings) or by representations made, would lead a reasonable person to believe that the substance is a controlled substance.

Possession, use, or distribution of any tobacco products on school property or at school sponsored activities are expressly prohibited.

The possession, distribution, and sale of drug paraphernalia on school property or at school sponsored activities are expressly prohibited. Any attempt to possess, use, transfer, distribute, buy, or sell alcohol or a controlled substance or imitation controlled substance, whether completed or not will be considered a violation of this standard.

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Use of a drug authorized for a student with a medical prescription from a registered physician or over-the-counter medication shall not be considered a violation of this standard.

Standard 8. Being Insubordinate or Disrespectful to Teachers, Administrators and/or Staff

A student shall not engage in disrespectful conduct toward teachers, administrators or staff, nor shall a student be insubordinate toward teachers, administrators or staff. Disrespectful conduct is different from insubordinate conduct. Disrespectful conduct is the use of vulgar, profane speech, offensive body language or actions intended to insult, degrade or offend. Insubordination is the willful act of refusal or failure to comply with school or district guidelines or directions given by any teacher, teacher assistant, principal or other adult providing direction or instruction; refusal to respond may be in the form of a verbal response, absence of a response, an act in violation of a given directive or guideline or the absence of a required action.

Standard 9. Possessing Firearms and Weapons

A student shall not bring, possess or use a firearm or a weapon on school property, a school bus, or at any school activity. The term “firearm” includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in the paragraphs above.

The term “weapon” shall mean a firearm as defined above, and the items listed, which are defined as weapons: blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, or switchblade. Other weapons include mace, pepper spray or items customarily used, or which can be used, to inflict injury upon another person or property.

In accordance with federal and state law, any student who violates this standard will be suspended from school for at least one calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis by the superintendent.

A toy gun, water gun, gun replica or weapon replica is not considered a firearm or weapon under this standard. However, possession of a gun replica or weapon replica is prohibited.

Standard 10. Posing a Threat of Harm to Himself/Herself or Others at School, as Evidenced by Prior Conduct

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A student who, due to his/her prior conduct either in school or away from school, poses a threat of harm to himself/herself or to others at school may be immediately removed from school and/or subject to disciplinary action. Prior disciplinary actions shall not be used as the sole basis for removal, suspension or expulsion of a student.

Standard 11. Possessing Bombs or Other Dangerous Substances

A student shall not possess an explosive or incendiary device or any item or substance which could reasonably be considered dangerous to persons or property (such as bombs, gunpowder, ammunition, fireworks, fire bombs, smoke bombs, acid, or other dangerous chemicals) in school or on any property of the school, on any school bus going to or returning from school, during school-sponsored activities, or during intermission or recess periods.

Standard 12. Making False Alarms or False Bomb Threats

A student shall not make a false statement regarding the possession or location of an explosive device or incendiary materials, nor shall a student report a fire or activate the fire alarm system when no fire exists.

Standard 13. Setting Fires

A student shall not set a fire, attempt to set a fire, or participate in an act, which results in a fire on school property, buses, or at a school-sponsored activity off school property.

Standard 14. Misuse of Network Access, Internet Access, or Electronic Equipment

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. A student shall not engage in inappropriate behavior on a school computer or the district computer network. The following acts represent the kinds of conduct considered inappropriate:

- Hacking and other unlawful activities
- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Accessing material that advocates illegal acts or violence
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, or files
- Employing the network for commercial purposes
- Unauthorized disclosure, use, and dissemination of personally identifiable information

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Roles and Responsibilities

Superintendent: The superintendent shall establish guidelines and directives to carry out these procedures; hold all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents/guardians.

Principal: The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce these procedures, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of these procedures. The principal shall consult with parents/guardians of students conducting themselves in a manner contrary to procedure. The principal shall also involve other staff in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents/guardians.

Teachers: All teachers shall be responsible for providing a well-planned teacher/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the discipline policy.

Other school district personnel: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent or designee.

