Alleghany County Schools

Student & Parent Handbook

2026 - 2027

ALLEGHANY COUNTY SCHOOLS

85 Peachtree Street

Sparta, NC 28675

(336) 372-4345

www.alleghany.k12.nc.us

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Mr. Roy Putman, Associate Superintendent

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Alleghany County Schools Student/Parent Handbook Table of Contents

Mission Statement 9
Central Office Administrative Staff 9
County Schools Directory 10
Introduction… 11
Statement of Rights and Responsibilities 12
Definitions 14
Abuse/Neglect Required Reporting 15
Asbestos 15
Athletics 16
Buses 17
Bus Conduct 18
Child Custody Issues 19
School Nutrition/Meals Information 19
Connect-Ed Outreach 21
Driver's Education and Driver's Eligibility 22
Emergency Information 22
Family Education Rights and Privacy Act 25
Fees 27
Field Trips 28
Garrett's Law 29
Grading System/Report Cards 31
Homebound Services 33
Homeless Students 33
Homeless Students Policy Code: 4125 34
Illness: When to Keep Students at Home 41
Immunizations 42
Medication Administration 45
Media and Instructional Technology 49
NC Graduation Requirements 50
Parent-Teacher Conferences and Parent Nights 51
Random Drug Testing 51
School Closings/Delays 51
School Insurance 52
Student Reassignment/Transfers 52
Technology: Acceptable Use 53
Textbooks/Supplies 57
Title I 57
Tobacco Free Schools 57
Visitors/Volunteers 58
Appropriate Use of Restraints (Administrative Procedures) 59
Plan for Addressing Challenging Behaviors 65

Alleghany County Student Code of Conduct Reference Guide

Section I: Student Code of Conduct 67
Section II: Student Disciplinary Records 68
Section III: Disciplinary Procedures 69

Type I Offenses

Physical Assault/Physical Harm 70
Written or Verbal Assault on School Employees and Other Adults 70
Written, Verbal and Violent Physical Assault on a Student 71
Narcotics, Alcohol, Controlled Substances, Drugs 71
Possession or Use of Weapons/Facsimiles of Weapons 73
Commission of Sexual Assault, Sexual Offense, or Rape 74
Taking Indecent Liberties with a Minor 74
Commission of Kidnapping 75
Robbery, Burglary, Breaking/Entering, Destroying Property 75
Communicating a Bomb Threat, Rioting, Disrupting School Activities 75
Fighting or Abetting a Fight Among Students on School Property 76
Violation of NC Criminal Statutes 76

Type II Offenses

Creating a Disturbance 77
Noncompliance with Directives and Disrespect of Authority 78
Intentional Destruction of School Property 79
Extortion 79
Gang Activity or Gang Related Activity 80
Possession of "Look Alike" Firearms, Weapons or Incendiary Devices 80
Hazing, Harassment, Bullying, Intimidation of a Student 81
Sexual, Racial, Gender, Status, or Disability Harassment 82
Inappropriate Sexual Conduct 83
Inappropriate or Unacceptable Computer/Electronic Device Usage 83

Type III Offenses

Skipping Class/In Unauthorized Areas 84
Skipping School/Leaving Campus Without Permission 84
Bus Misbehavior 85
Possession of Tobacco Products, Vapes or Related Items 86
Possession of Vapes, Vaping Devices or E-Cigs 86
Stealing/Theft or Damage to School or Personal Property 87
Disrespect or Aggressive Behavior to a Student 87
Gambling 87
Forgery and Defamation 88
Possession of Sexually Explicit Material 88
Using Profanity or Vulgar Language 89
Issues of Integrity 89
Inappropriate or Unacceptable Computer/Electronic Device Usage 90

Type IV Offense

Inappropriate Interpersonal Behavior 91
Inappropriate Behavior which impedes the Teaching Process 91
Littering/Loitering 91
Disruption of Class, Creating a Disturbance 91
Skateboarding/ Skating 91
Inappropriate or Unacceptable Computer/Electronic Device Usage 91
Dress Code 92
Dress Code Violations: Consequences 93

Type V Offenses

Minor Disruptions Not Defined in Prior Sections 94
Prohibition of the Use of Portable Electronic Devices (Elementary) 94
Electronic Device Use for 6-8 and High School Students 95

Section IV: Mandatory Reporting to Law Enforcement of Certain Offenses .. 96

Section V: Personal Searches 96
Use of Metal Detectors 97
Searches of Student Motor Vehicles 97
Use of Trained Dogs in Conducting Searches 97

Section VI: Attendance 98
Procedure for Recording Attendance 99
Early Dismissal 100
Extracurricular Activities 100
Prom Attendance Policy 101
Make-Up Work 101
Class Participation 101
Attendance Requirement for Receiving Credit 102
Excessive Absences 102
Appeal Process 103
Exam Exemptions 104

Section VII: Tardiness Guidelines 105
Tardiness Grades 6th – 12th 105
Tardy to Class Consequences 105

Section VIII: In-School Suspension Rules After Placement

Objectives of In-School Suspension 107
Procedures for Admission to In-School Suspension 107
Classroom Guidelines for In-School Suspension 107

Section IX: Appeals Process

Short-Term Suspension 108
Long-Term Suspension 108
365 Day Suspension/Expulsion 109
Procedures for Appellate Review Hearings by Board 110

Additional Policies, Procedures and Information

Alleghany High School Field Trip Eligibility Policy 111
School Calendar 2026 - 2027 113
Addressing Issues/Concerns Procedure 115
Addressing Athletic Concerns Procedure 117
North Carolina Parent's Bill of Rights 119

Alleghany County Schools

Mission Statement

Alleghany County Schools mission is to
Aspire to
Connect
Support and
Strengthen
All students

Visit Alleghany County Schools
Web Site at
http://www.alleghany.k12.nc.us

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CENTRAL OFFICE ADMINISTRATIVE STAFF

Melissa Weaver	Superintendent
Roy Putman	Associate Superintendent/Human Resources
James Johnston	Chief Financial Officer
Melissa Fitzgerald	Director of EC/Student Services/Federal Programs
Stacy Miller	Director of Testing/Accountability/ Public Information Officer
Kayla Lyall	Director of K-8 Curriculum/AIG Coordinator/LETRS
Dana Russell	CTE Director/CIMC and WBL Coordinator
Noel Richardson	Director of Transportation
Sandy Combs	Director of School Nutrition
Sid Carrier	Director of Facilities
Sharon Lyons	Director of NC Pre-K/Board Clerk/ Administrative Assistant to Superintendent

****

Non-Discriminatory Policy
Alleghany County
Schools

The Alleghany County School System does not discriminate in hiring or service delivery to any persons on the basis of race, color, religion, national origin, sex, age, handicap or disability in accordance with Title VII of the Civil Rights Act; Title IX of the Education Amendments of 1972, The Age Discrimination in Employment Act (ADEA); Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act (ADA). Persons having inquiries or grievances should contact Melissa Fitzgerald, Section 504 Coordinator, or Roy Putman, Associate Superintendent at the Board of Education Office, 85 Peachtree St, Sparta, NC 28675; 336-372-4345. Inquiries may be forwarded directly to the Office of Civil Rights, 101 Marietta Tower, Atlanta, Georgia, 30323, (404)221-2992.