Parents or legal guardians: Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

Students: All students shall be held individually responsible for their behavior and for knowing and obeying the policies and procedures and any applicable building rules and regulations. **Disciplinary Action Levels**

Consequences range from Level 1 to Level 7

Students who break rules are subject to disciplinary action by teachers, administrators or other school personnel. There are seven levels of disciplinary actions.

Level 1: Conference

Staff members may conduct a conference among any combination of the following:

Teacher/Student	Administrator/Parent
Teacher/Parent	Telephone Conference with Administrator/Parent
Teacher/Counselor	Telephone Conference with Teacher/Parent
Teacher/Student/Administrator	Other parties deemed necessary
Teacher/Student/Counselor/Parent/Administrator/Student	

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Level 2: Intervention

Any of the following interventions:

Referral	To School Counselor, Student Assistance Coordinator, Support Team, Attendance Staff (Social Worker), and/or outside agency
Time Out	The temporary denial of a student's right to attend class; The student will be assigned for a period of one (1) to six (6) hours
Detention	Detaining a student for disciplinary reasons before or after hours
Staffing	A meeting of school personnel and other individuals to the behavior of the student and make recommendation
Contract with Student/Parent	A statement is written listing steps to be taken to improve. The statement also describes the support to be provided by school staff and/or parent/guardian as well as the date when contract will be reviewed
Restricted Activity	The denial of participation in school activities and events or the use of common areas or other parts of the school
Removal for Conference	Separation of student from class/school for up to one (1) day for conference
In-School Intervention	May include but not limited to Saturday School, work behavior essays, transportation restriction
Substance Education	Student Assistance Program
Probationary Period	A write-up for the discipline offense with a defined period of behavior to prevent suspension
Mediation	Referral to conflict mediation

Level 3: Suspension of 1 – 5 days

Level 4: Suspension of 6 – 10 days

Level 5: Suspension of 10 days

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Level 6: Long-Term Suspension

The dismissal of a student for more than ten days but not to exceed the time remaining in the school year.

Level 7: Expulsion

The dismissal of a student from School in accordance with the North Carolina General Statute 115C-391 (d). Serious or repeated violations of one or more rules would suggest a need for strong parent administrator communication, coordination, consideration of outside assistance, and may result in suspension and a possible recommendation for expulsion.

School personnel will take disciplinary action against any student who violates one or more of these rules in accordance with the consequences stated. Disciplinary action may include, but is not limited to reprimand, after-school work, repayment for damages, cleanup, and restitution, revocation of privileges associated with school activities, and/or suspension or expulsion.

Student Responsibilities

1. To be aware of and abide by system-wide policies and procedures, regulations and school guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To respect the personal, civil and property rights of all members of the school community.
5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
6. To seek clarification from school personnel concerning the appropriateness of action or behavior.
7. To attend school and classes regularly, on time and prepared with the necessary learning materials.
8. To know and follow the policies and regulations for every event considered part of the school program regardless of the time or place.
9. To immediately comply with any staff member's reasonable request to carry out school rules.

Parent(s)/Guardian(s) Responsibilities

1. To assume legal responsibility for the behavior of the child as determined by law and to ensure that the child is familiar with school regulations and the discipline policy and procedures.
2. To teach the child self-discipline, respect for authority and respect for the rights of others.
3. To make sure that the child attends school regularly and that the school receives written notification regarding the reason for absences.
4. To work to the best of his or her ability to provide the materials and a positive home learning environment necessary for the child to succeed in school.

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5. To maintain communication with the school through conferences with teachers, school administrators, PTO membership, Booster Club membership and others.
6. To provide the school with a current telephone number where he or she may be reached during the school day.
7. To respond quickly to remove the child from the school when called upon.
8. To be available for conferences when requested or as soon as possible.
9. To cooperate with the school staff to develop strategies to benefit the child.

Principal and Assistant Principal Responsibilities

1. To maintain a safe physical environment at his/her school including monitoring the building and grounds, monitoring access to the campus and providing adequate communication devices and procedures to respond to security violations.
2. To discipline students and to assign duties to teachers with regard to discipline.
3. To exercise discipline over students of the school pursuant to the General Statutes of North Carolina and the policies and procedures adopted by the Halifax County Board of Education.
4. To report certain acts to law enforcement officials when the principal has reasonable belief that an act in violation of the law has occurred on school property.
5. To assign duties and responsibilities to an assistant principal designated by the Halifax County Board or to an acting principal designated by the principal.
6. To assume the overall responsibility for the implementation of procedures and rules that are necessary to establish standards of acceptable student and staff behavior in the school.
7. To be readily available to handle disruptive behavior, discipline and emergency situations.
8. To communicate effectively to parents and students the expectations of the school discipline program and the role of the parent in supporting the efforts of the school in providing a safe school environment.
9. To develop a strategic plan that will mobilize community resources/agencies to provide additional services and support to the school discipline program.
10. To conduct a needs assessment and coordinate in-service to teachers and parents on issues related to a sound disciplinary program including intervention strategies, establishing effective rules and consequences, legal issues, etc.
11. To develop a viable communication network that informs the community, parents and staff of the status and modifications of the school's discipline policies and procedures.
12. To promote a school climate of mutual respect, acceptance and affiliation among all stakeholders that is free of threats and intimidation.
13. To provide academic variety and extracurricular programming.
14. To ensure parental and community involvement in school operations.
15. To include all staff in the safe school plan of operation including the student resource officer, bus drivers, before/after school daycare workers, substitute teachers, cafeteria staff, secretarial staff and custodial staff.
16. To outline an individual school plan for safety.

Teacher Responsibilities

1. To help maintain a safe physical environment at his/her school.

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2. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
3. To accept shared responsibility for control and discipline of students throughout the school building and property.
4. To establish and inform students of individual classroom behavior expectations and to maintain discipline within the classroom.
5. To consider the physical, social, intellectual and emotional development of students.
6. To provide appropriate learning opportunities for all students.
7. To confer with support personnel for possible solutions to inappropriate student behavior and attend conferences upon request.
8. To be aware of and abide by system-wide policies and regulations and school guidelines for safety and discipline.
9. To use positive reinforcement, whenever possible, and not ridicule or use negative comparison when correcting a student.
10. To report to the parent/guardian at regular reporting periods and at other times when appropriate regarding unacceptable student behavior.
11. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out of class disciplinary action.
12. To refer in writing a disruptive student to the principal or his/her designee when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.
13. To attend staff development seminars/workshops that address student discipline/behavior and safe school issues.

Instructional Support for Personnel Responsibilities

(for adults working at a school other than teachers)

1. To help maintain a safe physical environment at his/her assigned school.
2. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
3. To accept shared responsibility for control and discipline of students throughout the school building and property.
4. To establish and inform students of individual classroom behavior expectations and to maintain discipline within the classroom.
5. To consider the physical, social, intellectual and emotional development of students.
6. To provide appropriate learning opportunities for all students.
7. To confer with support personnel for possible solutions to inappropriate student behavior and attend conferences upon request.
8. To be aware of and abide by system-wide policies and regulations and school guidelines for safety and discipline.
9. To use positive reinforcement, whenever possible, and not ridicule or use negative comparison when correcting a student.
10. To report to teachers and school administrators when inappropriate student behavior is observed.
11. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out of class disciplinary action.

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12. To refer in writing a disruptive student to the teacher and/or the principal to his/her designee when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.
13. To attend staff development seminars/workshops that address student discipline/behavior and safe school issues.

Central Office Staff Responsibilities

1. To report any and all observed safety issues and/or violations to the chief school administrator.
2. To provide technical assistance to principals and/or schools in the development and coordination of in-service activities for teachers and staff relative to their discipline problems.
3. To coordinate activities and/or act as a liaison between the school system and community agencies.

Attendance Violations

Rule 1. Attendance:

Student is to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age does not attend school is in violation of the law, and the student and his/her parent(s)/guardian are subject to its penalties. Efforts will be made to communicate with parents/guardian of absent or truant students.