Disclaimer

This handbook may serve as a reference on important issues. The handbook only highlights county policies. The administration reserves the right to change policies stated in this handbook. Students will be notified of the changes prior to their enforcement. Other Board policies that may affect each student in Alleghany County are included in the Board Policy Manual, which is available for viewing through the Alleghany County School's website.

School Directory

School	Principal	Assistant Principal	Telephone
Alleghany High School 404 Trojan Avenue Sparta, NC 28675	Mr. Travis Sturgill	Mrs. Misty McKnight	336-372-4554
Glade Creek Elementary 32 Glade Creek School Rd Ennice, NC 28623	Mrs. Heather Brannock		336-657-3388
Piney Creek Elementary 559 Piney Creek School Road Piney Creek, NC 28663	Mrs. Leigh Ann Dixon		336-359-2988
Sparta Elementary School 450 N. Main Street Sparta, NC 28675	Mr. Lance Murphy	Mr. Ronnie Pruitt Mrs. Beth Neal	336-372-8546

Introduction

The Student/Parent Handbook for the Alleghany County School System is designed to provide students, parents, guardians, school personnel and the public with a concise, comprehensive description of the policies, rules, regulations and expectations for the behavior of all students enrolled in the public schools of Alleghany County and to ensure that everyone mentioned above has been fully apprised of their respective rights and responsibilities. All students must comply with the rules, regulations, and policies governing behavior and conduct. Unless otherwise specified, the contents of this handbook shall apply to all students who are attending any public school in Alleghany County before, during and after school hours in any school building and on any school premises, or in any school-owned vehicle or in any other school- approved vehicle used to transport students to and from school or school activities, events or functions, or during any period of time when students are subject to the authority of school personnel, or at any other time or place where the student's conduct has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in schools.

The handbook also contains definitions of inappropriate student conduct and possible courses of action, which may be utilized by school officials to discipline students who behave improperly. Unless this handbook requires that certain punishments be given for misconduct, principals and teachers may use their discretion in deciding which disciplinary actions to employ. However, only principals/assistant principals have authority to suspend students or to assign students to in-school suspension. All mandatory disciplinary measures explicitly stated in this handbook apply to students enrolled in grades 6-12. Elementary school principals may use their discretion in disciplining students who violate the provisions of this handbook.

The Student/Parent Handbook is not intended to restrict in any way the authority of principals to make rules, not inconsistent with the contents of Board policies and this handbook, which they are authorized by law to make for the governance and operation of their respective schools, or with the authority of teachers to make such rules, not inconsistent with the contents of Board policies and this handbook, which they are authorized by law to make for their respective classes. Any student who refuses to comply with the reasonable rules, regulations or directives imposed by any principal, assistant principal, teacher, or authorized school employee shall be held in violation of the Alleghany County School System's policies, rules and regulations governing student conduct.

Cooperation between the home, the school, and the community is essential in order to ensure that all students attending Alleghany County Schools receive the full benefits of their education. Accordingly, all students, parents, guardians, school personnel, and concerned members of the public are strongly encouraged to be familiar with the entire contents of this handbook.

Statement of Rights & Responsibilities
Selected Definitions

**Throughout this handbook, the masculine pronouns he, his, himself, etc., are used in a neutral sense. The pronouns are meant to refer to both male and female.*

Student Responsibilities

Each student has the right to attend the public schools of Alleghany County. Each student is responsible for knowing and following all rules, regulations and policies that may affect him and for accepting the consequences for his actions. Students share with school officials the responsibility of maintaining order at school through compliance with all lawful directions of principals, teachers, substitute teachers, teachers' assistants, and other personnel authorized to give directions.

Each student shall receive information on where to access the Student/Parent Handbook at the beginning of each year and he, or his parents, shall sign an acknowledgment to that effect (see pg. 99).

Teacher and Teaching Assistant Responsibilities

Teachers are primarily responsible for discipline and instruction in their classroom and shall establish clear and consistent rules and regulations pertaining to the behavior of the students they teach. At the beginning of each school year, teachers shall review with students the school system's Student/Parent Handbook, the local school rules and regulations, and the teacher's individual classroom rules.

Each teacher and each assistant are responsible for having knowledge of all school system regulations and local school rules pertaining to student behavior. Each teacher and each assistant shall hold all students accountable for infractions of the school system or local school rules that are brought to his/her attention.

Principal Responsibilities

Each principal is responsible for establishing clear and consistent rules and regulations pertinent to the behavior of students enrolled in his school and for interpreting such regulations for parents and for the public. Such rules shall be developed with input from parents and teachers. Student participation in the development of such regulations should be encouraged in grades 6-8 and high schools. Local school rules shall not be inconsistent with the contents of Board policies and the Student/Parent Handbook.

At the beginning of each school year, each principal shall review with the faculty and staff the school system's Student/Parent Handbook and his school's rules and regulations concerning student behavior. Such rules and regulations shall be explained to students by faculty members on the students' first day of enrollment each year and shall be forwarded to parents during the first week thereafter.

The principal shall hold all students accountable for infractions of school system or local school rules. The principal shall investigate instances of alleged misconduct brought to his attention and endeavor, within reason, to hear every side of the controversy. The student shall be confronted with the allegations and be given an opportunity to present his version of the facts.

Parent Responsibilities

Parents have the responsibility to provide a home atmosphere that enhances the total development of the child. Parents should:

- ☐ Ensure that the student attends school regularly.
- ☐ Know the school system, local school policies, rules and regulations.
- ☐ Attend scheduled parent-teacher conferences.
- ☐ Support the school's disciplinary efforts.
- ☐ Contact school officials whenever the need arises.
- ☐ Sign the *Student/Parent Handbook Acknowledgment Form*

Parents and students in Alleghany County Schools have the right to know the professional qualifications of the classroom teachers who instruct their child. Federal law allows parents to ask for certain information about their child's classroom teachers, and requires the school system to give parents this information in a timely manner, when requested. Specifically, parents have the right to ask for the following information about each of their children's classroom teachers/teaching assistants:

- ☐ Whether North Carolina Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- ☐ Whether North Carolina Department of Public Instruction decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- ☐ The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- ☐ Whether any teachers' assistants or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Definitions

Alternative Learning Program - any program designed by the Board to serve students at risk of truancy, academic failure, behavior problems, and/or dropping out of school

Arson -the intentional burning or attempt to burn any building, structure, or property.

Assault - an offer to do physical violence to another without striking, as well as the infliction of blows or any offensive touching, without the consent of the person to whom the offer of violence is made or who receives the blows or offensive touching.

Assistant - the paraprofessional employed by the local Board of Education to assist the teacher.

Board - the Alleghany County Board of Education members.

Classroom - the location, whether on-site, in the field or virtual, over which school officials, primarily teachers, substitute teachers, and teaching assistants have supervisory responsibilities.