- A. Tardiness:** Failure to be in a place of instruction at the assigned time without valid excuse. **(Level 1-2; Grade PK-12)**
- B. Class Cutting:** Failure to report to class without proper permission, knowledge, or excuse by the school or teacher. **(Level 1-3; Grade PK-12)**
- C. School Cutting:** Failure to report to school without prior permission, knowledge, or excuse by the school or the parent. **(Level 1-3; Grade PK-12)**
- D. Excessive Absences or Tardies:** Excused or unexcused absences, which are felt to affect adversely the student's education. **(Level 1-2; Grade PK-12)**

Discipline Violations

Rule 2. Food//beverages:

A student will not eat in unauthorized areas of the school.

Rule 3. Medication:

PK-5 students must have written instructions, signed by the parent or guardian and licensed health care provider, before any medication is administered. All medication at elementary schools is administered by school personnel except for inhalers, insulin or epinephrine. Students who are in sixth grade and above who have developed the competency and are learning self-care behavior may

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be allowed, with written parent permission, to manage their own medication, including over-the-counter medication. No controlled substances will be self managed by students **(Level 1-2; Grade PK-5) (Level 1-3; Grade 6-12)**

Rule 4. Student Dress:

A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standard of social conduct. Student dress that disrupts the school environment or clothing that indicates gang identification or reflects gang symbols will not be tolerated **(Level 1-3; Grade PK-12)**

Rule 5. Personal Property:

A student will not bring or possess any object that has no educational purpose and may distract from teaching and learning. **(Level 1-3; Grade PK-12)**

- A. Toy:** Possession of any toys, games, etc., without permission of the administration. **(Level 1-3; Grade PK-12)**
- B. Radio:** Possession of radio, walk-man, etc., without permission of the administration. **(Level 1-3; Grade PK-12)**
- C. Tape recorder:** Possession of tape recorder or similar device without permission of the administration. **(Level 1-3; Grade PK-12)**
- D. Cellular telephone (car phone):** Possession of a telephone or similar device on school property without permission of the administration. *Exclusions may apply to athletes and participants of extra-curricular activities as deemed by the school administration.* **(Level 1-3; Grade PK-12)**
- E. Beeper, pager, and similar device:** Possession of these devices on school property without permission of the administration. **(Level 1-3; Grade PK-12)**
- F. Other:** Possession of any object that could disrupt the normal course of school to include but not limited to personal security alarms, look-a-like beepers, etc. **(Level 1-3; Grade PK-12)**

All items will be confiscated and the administration will not be liable for lost items.

Rule 6. Misrepresentation:

A student will not lie or cheat. For example:

- A. Altering report cards or notes:** Tampering with report cards, official passes and notes in any manner, including changing grades or forging names to excuses. **(Level 1-3; Grade PK-12)**
- B. False information:** Making false statements, written or oral, to any one in authority. **(Level 1-3; Grade PK-12)**
- C. Cheating:** Violating rules of honesty, such as plagiarism, copying another student's test, assignment, etc. **(Level 1-3; Grade PK-12)**

Rule 7. Disrespect:

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A student will behave in a respectful manner. Examples of disrespectful behaviors are: **(Level 1-4; Grade PK-12)**

A. Walking away: Leaving while a staff member is talking to you. **(Level 1-4; Grade PK-12)**

B. Talking back:

Responding orally in a rude manner to a staff member. **(Level 1-4; Grade PK-12)**

Rule 8. Insubordination:

A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. For example: **(Level 1-4; Grade PK-12)**

A. Failure to comply with proper and authorized direction or instruction of a staff member:

Failure to follow any authorized direction given by a staff member. **(Level 1-3; Grade PK-12)**

B. Refusal to work in class: Failing to do assigned work during class. **(Level 1-3; Grade PK-12)**

C. Refusal to Detention: Failure to report to after school detention as directed by staff member. **(Level 1-3; PK-12)**

D. Refusal to participate in in-school alternatives: Failure to report to in school alternatives as directed by a staff member. **(Level 1-4; Grade PK-12)** **E. Refusal to report to office:** Failure to report to the administrative office as directed by a staff member. **(Level 1-3; Grade PK-12)**

Rule 9. Profanity/Obscenity:

A student will not use profane or obscene language or make obscene gestures. For example:

A. Swearing: Saying anything that conveys an offensive, racial, obscene or sexually suggestive message. **(Level 1-5; Grade PK-12)**

B. Obscene/Offensive Gestures: Making any sign that conveys an offensive, racial, obscene or sexually suggestive message. **(Level 1-5; Grade PK-12)** **C. Derogatory written materials:** Having any written material or pictures that

convey an offensive, racial, obscene, or sexually suggestive message. **(Level 1-3; Grade PK-3)(Level 1-5; Grade 4-12)**

D. Directed at staff members: Writing, saying, or making gestures that convey an offensive, racial, obscene, or sexually suggestive message toward a staff member. **(Level 1-5; Grade PK-12)**

Rule 10. Disruption:

No student may disrupt the class, school, or bus activity. Examples include:

A. Chronic talking: Repeated talking in the classroom without permission. **(Level 1-3; Grade PK-12)**

B. Throwing objects: Throwing any object in any part of the school, bus, or school grounds, unless directed by a staff member pursuant to instructional purposes. **(Level 1-3; Grade PK-12)**

C. Horse-playing: Rough or noisy play or pranks. **(Level 1-3; Grade PK-12)**

D. Teasing/Bullying: Pestering or tormenting other students. **(Level 1-3; Grade PK-12)**

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- E. Refusing to remain in seat:** Getting out of seat or moving seat without permission of staff member. **(Level 1-3; Grade PK-12)**
- F. Rude noises:** Making any unnecessary noise. **(Level 1-3; Grade PK-12)**
- G. Leaving without permission:** Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator. **(Level 1- 3; Grade PK-12)**
- H. Chronic lack of supplies:** Repeatedly reporting to the class lacking necessary materials such as books, class supplies, etc. **(Level 1-3; Grade PK-12)**
- I. Shoving and/or kicking:** Willfully pushing and/or kicking anyone. **(Level 1- 5; Grade PK-12)**
- J. Throwing objects at someone:** Willfully throwing anything that could serve to harass or harm another. **(Level 1-4; Grade PK-12)**
- K. Hitting, biting, spitting, pinching, which causes harassment to another student or adult:** Hitting, biting, or spitting at a student or adult for the purpose of harassment, or which could cause harm. **(Level 1-3; Grade PK-3) (Level 1-5; Grade 4-12)**
- L. Other:** Any other action that disrupts or interferes with educational activities or the school environment. **(Level 1-4; Grade PK-12)**

Rule 11. Tobacco: (Subject to tobacco policy)

A student may not have or use tobacco products on school premises. **(Level 2-3; Grade PK-12)**

Rule 12. Threatening: (Subject to bullying policy)

A student will not threaten another student or staff member. For example:

- A. Against a staff member:** Threatening to strike, attack or harm any staff member. **(Level 1-4; Grade PK-5)(Level 1-7; Grade 6-12)**
- B. Against a student:** Threatening to strike, attack or harm any student or other person. **(Level 1-4; Grade PK-5)(Level 1-7; Grade 6-12)**

Rule 13. Fighting:

Exchanging mutual physical contact between students by pushing, shoving or hitting with or without injury is prohibited. **(Level 1-4; Grade PK-5)(Level 1-7; Grade 6-12)**

A second fighting offense may carry a penalty of long-term suspension or expulsion.

Note on Self Defense: Reasonable force may be used in self-defense only to the extent that it is necessary to free oneself from attack and report the offense to a school official. Anyone exceeding this form of self-defense may be suspended even though he/she did not provoke the fight.

Law Violations

Parents will be notified. The police may be called and arrest warrants may be issued.