Explosive - a substance that, on ignition by heat, impact, friction, or detonation, undergoes very rapid decomposition. This includes substances such as dynamite, dynamite caps, gun powder, etc.

Expulsion - "permanent" prohibition of a student from entering the school or the school grounds (except for a prearranged conference with an administrator), attending any day or night school function, or riding a school vehicle.

In-School Suspension - the in-school suspension program is an alternative to out-of-school suspension. When placed in in-school suspension, the student is excluded from attending regular classes but not from attending school and is required to do assignments developed by his regular teachers.

Long-Term Suspension - any suspension for a definite period of time longer than ten (10) school days up to 365 days (See definition of suspension).

Parent - includes the natural parent, legal guardian or person serving in loco parentis having charge or control of any child in attendance at a school of the system.

Principal - the school principal, assistant principal, or any other school professional to whom the principal may officially delegate his authority.

Short-Term Suspension - any suspension for any period of time up to and including 10 days (See definition of suspension).

SRO - School Resource Officer

Substitute Teacher - any person who is approved according to local policy to take the place of the teacher during his absence.

Superintendent - the Superintendent of the Alleghany County Public Schools or his chosen representative.

Suspension - prohibition of a student from entering the school, or school grounds (except for a prearranged conference with an administrator), attending any day or night school function or riding a school vehicle.

Tardiness - arriving to class or school after the scheduled time for class or school to begin. A tardy is considered "unexcused" unless there is a valid reason for being late.

Teacher - person under contract or pending contract with the local board of education who is responsible for instruction.

Warning - to give advance notice of possible consequences for specific behavior.

Abuse/Neglect Required Reporting

According to state law, public school employees are required to report suspected cases of child abuse or neglect to the proper authorities.

Asbestos

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazards Emergency Response Act (AHERA), Alleghany County Schools has conducted inspections in each of our school buildings for the purpose of identifying building materials containing asbestos. The required inspections were initially conducted during the first semester of the 1988 school year. In accordance with state and federal law, the inspection findings and resulting Asbestos Management Plans have been on file in each school's administrative office since that time. We are required to send notification to all parents, students, and employees at the time of each new inspection.

The EPA requires school districts to perform periodic surveillances of asbestos materials every six months. **No significant changes in the asbestos materials were noted during the 2015-2016 school year.**

The EPA requires school districts to have asbestos materials re-inspected by an accredited asbestos inspector or management planner every three years. The management planner then reviews the results of the re-inspection and recommends actions we should take to safely manage each of the identified asbestos materials in our buildings.

Our last re-inspection was conducted in 2025. All asbestos materials were found to be in satisfactory condition and we plan to continue to manage them in place, as recommended by the accredited management planner. Our next re-inspection is scheduled for June 2028.

The results of the periodic surveillances and re-inspections are on file in the Central Office. Everyone is welcome to view these anytime during normal school hours (Monday - Friday, 8:00 a.m. - 4:00 p.m.) The Maintenance Director is available to answer any questions you may have about asbestos in our buildings. The Director of Facilities can be contacted by calling (336) 372-4345.

Athletics

The Alleghany County School System has a comprehensive athletic program for students. The high schools are members of the North Carolina High School Athletic Association (NCHSAA) and grades 7-8 are members of the Foothills Athletic Conference.

The athletic program is an extension of the school, and the coach is the school representative in charge of the sports activity. Players are expected to treat the coach as a teacher and as a person of authority. An athlete is a leader in the school and must accept the responsibility of good citizenship at school. The Board of Education and the appropriate school authorities reserve the right to remove any student from an athletic team who does not exhibit proper discipline in school or on the field. The NCHSAA Handbook states that any player ejected from a *football game* shall be reprimanded and suspended for the next two games at "any level of play" (varsity, junior varsity, or grades 7-8). For *all other sports,* the player shall be reprimanded and suspended for the next four games at "any level of play". If a player is ejected for a second time *in any sport* the player shall be suspended from all sports for the remainder of the year.

1. High School Eligibility Requirements

According to the North Carolina High School Athletic Association (NCHSAA), a student must: (1) have satisfactory conduct, (2) have passed at least three subjects the previous semester, (3) be present at school the day of the game in order to play in that contest, unless excused by the principal, (4) have the signed consent of his parents on file in the principal's office, (5) have a current physical examination by a doctor stating he is in good physical health, and (6) meet local promotion standards in order to be eligible to represent a school in athletic contests. All athletes and participants listed on the NCHSAA eligibility list must use county school transportation to go to and from athletic events unless they are released to the parent or guardian with a signed release. In order to be eligible for athletic participation, students must have been in daily attendance 85% of the previous semester. In regards to athletic eligibility, daily absences cannot be made up under any circumstances, even if the student attends Saturday classes, extra help sessions, summer school, and/or any other means to make up academic work.

2. Grades 6-8 Eligibility Requirements

A student must (1) have satisfactory conduct, (2) have passed all but one less course than the number of required core courses the previous semester, (3) be present at school the day of the game in order to play in that contest, unless excused by the principal, (4) have the signed consent of his parents on file in the principal's office, (5) have a current physical examination by a doctor stating he is in good physical health, and (6) meet local promotion standards in order to be eligible to represent a school in athletic contests. All athletes and participants must be listed on an official eligibility list and must use county school transportation to go to and from athletic events unless they are released to the parent or guardian with a signed release.

****If a student with disabilities is receiving special services in the classroom setting, progress toward achieving his/her IEP goal must be evident in order for the student to participate in inter-scholastic athletics. Consequences for not attaining IEP goals may include: a nine-week probation from the sport or complete ineligibility. ****

3. School Insurance

Optional school insurance will be offered at the beginning of each school year. Payments need to be mailed directly to the insurance company, to the school.

Buses

The school system's policy on school bus scheduling and routing is available for review in the Superintendent's office. In general, the policy provides as follows:

- ☐ School buses will operate to and from school based on approved school bus routes, and no variation will be made without prior approval. The Superintendent will require routes to be established and pupils assigned to ride buses which travel the established routes.
- ☐ No person other than assigned students or authorized employees may board or ride school buses.
- ☐ Buses will be routed so that they pass within one mile of the residence of each pupil who resides more than one-and-one-half miles from the school to which he/she is assigned.
- ☐ Bus routes will be planned in a manner designed to conserve fuel and use buses efficiently.
- ☐ With few exceptions, school buses will be routed on state maintained primary roads only and not on private roads. Bus service into housing developments will be limited to the main road into the development and not side roads or cul-de-sac streets within the development. The local board of education will not be responsible for damage to the roadway.
- ☐ Unless safety or other conditions make it inadvisable to do so, buses will not deviate from a general path of direction for a distance of less than one-half mile and then return to the original path except for
    - groups of 10 or more pupils;
    - unescorted pupils in grades pre-kindergarten through three; and
    - pupils with special needs as defined by an Individual Education Program (IEP).
- ☐ Special routing of school buses will be arranged to provide appropriate transportation for exceptional children.
- ☐ Unless safety or other conditions make it inadvisable to do so, bus stops will not be closer together than .2 (2/10s) of a mile (one city block).
- ☐ Parents and guardians of students assigned to school bus routes will be informed of the scheduled school bus arrival time and are responsible for making sure that students are at the school bus stop prior to that arrival time

Bus Conduct

Bus transportation is provided for many Alleghany County students. This service exists not only for the elementary, grades 7-8, and high school-aged youth to and from school, but also is available for instructional field trips, athletic trips, and special after-school activities. In addition, school buses transport children from their base schools to other locations where particular educational programs are available. As a result, the county's buses travel over 275,000 miles annually in service to the youth of Alleghany County.