Rule 14. Trespassing:

A student will not enter any school property or school facility without proper authority (including entering any school during a period of suspension or expulsion.)**(Level 1-4; Grade PK-12)**

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Rule 15. Reckless Vehicle Use:

A student will not operate any motorized or self-propelled vehicle on school grounds in a manner that is a threat to health or safety, or a disruption to the educational process. **(Level 3-7; Grade 8-12)**

Rule 16. Vandalism:

A student will not willfully or maliciously damage or destroy property belonging to another including school or private property. A student or parent/guardian will be held financially responsible, as allowed by North Carolina law, for willful or malicious destruction of property. For example:

A. Writing on school equipment: wall, mirrors, desks, lockers, or any other school equipment.
(Level 1-4; Grade PK-5)(Level 1-7; Grade 6-12)

B. Damaging another person's clothing.
(Level 1-4; Grade PK-5)(Level 1-4; Grade 6-12)

C. Graffiti: Willful or malicious defacing of public or private property.
(Level 1-4; Grade PK-5) (Level 1-7; Grade 6-12)

Rule 17. Gambling:

A student will not play games of chance for money or property.
(Level 1-4; Grade PK-5)(Level 1-7; Grade 6-12)

Rule 18. Alcohol and Other Drugs: (Subject to drug policy)

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia. For example:

Alcohol

- A. Use/Under the influence:** Drinking any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.
(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)
- B. Possession:** Possessing any alcoholic beverages in school, on school grounds, to and from school, on school bus, or at any school function. **(Level 2-4; Grade PK-5)(Level 5- 7; Grade 6-12)**
- C. Sale/Distribution:** Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function. **(Level 2-4; Grade PK-5)(Level 6-7: Grade 6-12)**

Other Drug Offenses

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D. Use/Under the influence: Using any narcotics, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption. **(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)**

E. Possession/Attempted:

Possessing or attempting to possess any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance. **(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)**

F. Paraphernalia:

Possessing, distributing or using any drug related paraphernalia.
(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)

G. Inhalants:

Possessing, distributing or inhaling any substance/product (off-the-shelf, controlled or illegal) or mind-altering effects. **(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)**

H. Sale/Distribution/Purchase/Attempt:

Distributing, selling or purchasing any illegal or controlled substance; attempting to sell, distribute or purchase any illegal or controlled substance; or any action that contributes to the possession of any illegal or controlled substance. **(Level 2-4; Grade PK-5)(Level 6- 7; Grade 6-12)**

Rule 19. Sexual Offenses:

A student will not engage in sexual behavior.

(Level 1-4; Grade PK-5)(Level 1-7; Grade 6-12)

A. Offensive touching: Inappropriate fondling: Placing of hands on another person's private parts. **(Level 1-4; Grade PK-5)(Level 1-7; Grade 6-12)**

B. Sexual harassment: Verbal or physical abuse of a sexual nature, or any other unwanted behaviors sexual nature. **(Level 2-4; Grade PK-5)(Level 4-7; Grade 6-12)** **C. Consensual sex:** Sexual activity involving willing participants. **(Level 2-4; Grade PK-5)(Level 4-7; Grade 6-12)**

D. Indecent exposure: Intentional exposure of private parts of one's body (Including "mooning"). **(Level 2-4; Grade PK-5)(Level 4-7; Grade 6-12)**

E. Rape or attempted rape: Unlawful sexual intercourse or attempted sexual intercourse by force, threat or fear. **(Level 4-7; Grade PK-12)** *Note: A student must receive due process.*

Rule 20. Computer misuse:

A student will not misuse a computer or computer network with the intent to do any of the following:
(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)

A. Data removal or alternation: Remove or disable any computer data. **(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)**

B. System malfunction: Cause a computer or computer system to malfunction **(Level 2- 7; Grade**

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PK-5)(Level 5-7; Grade 6-12)

C. Property damage: Physical damage to computer or computer systems to the school or to another (Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)

Rule 21: Theft:

A student will not steal or possess stolen property.

A. School property: Unlawfully taking and/or carrying away property belonging to Halifax County Schools. (Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12) **B. Staff property:** Unlawfully taking and/or carrying away property belonging to a staff member. (Level 2-4; Grade PK-5)(Level 2-7; Grade 6-12)

C. Student property: Unlawfully taking and/or carrying property belonging to another student. (Level 2-4; Grade PK-5)(Level 2-7; Grade 6-12)

D. Student locker: Removing any property from a locker other than the one assigned. (Level 2-4; Grade PK-5)(Level 2-7; Grade 6-12)

E. Possession of stolen property: Having in one's possession property obtained without the permission of the owner. (Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)

Rule 22. Burglary:

A student will not break into school board property for the purpose of stealing.