Of foremost importance is the realization that riding the bus, for whatever purpose, is a privilege. Should that privilege be abused, it may be revoked for a specified period of time or permanently. The safety and well-being of the driver and passengers cannot be jeopardized for any reason. Those few who do not subscribe to the rules governing behavior on the bus will not ride the bus.

The driver of the bus is responsible for the safe operation of the vehicle, and the driver's attention should not be distracted, particularly when the bus is in operation. Authority to maintain order and the resultant safe environment rests with the driver, and this represents an awesome task. When the driver requires assistance to resolve a potentially harmful or negative situation on the bus, the principal(s) of the school(s) served by the driver is/are charged with the obligation of rendering assistance. Proper behavior is required at bus stops to ensure that the property rights of others, residential or otherwise, are respected. The following acts are prohibited and considered a Type 3 discipline offense in the Student Code of Conduct

- Failure to sit in assigned seat or move around on bus in route.
- Delaying the bus schedule.
- Fighting, smoking, or refusing to obey instructions.
- Using profanity toward the bus driver or other students.
- Tampering with the bus.
- Refusing to meet the bus at designated stops.
- Unauthorized leaving of the bus when in route.
- Distracting the driver's attention while the bus is in operation by playing, throwing trash, paper or other objects, or otherwise failing to observe established safety rules and regulations.
- Violating any other rule contained in the student handbook while on the bus.
- Riding a bus to which, the student is not assigned.
- Entering a public-school bus or public-school activity bus after being forbidden to do so by the authorized school bus driver in charge thereof, or the school principal to whom the public-school bus or public-school activity bus is assigned.
- Unlawfully and willfully stopping, impeding, delaying, or detaining any public-school bus or public-school activity bus being operated for public school purposes.
- Use of a cell phone by elementary school students while on the public-school bus.

Child Custody Issues

If there are court papers regarding the custody of a child or children, please see that the school's office has an official and current copy on file. Many parents verbally notify the school of issues, but it is important to remember that school personnel must have official documentation to support decisions that sometimes have to be made. It is also good practice to notify the principal of any concerns regarding difficult domestic affairs.

School Nutrition /Charge Policy

Policy

Due to reporting requirements, the School Nutrition Program cannot incur a loss due to charges of food and beverages by students. Customers may, however, pay for meals in advance or temporarily charge a meal from the main line. Parents will be responsible for payment of the charge to the school. Furthermore, Federal policy prohibits the withholding of meals from a student as a form of discipline.

Procedure

- Pre-paid meal plan is encouraged. Efforts should be made by the school system and the individual schools to encourage students and parents to participate in the pre-paid meal plan as an alternative to the purchasing of meals on a daily basis in order to reduce the incidence of students forgetting or losing their meal money. As all school cafeterias possess computerized point of sale/cash register systems, it is recommended that parents be informed by the school that meals can be paid for in advance and maintained in their student's account so as to minimize the possibility that the student may be without meal money on any given day. The computerized system will maintain a record of all monies deposited and spent for each student. A copy of this report will be available to parents upon request.

- Alleghany County students will not be deprived of a meal nor be served a differentiated meal (i.e. peanut butter/jelly or cheese sandwich) due to forgotten or lost meal money. Students who forget to bring or have lost their lunch money will be allowed to charge the purchase of food and beverages on the main line in the cafeteria. Students will only be allowed to charge a reimbursable meal on the main line. Students will not be allowed to charge A La Carte items (except for milk).

- All food and beverage charges are due to be paid within seven days. Each week, reminders of charges and amount owed will be sent home in book bags, and Connect–ED will be used to notify parents of charges.

- If a student is without meal money on a consistent basis, the principal is encouraged to investigate the situation more closely, including contacting the parent/guardian to bring money to the school and/or encouraging the parent/guardian to apply for free or reduced-price meals. The school principal reserves the right to withhold report cards and /or class schedules pending payment of charges. The school principal also reserves the right to restrict participation in selected extracurricular activities until charges are cleared.

- Federal law prohibits the charging of adult meals.

- ☐ The School Nutrition Program of Alleghany County Public Schools is dedicated to meeting the needs of all students. Students with medical dietary needs must complete a dietary medical statement form and return it to the cafeteria manager. This form can be found on the Alleghany County Schools website in the section on School Nutrition.

- ☐ Alleghany County Schools will comply with all Federal, State and Local law and policy regarding the sale of competitive foods.

School Meal Prices

Breakfast Breakfast will be provided to all students free of charge.

Lunch Lunch will be provided to all students free of charge.

Adult meals and additional items available A La Carte prices.

Every student has a choice of menu items. In addition to the meal, other items may be purchased. These include any menu selection, salads, juice, bottled water, snacks, and selected dessert items. Prices vary according to the item purchased. Extra items cannot be charged. Each meal served in the school meals program is designed to provide adequate calories, nutrients and dietary fiber while reducing or limiting saturated fat and cholesterol. Each breakfast provides 1/4 of the Recommended Dietary Allowances (RDA) for key nutrients. Each lunch provides 1/3 of the (RDA) for key nutrients

Food Brought from Outside the School

Individuals are not permitted to bring outside branded items or fast food into the cafeteria. Additionally, soft drinks are not allowed.

Pre-Payment Option

Alleghany County Schools offers a debit system for your convenience. You may pay for lunch by the day or place money on the account for the week, month or longer. Cash, checks and money orders are acceptable forms of payment. When sending money with elementary students it is a good practice to place your payment in an envelope marked “lunch money” and with your student’s name on it. Money on your student’s account is kept until it is used and will carry over from one grade level to the next, even if the student is advancing to high school. Each student is assigned an identification number that is unique so that each account is confidential.

Free and Reduced Meals

For the 2026 - 2027 SY all students will be provided breakfast and lunch free of charge.

On-line Pre-Payment Option

Alleghany County Schools provides availability to an on-line account management service for school meals, *LinqConnect.com*. This secure site allows parents the option to pay on-line and to monitor a student's account. *LinqConnect.com* is an easy, secure and convenient way to pay for lunch. To verify your student's identification and get started please call 336-372-4345 and ask for the School Nutrition Department. For more information go to https://linqconnect.com or visit our Alleghany County Schools web-site at www.alleghany.k12.nc.us and click on School Nutrition.

Connect-Ed Outreach Information

Alleghany County Schools believes in keeping parents/guardians informed in a timely manner through a telephone messaging service. Connect-Ed is a communication tool that allows schools to send attendance, emergency, and community outreach messages.

Attendance calls can be made due to a student being absent or tardy from school. The majority of calls are considered outreach messages. Outreach messages will dial the primary number and a second additional number simultaneously. The second additional number can be completed in a situation of divorced parents or a joint custody situation where a student may live with each parent part of the time.

An emergency call is made when notification is needed to inform parents/guardians quickly. Emergency calls will be placed if inclement weather may force schools to close early or if any type of emergency occurs that may justify placing an emergency call. When an emergency call is placed, all phone numbers provided will be called at the same time.

If personal information should change during the school year, it is parental responsibility to notify the school office. ***If the change of information is not provided to the school, please understand that information concerning school closings, events, etc. may not be received.***

Driver Education and Driver Eligibility

The Alleghany County Schools provides driver education to all students at the expense of the school district except for the $65.00 fee charged to all students who elect to participate in driver education. The $65.00 fee will be charged per class attempt. If a student fails to complete or pass the course, and needs to retake the course, they will not be guaranteed the next class and will be shifted to the back of the enrollment list. High school students with physical disabilities may need additional accommodations or services in order to participate in the behind-the-wheel component of driver education instruction, including specialized occupational therapy evaluations and specialized vehicle modifications. Specialized services will be provided as needed at no additional cost to students or parents. Alleghany County Schools' personnel will discuss with students and parents the evaluation and vehicle modification process, including the availability of both governmental and private sector options for facilitating this process. To obtain specific information regarding occupational therapy evaluations and specialized modifications contact the Department of Exceptional Children at (336) 372-4345.

Driver education is offered at Alleghany High School, live or virtually, and is scheduled before and after school hours and during the summer. No driver education classes are held during the school day. Eligible students must be at least 14.5 years of age and priority will be given based on age. The driver education program consists of 30 hours of classroom instruction and six hours of behind-the-wheel instruction. Check with the driver education instructor at the high school, 336-372-4554 for information about when classes are held.

Upon satisfactory completion of both the classroom and behind-the-wheel instruction, students receive a Driver Eligibility Certificate. Students who are between the ages of 15 and 18 must present the Driver Eligibility Certificate to the NC Division of Motor Vehicles in order to obtain a learner's permit.

Because North Carolina believes safe driving requires a combination of instruction in driving and experience, driving privileges are granted first on a limited basis and then expanded under the following graduated system:

Limited Learner's Permit

Students who are at least 15 years of age but less than 18 years of age may obtain a limited learner's permit after passing a driver education course, obtaining the Driver Eligibility Certificate, and passing the written test administered by the NC division of Motor Vehicles. The limited permit allows the holder to drive between the hours of 5:00 a.m. and 9:00 p.m. for the first six months after the permit is issued. The student's parent or guardian must be seated beside the permit holder while the vehicle is in motion.

Limited Provisional License

Once the student is 16 years of age but less than 18 years of age, he may obtain a limited provisional license if he meets the following conditions:

- ☐ Has held a limited learner's permit for at least 12 months;
- ☐ Has not been convicted of a motor vehicle moving violation or seat belt infraction during the preceding six months;
- ☐ Passes a road test administered by the Division of Motor Vehicles;
- ☐ Has a Driver Eligibility Certificate or a high school diploma or its equivalent;

Full Provisional License

A student who is at least 16 years of age but less than 18 years of age may obtain a full provisional license once he has held the limited provisional license for at least six months so long as the person has not been convicted of a motor vehicle moving violation or seat belt infraction during the preceding six months and has a Driver Eligibility Certificate or a high school diploma or its equivalent.

In addition, under North Carolina law, **in order to be eligible to obtain and maintain driver eligibility, students must be currently enrolled in school and "making progress toward obtaining a high school diploma," which is defined as passing at least 70% of the maximum possible courses each semester and meet promotion standards established by the LEA. Passing 70% of the maximum possible courses in Alleghany County high schools means students must pass three out of the four courses they are taking each semester and meet local promotion standards.**

High schools are required by law to notify the Department of Motor Vehicles at the end of each semester of any students who have failed to "make progress toward obtaining a high school diploma" by failing to pass 70% of the maximum possible courses in a semester, failing to meet local promotion standards, or if they drop out of school.

Lose Control, Lose License NCGS § 20-11(n) (1)

In addition, under North Carolina law, **in order to be eligible to obtain and maintain driver eligibility, a student may not have a**n expulsion, a suspension for more than 10 consecutive days, or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following behaviors:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The bringing, possession, or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other school personnel on school property.
  See: **NCGS § 20- 11(n) (1)**

Emergency Information

Parents are required to complete a *Student Information Form* for their student. This form covers emergency information, which must be kept up-to-date at all times. Items on this form include:

1. Name of parent or legal guardian
2. Complete up-to-date address
3. Home phone and work phone numbers
4. Mobile numbers
5. Email addresses
6. Physician's name and number
7. Medical alert information
8. Custody information
9. Social security number

Please notify the school immediately if any of the information on your child's "Student Information Form" changes.

Family Educational Rights and Privacy Act (FERPA): Release of Student Information Alleghany County Policy 4700

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.
Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing in accordance with the *Parent and Student Grievance Procedure*, *Policy 4010*. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Disclosure of Directory Information and Right to Object. See Policy 4700

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, photograph or video image, participation in officially recognized sports and activities; weight and height of members of athletic teams, degrees, honors and awards, and dates of attendance. Examples of the use of directory information include the following: honor rolls, club rosters, graduation programs, athletic team programs, school newspapers, and school yearbooks.

Within thirty days of the distribution date of this handbook, parents and eligible students may request in writing to the principal that the school not disclose directory information about them. In addition, parents and eligible students may at any time object to the disclosure of any or all directory information by notifying the school in writing of their objection. Parents or eligible students also may restrict the release of any or all directory information by notifying the school in writing that the information may not be released without their prior written consent. Schools may notify parents of their FERPA Rights by use of a special letter, inclusion in a PTA bulletin, student handbook, or newspaper article.

(The following section applies to High School Students Only)

Under the "Every Student Succeeds Act (ESSA)", all public schools receiving federal assistance must provide, on a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described above not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request. The request should be made within thirty (30) days of the distribution date of this Handbook, in writing, to the principal of the student's school.

Each local educational agency receiving assistance must provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

Fees for Students

The Board recognizes that some courses and programs cost more to operate than others and cannot be fully supported by standard instructional funds. Each year, the Board approves a schedule of fees for those courses. No other fees are to be collected without Board approval. Instructional fees collected from students are to be used only to support the program for which they are collected. See your student's school if you need fee waiver information for school fees.

SCHOOL FEES

K-5 Students

Instructional Fee per year- $15.00

6-8 Students

Instructional / Technology Fee - $30.00

Alleghany High School

Technology Fee - $30.00

Instructional Fee per Semester - $25.00

Parking fee for eligible high school students - $25.00 per year

Driver's Education Fee - $65.00

Senior Fee - $30.00 – Diploma cover, diploma, graduation ceremony expenses

Field Trips

Field trips are designed to support and enhance the academic curriculum. Teachers will notify parents of field trips that are planned, and parents will need to sign a permission form for their child. The cost of field trips will be kept as low as possible. Parents wishing to transport their child back from the field trip must fill out a "Private Transportation Form" prior to the trip and have it approved by the principal. Only parents, grandparents, or guardians are allowed to transport students from field trips. Under extenuating circumstances, with prior written approval from the school principal, the school principal may approve for a child to ride with a responsible adult other than parents, grandparents, or guardians. All students must ride school-owned or school-approved vehicles to the field trip site.