A. Attempted: Unlawfully attempting entry into a school. (Level 2-4; Grade PK-5) (Level 2-7; Grade 6-12)

B. Actual: Unlawfully entry into a school with the intent of committing a felony, or to steal and/or take away the property of another. (Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)

Rule 23. Robbery:

A student will not take another person's property by force or violence.

A. Attempted: Attempting to take property from a person by force or violence. (Level 2-4; Grade PK-5)(Level 5-7; Grade PK-6-12)

B. Actual: Taking property from a person by force or violence. (Level 2-4; Grade PK-5)(Level 5-7; Grade PK-6-12)

Rule 24. Extortion:

A student will not take or threaten to take the property of others through intimidation. (Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)

A. Attempted: Use of threats or intimidation to obtain money or property from another. (Level 2-4; Grade PK-5)(Level 2-7; Grade 6-12)

B. Actual: Use of threats or intimidation to obtain money or property from another. (Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)

Rule 25. False Alarm:

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Calling 911, or signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists in the school. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

Rule 26. Arson:

A student will neither set fire nor attempt to set fire to school property.
(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)

Rule 27. Failure to Disperse:

A student will not fail to leave a congregated area immediately when ordered to do so by school or law enforcement official. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

Rule 28. Affray:

A student will not engage in a brawl or a fight on school grounds, adjacent to school grounds, or during any school activity. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

Rule 29. Disorderly Conduct:

A student will neither create nor attempt to create a public disturbance which interferes with the operation of school, including: **(Level 2-4; Grade PK-5) (Level 6-7; Grade 6-12)**

- A. Abusive display:** Making or using any utterance, gesture, or abusive behavior which is intended to provoke violent retaliation. **(Level 2-4; Grade PK-5)(Level 2-7; Grade 6-12)**
- B. Fighting:** Engaging in fighting or other violent conduct creating the threat of imminent violence. **(Level 2-4; Grade PK-5)(Level 2-7; Grade 6-12)**

Rule 30. Initiating a Riot:

A student will not willfully instigate or urge others to engage in a riot.

- A. Attempted:** Attempting to engage others in a public disturbance involving violence, confusion, or disorder in the school or on school grounds. **(Level 2-4; Grade PK-5) (Level 5-7; Grade 6-12)**
- B. Actual:** Engaging others in public disturbance involving violence, confusion, or disorder in the school or on school grounds. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

Rule 31. Assault and Battery:

A student will not assault and/or commit a battery upon another person (student, staff member, or any other person). For example, **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

- A. Against a student:** Unlawful threatening or beating; any physical force or violence against another student to include tearing clothes, threatening to seize or strike another student, either alone or in combination with another student(s). **(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)**
- B. Against staff:** Unlawful threatening or beating; any physical force or violence against a staff member, to include tearing clothes, threatening to seize or strike a staff member. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

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C. Other: Unlawful threatening or beating; any physical force or violence against any other person while under the jurisdiction of school authority; to include tearing clothes, threatening to seize or strike. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6- 12)**

Rule 32. Weapons and Dangerous Instruments/Objects:

A student will not possess, handle, transport, or use any weapon, dangerous object, object that can reasonably be considered a weapon, or substance that could cause harm or irritation to another individual. (This rule does not apply to normal school supplies unless they are used as weapons). For example: **(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)**

A. Bomb/Bomb Threats:

Any device brought to school that contains combustible material, or making statements that such a device exists in school. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

B. Explosive:

Any devices containing combustible material and a fuse. **(Level 2-4; Grade PK-5) (Level 6-7; Grade 6-12)**

C. Knife:

Possession of any size or shape of knife including blades or other sharp devices. **(Level 2-4; Grade PK-5)(Level 5-7; Grade 6-12)**

D. Toy knife:

Possession of any size or shape toy knife. **(Level 2-4; Grade PK-5)(Level 5-7; Grade 6- 12)**