Alleghany High School Field Trip Eligibility Policy

Purpose

The purpose of this policy is to ensure that participation in school-sponsored field trips is a privilege earned through responsible behavior and consistent attendance. Field trips are intended to extend learning beyond the classroom, and students are expected to demonstrate academic responsibility and good citizenship to represent Alleghany High School positively.

Policy Statement

To be eligible to participate in any school-sponsored field trip, a student must meet the following criteria:

1. **Attendance Requirement:**
    - The student must have **no more than eight (8) unexcused absences** in the current semester in any class.
2. **Behavior Requirement:**
    - The student must have **no more than two (2) minor disciplinary incidents** during the current semester.
    - **No office referrals** during the current semester.
    - The student must have **no out-of-school suspensions** during the current semester.
3. **Administrative Discretion:**
    - The principal or designee reserves the right to review individual cases and make final determinations regarding eligibility.
    - Exceptions may be considered for extenuating circumstances (e.g., verified medical issues or family emergencies).
4. **Teacher Approval:**
    - Teachers may also deny participation based on academic performance, incomplete assignments, or other concerns. Students must be passing the course when permission is granted.

* Students participating in school-sponsored clubs or other organizations in which students are competing in events (Envirothon, FFA, SkillsUSA, Battle of the Books, etc.) will be exempt from the field trip policy while representing the school in those activities. Those students are still expected to complete any missing assignments or coursework in accordance with teacher expectations.

Garrett's Law

Senate Bill 444, often referred to as Garrett's Law, mandates that parents and guardians be provided with information about meningococcal meningitis, influenza, Human Papillomavirus (HPV), and their vaccines.

Meningococcal meningitis is a form of bacterial meningitis. The bacterial infection can cause severe swelling or fluid around the brain and spinal cord or a serious blood infection. The disease can be spread through coughing, sneezing, kissing, or sharing items like a drinking glass or utensils. A safe and effective vaccine is available to protect against four of the five most common types of meningitis. This vaccine protects for approximately three to five years.

Influenza, commonly called "the flu", is a respiratory illness caused by influenza viruses and can be easily spread to others. Symptoms include fever, headache, tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are more common among children than adults. The following steps may help prevent the spread of respiratory illnesses like the flu.
People should avoid close contact with people who are sick; stay home when you are sick; cover your mouth and nose with a tissue when coughing or sneezing; wash your hands to protect you from germs; and avoid touching your eyes, nose, or mouth.

Human Papillomavirus (HPV) is a disease that is transmitted by skin to skin contact. HPV may lead to cervical cancer. The Centers for Disease Control encourages females from 5th to 12th grades to get the vaccine to prevent the contraction of HPV. If you would like information about this and other vaccines, you may go to www.immunizenc.com, www.cdc.gov/std/hpv, or www.cdc.gov/vaccines/. You may also contact the Centers for Disease Control information line at 1-800-232-4636 or you can contact the Alleghany County Health Department at (336) 593-2402.

You may also visit the Alleghany County Schools website at http://www.alleghany.k12.nc.us/ for downloadable copies of pamphlets that contain information about preventing the flu, meningitis, and human papillomavirus (HPV). If you are viewing an electronic version of this handbook you may click on http://www.Alleghany.k12.nc.us/pdf/flu.pdf, http://www.Alleghany.k12.nc.us/pdf/meningitis.pdf, or http://www.Alleghany.k12.nc.us/pdf/hpv.pdf for more information.

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Grading System—Report Cards

Elementary School Report Cards/Grading System

There are four nine-week grading periods. Report cards (or assessments) go out at the end of the nine weeks. Progress Reports go out every 4 ½ weeks.

Student progress in grades K-2 is assessed using the following codes:

3 - Consistent performance on grade level
2 - Inconsistent performance on grade
1 - Below grade level performance

Student progress in grades 3-5 is assessed using the following:

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = below 60

Grades 6-8

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = below 60

High School

Official report cards of student progress will be distributed at the end each semester. Informal reports of student progress will be reported at the mid-point of each quarter. Students and parents should consult the district calendar or individual school calendar for dates when report cards and progress reports are scheduled to be released.

Grade points represent a numerical value (0-100) for all grades received on all courses taken in grades 9-12. No differentiation is made in the value of a grade earned in courses at various curriculum levels. Grade points provide an equal reward for achievement at all levels of the curriculum. At those grade levels where letter grades based on numerical averages are used for reporting purposes, the following grading scale will be in effect:

High School Grading Scale

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = below 60

*Student work that is turned in after the due date will receive a 7% deduction per day for up to seven school days. Work will be accepted after the seven school days with a maximum grade of 50. Late work will become a zero if not submitted within fourteen school days of the date that the work is due.

Exceptions will be determined on a case by case basis based on the reason for the late work, such as an illness, surgery or medical issue, death in the family, etc.

Weighting Scale

According to State Education Board Policy Number GCS-L-004, the weighing of courses for freshmen entering 9th grade for the first time in 2015-2016 school year will change. The change affects the weighting for Honors, Advanced Placement, and International Baccalaureate courses.

Course Type	**Weighting Scale**
Honors Course	One-half (.5) quality point
Advanced Placement and International Baccalaureate Courses	One (1) quality point
Community College and Four-Year University and College Courses	One (1) quality point (No change from current weighting scale)

**If a student with disabilities is mainstreamed into regular classes and is being graded on the same academic standards as a student without disabilities, the above standards apply, unless the student has been granted a waiver.

Homebound Services

Homebound Services provide **temporary** instructional services in private homes (or public locations), or remotely, for students who are referred from appropriate school system sources. A highly qualified teacher instructs students for a **very limited amount of time** each week. Homebound instruction can never replace classroom learning. It is essential that students return to school as soon as possible.

A student is medically eligible for homebound services if the absence from school is anticipated to be a minimum of four consecutive weeks. Extending homebound services beyond six weeks (or anticipated date of return) may require a physician's reassessment (at the cost of the parent/guardian) of the student's medical condition with written recommendations sent to the Homebound Coordinator.

In order for a student to be considered for Homebound Services, documentation of a serious medical condition that prevents the student from attending school must be provided. Parents may obtain the appropriate Homebound referral paperwork from the guidance office:

--A Physician's Referral for Medical Conditions
--A Psychiatrist's Referral for Mental Health Conditions
--An OB/GYN Referral for Pregnancies

Parents return completed referral paperwork to the guidance office and school-based committee will determine appropriateness of Homebound Services. Final approval will be determined by the Homebound Coordinator at the Central Office.

If approved, parents are responsible for having an adult chaperone present during all instructional sessions. In addition, explanation of services and parental responsibilities must be strictly followed.

Homeless Students

In accordance with Every Student Succeeds Act (ESSA), any homeless student, as defined by federal law, will be enrolled without delay in the school to which he or she presents himself or herself for enrollment. A homeless student will be enrolled even if he or she does not have proof of residency, birth certificate, immunization or other medical records, school records, or other documents normally required for enrollment, and even if he or she is not accompanied by a parent, guardian, or other adult. Once a homeless student is enrolled, the district liaison for homeless students will provide assistance in obtaining the necessary records.

A student who becomes homeless during the school year will be allowed to remain in the school he or she attended prior to becoming homeless or the school he or she was enrolled in last, even if the student resides outside the school's attendance area. A homeless student may finish the school year in his or her school of choice even if he or she subsequently loses homeless status.

The district liaison for homeless students will resolve any questions or disagreements about the eligibility of a homeless student to attend a particular school; the homeless student will be allowed to attend his or her school of choice until the issue has been resolved.

HOMELESS STUDENTS

Policy Code: **4125**

As required by the North Carolina Constitution and North Carolina law, the board of education is committed to providing a free public-school education to all children who are legally entitled to enroll in the school system. In accordance with the McKinney-Vento Homeless Assistance Act and the North Carolina State Plan for Educating Homeless Children, the board will make reasonable efforts to identify homeless children and youth of school age located within the area served by the school system, encourage their enrollment, and eliminate barriers to their receiving an education that may exist in school system policies or practices. Based on individual need, homeless students will be provided services available to all students, such as preschool, free or reduced-price school meals, services for English learners, special education, career and technical education (CTE), academically or intellectually gifted (AIG) services, and before- and after-school care.

The provisions of this policy will supersede any and all conflicting provisions in board policies that address the areas discussed in this policy.

A. DEFINITION OF HOMELESS STUDENTS

Homeless students are children and youth who lack a fixed, regular, and adequate nighttime residence. The term "homeless student" will also be deemed to include the term "unaccompanied youth," which includes a youth who is not in the physical custody of a parent or guardian. Homeless children and youth include those students who are as follows:

1. sharing the house of other persons due to loss of housing, economic hardship, or a similar reason;

2. living in motels, hotels, transient trailer parks, or camping grounds due to the lack of alternative adequate accommodations;

3. living in emergency or transitional shelters;

4. abandoned in hospitals;

5. living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;

6. living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or

7. living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular, and adequate nighttime residence

B. ENROLLMENT, ASSIGNMENT, AND TRANSPORTATION OF HOMELESS STUDENTS

1. Enrollment

   a. Eligibility

      Notwithstanding the enrollment eligibility requirements established by the board elsewhere in policy, school personnel shall immediately enroll homeless students even if they do not have proof of residency, school and immunization records, birth certificates, or other documents; have missed application or enrollment deadlines during a period of homelessness; have outstanding fees; or are not accompanied by an adult. The homeless liaison shall assist the students and parents or guardians in securing appropriate records or otherwise meeting enrollment requirements.

b. Records

Homeless students transferring into the school system may provide cumulative and other records directly to school system personnel. The superintendent or designee shall not require that such records be forwarded from another school system before the student may enroll. However, school personnel shall immediately request the official records from the previous school.

Information regarding a child or youth's homeless situation must be treated as a student record and protected accordingly. See policy 4700, Student Records.

2. Assignment

A homeless student (or the student's parent or guardian) may request to attend (1) his or her school of origin or (2) any public school that other students living in the same attendance area are eligible to attend. The school of origin is defined as the school the student attended before losing permanent housing or the school in which the student was last enrolled, including a preschool. When a student completes the final grade, level served by the school of origin, the school of origin includes the designated receiving school at the next grade level for all feeder schools. Unless not in the student's best interest, a homeless student who continues attending the school of origin will remain enrolled in the school of origin for the entire time the student is homeless and until the end of any academic year in which the student moves into permanent housing.

The superintendent shall designate the director of student assignment or other appropriate personnel to decide, in consultation with the homeless liaison, which school a homeless student will attend. The decision must be based upon consideration of student-centered factors related to the student's best interest, including factors concerning the impact of mobility on achievement, education, health, and safety of homeless students, giving priority to the request of the student's parent or guardian or the unaccompanied youth. The superintendent's designee must presume that keeping the student in the school of origin is in the student's best interest unless contradicted by the student's parent or guardian or the unaccompanied youth.

If the superintendent's designee determines that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian or unaccompanied youth, he or she must provide a written explanation of the reasons for the determination to the parent or guardian or unaccompanied youth, along with information regarding the right to appeal the placement decision as described in Section D, below.

3. Transportation

The board of education will provide homeless students with transportation services comparable to those of other students. In addition, at the parent or guardian's request (or at the request of the homeless liaison for unaccompanied youth), the board will provide transportation services to/from the school of origin. The superintendent or designee and the homeless liaison shall coordinate homeless students' transportation needs, based on the child's best interest. In situations in which a student attends school in this system but his or her temporary housing is in another system (or vice versa), the superintendent or designee shall work with the other system to share the cost and/or responsibility for transportation. If an agreement cannot be reached between the systems, the cost of such transportation will be divided evenly.

If a homeless student becomes permanently housed and chooses to remain in his or her school of origin, the board will provide transportation to the student for the remainder of the school year.

C. ELIGIBILITY FOR TITLE I SERVICES

Homeless students are automatically eligible for Title I services. The homeless liaison and the Title I director shall collaborate to identify the needs of homeless students.

D. DISPUTE RESOLUTION PROCESS

A parent, guardian, or unaccompanied youth who disagrees with a decision of school officials with regard to eligibility, school selection, or enrollment of a student who is homeless (hereinafter, referred to as a "complainant") may appeal the decision to the school system's homeless liaison in accordance with this section upon registering or attempting to register the child or youth at the school in which enrollment is sought.

Any employee who is aware that an unaccompanied youth or a parent or guardian of a homeless student is dissatisfied with a decision of school officials with regard to eligibility, school selection, or enrollment should immediately refer that individual to the school system's liaison for homeless students.

As used in this section, "school days" means days when students are scheduled to be in attendance.