E. Razor blade/box cutter:

Possession of a razor blade, box cutter or similar device for cutting.
(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)

F. Ammunition:

Possession of any bullets or shells or any objects that could be considered to be ammunition or resemble ammunition. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

G. Fireworks, small explosives:

Possession of firecrackers or small explosive devices including caps and snapper pops. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

H. Antipersonal spray:

Possession of chemical (such as mace) or pepper sprays.
(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)

I. Possession of an instrument or device that resembles or looks like a pistol, revolver or other weapon not capable of propelling a missile:

May include but not be limited to a cap pistol, water pistol or any look alike gun. **(Level 2-4;**

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Grade PK-5)(Level 6-7; Grade 6-12)

J. Other:

Possession of any object or substance that could cause injury, including but not limited to sling shots, ice picks, multi-finger rings, metal knuckles, nun-chucks, clubs, or stun guns; the use of any object or any substance that will potentially cause harm, irritation or bodily injury to students or any other person. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

K. Cigarette lighter (Level 1-4; Grade PK-5)(Level 1-7; Grade 6-12)

All items will be confiscated and the administration will not be liable for lost items.

Rule 33. Firearms:

A student will not possess, handle, or transport any pistol, revolver, firearm, or any other weapon designed or intended to propel a missile of any kind.

A. Possession of a pistol, revolver, or any other firearm (loaded or unloaded). See note below **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

B. Possession of any other weapon or device other than Item A above: Examples may include, but are not limited to, starter pistol, BB gun or flare gun. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

All items will be confiscated and the administration will not be liable for lost items. NOTE: N. C. General Statute #115C-391 requires the total cessation of all educational services for a period of 365 days unless the superintendent decides otherwise on a case-by-case basis.

Rule 34. Gang Activity:

Participation in any gang related activity to include recruiting, organizing, initiating, or any actions identified as gang-affiliated behavior. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

Rule 35. A Serious or Repeated Violation:

A serious or repeated violation of one or more rules requires a need for strong parent administrator communication, coordination, consideration of outside assistance and will result in suspension and/or possible expulsion. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)**

*Students can be discipline for out-of-school misconduct. The school's authority to discipline its students reaches beyond the school within certain limits, particularly for instances of assaultive or dangerous behavior that would affect the general welfare of the school. **(Level 2-4; Grade PK-5)(Level 6-7; Grade 6-12)** Level 1 – Conference; Level 2 - Intervention; Level 3 - Suspension (1-5 days); Level 4 - Suspension (6- 10 days); Level 5 – Suspension (10 days); Level 6 – Long – term Suspension (11 – 180 days); Level 7- Expulsion*

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INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY

Inborden Elementary S.T.E.A.M. Academy

No Cell Phone & Wireless Device Policy

Aligned with North Carolina Law (House Bill 959 - Effective July 1, 2025)



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INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY

What's Not Allowed

- No cell phones, smartwatches, smart glasses, headphones, earbuds, tablets, or other devices.
- No texting, calls, recordings, videos, social media, or games.

Exceptions

- IEP/504 plan accommodations
- Teacher-approved academic use
- Emergencies

Storage Rules

- Devices will be given to designated staff at students' arrival
- Devices will be kept in the front office and redistributed before students leave.

Consequences for Breaking the Rules

Offense	What Happens	Parent Contact
1st	Device taken, returned to the student at the end of the day	Call/email from the teacher
2nd	Device taken, parent must pick up the device	Phone call from admin or designee
3rd	Device taken + 1 day OSS	Parent meeting
Chronic	3- 5 days OSS (Out of School Suspension)	Written notice

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INBORDEN ELEMENTARY S.T.E.A.M. ACADEMY

How Parents & Students Can Communicate

- Need your child? Call the school office.
- Need to call home? Students can use the school phone with permission.

How We'll Keep You Informed

- Policy shared at Open House & in the Parent/Student Handbook.
- Reminders sent in newsletters and on ClassDojo.
- Parent contacted after each violation.

Our Goal: *Keep classrooms distraction-free so every Wildcat can learn and succeed. Thank you for supporting a safe, focused, and respectful learning environment!*

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