1. Notice, Stay Put, and Informal Resolution

Upon learning of a complainant's disagreement with a decision of school officials, the homeless liaison shall take the following actions.

a. The homeless liaison shall arrange to have the student immediately admitted to the school in which enrollment is sought (either the school of origin or the school located in the attendance zone of the student's temporary residence) if enrollment is at issue. Once enrolled, the student must receive all services for which he or she is eligible and must be allowed to participate fully in school activities, pending resolution of the dispute.

b. Within one school day of learning of the complainant's disagreement, the homeless liaison shall provide the complainant a copy of the school system's uniform statement of rights and procedures that is written in a language, manner, and form the complainant can understand, to the extent the school system deems practicable. The written statement must include all of the following:

1) contact information, including telephone number, e-mail address, and physical address of the homeless liaison and of the State Coordinator for homeless education, with a brief description of their roles;

2) notice that, within two school days of the school's decision, the complainant has the right to notify the homeless liaison that the complainant intends to appeal the decision;

3) an explanation of the appeal procedure, including the timeline and process for making the initial appeal and for pursuing a subsequent appeal to the superintendent and board, as provided by this policy;

4) a complaint form that a complainant can understand, complete, and submit to the homeless liaison to initiate the dispute resolution process and to pursue any subsequent appeals to the superintendent and board;

5) notice that the board of education or a designated panel of the board will make the final decision on behalf of the school system;

6) notice of the right to appeal, or request an extension of time to appeal, the final decision of the school system to the State Coordinator within three school days of receipt of the final decision;

7) notice of the right to enroll immediately in the school located in the assignment area of the student's temporary residence or remain in the school of origin with transportation provided by the school system pending resolution of the dispute, if such transportation is requested by the parent, guardian, or homeless liaison on behalf of the youth;

8) notice that the right to enroll includes the right to fully participate in all school activities;

9) notice of the right to obtain assistance of advocates or attorneys; and

10) notice of the right to provide supporting written or oral documentation during the appeals process

c. The homeless liaison shall attempt to informally resolve the matter. Complainants are encouraged to attempt informal resolution through discussion with the homeless liaison when possible.

d. If informal resolution is unsuccessful, the homeless liaison shall inform the complainant of the right to appeal the matter by initiating the dispute resolution process provided in subsection D.2, below.

e. If the complaint initiates the dispute resolution process, the homeless liaison shall expedite the process so that a final decision in the dispute is reached within 15 school days or 30 calendar days, whichever is less.

2. Steps in the Dispute Resolution Process and Related Timelines

a. Homeless Liaison Review

i. If informal resolution of a complaint is unsuccessful, the complainant may initiate the dispute resolution process by making a formal appeal to the homeless liaison, either directly or through the principal of the school in which enrollment is sought. The appeal must be presented within five school days of the decision giving rise to the complaint unless the homeless liaison agrees to an extension of up to five additional school days for good cause.

ii. The appeal may be made orally or in writing on the designated complaint form. If the complainant makes an oral appeal, the homeless liaison shall complete the written complaint form on the complainant's behalf without delay.

iii. The complaint should include the date of the filing, a description of the disputed action pertaining to eligibility, school selection, or enrollment, the name of the person(s) involved, and a description of the relief requested. The complainant must be informed of the right to provide supporting written or oral documentation and to seek the assistance of an advocate or attorney.

iv. No more than two school days after the complainant initiates the dispute resolution process, the local liaison shall (1) inform the superintendent, other school officials participating in the dispute resolution process, and the State Coordinator of the dispute and (2) provide a written decision, including the reasons for the decision, to the complainant and the superintendent.

b. Appeal to the Superintendent of the Liaison's Decision

i. Within two school days of receiving the liaison's decision, the complainant may appeal the decision to the superintendent orally or in writing using the form designated for this purpose. Oral appeals must be made to the homeless liaison, who shall commit the appeal to writing on the designated form. The homeless liaison shall ensure that the superintendent receives copies of the written complaint and the response of the liaison.

ii. The superintendent or designee shall schedule a conference with the complainant to discuss the complaint.

iii. Within four school days of receiving the appeal, the superintendent or designee shall provide a written decision to the complainant including a statement of the reasons for the decision.

c. Appeal to the Board of the Superintendent's Decision

i. If the complainant is dissatisfied with the superintendent's decision, he or she may file an appeal with the board of education within two days.

ii. The appeal may be filed orally or in writing using the form designated for this purpose. Oral appeals must be made to the homeless liaison, who shall commit the appeal to writing on the designated form.

iii. The board or a panel of at least two board members acting on behalf of the board will render a decision on the appeal. The board or board panel will provide the complainant with a written decision within five school days of receiving the appeal. In unusual circumstances the board or board panel may extend this time but will avoid exceeding the lesser of (1) 15 school days from when the complaint was received or (2) 30 calendar days from when the complaint was received.

iv. The board or board panel's decision will constitute the final decision of the school system for purposes of the complaint's right to appeal to the State Coordinator.

v. If the matter under appeal is a school assignment, a board panel decision will be a recommendation that must be submitted to the full board for a final determination as required by state law and policy 4150, School Assignment. However, in order to ensure an expedited appeals process for students who are homeless, the recommendation of the board panel shall be considered the final decision of the board for purposes of appeal to the State Coordinator if a final determination by the full board reasonably cannot be accomplished by the deadline described in the previous paragraph.

vi. The written statement of the final decision will include the name and contact information of the State Coordinator for homeless education and will describe the appeal rights to the State Coordinator. If the matter under appeal is a school assignment and the appeal was

not heard by the full board, the written decision will also note that review of the matter by the full board as required by state law is pending.

d. Appeal to the State Coordinator of the Board's Decision

If the complainant is dissatisfied with the decision of the board or board panel, he or she may file an oral or written appeal with the State Coordinator for homeless education within three school days of receiving the board or panel's decision or within the period of any extension granted. The State Coordinator will issue a final decision on the complaint. The appeal must include:

i. the name of the complainant and, if available, his or her physical address, e-mail address, and telephone number;

ii. the relationship or connection of the person to the child in question;

iii. the name of the school system and the school in question;

iv. the federal requirement alleged to have been violated;

v. how the requirement is alleged to have been violated; and

vi. the relief the person is seeking

Within three school days following a request from the State Coordinator, the homeless liaison shall provide the record of complaint, a copy of the board or panel's decision, and any other documents necessary to complete the record.

E. HOMELESS LIAISON

The superintendent or designee shall appoint and train a school employee to serve as the homeless liaison. In addition to the duties specifically assigned elsewhere in this policy, the homeless liaison's duties shall include, but not be limited to, the following:

1. ensuring that school personnel identify homeless children and youth;

2. ensuring school/preschool enrollment of and opportunities for academic success for homeless children and youth;

3. ensuring that homeless families and children have access to and receive educational services for which they are eligible;

4. ensuring that homeless families and children receive referrals to healthcare, dental, mental health and substance abuse, housing, and other appropriate services;

5. informing parents or guardians and any unaccompanied youth of available transportation services and helping to coordinate such services;

6. ensuring that public notice of the educational rights of homeless students is disseminated in locations frequented by parents or guardians and unaccompanied youth;

7. informing parents or guardians of educational and related opportunities available to their children and ensuring that parents or guardians have meaningful opportunities to participate in their children's educations;

8. communicating the dispute resolution process to parents, guardians, and unaccompanied youth experiencing homelessness;

9. helping to mediate enrollment disputes, including ensuring that a homeless child or youth is enrolled immediately pending final resolution of the dispute;

10. developing a uniform written notice that explains to parents, guardians, and unaccompanied youth their rights and the process for appealing a decision of school officials, as required by subsection D.1.b of this policy. The notice must be written in a simple and understandable format and translated to other languages as needed and practicable;

11. ensuring that when parents, students, and unaccompanied youth initiate the dispute resolution process, all parties comply with the dispute resolution policy and that parents, students, and unaccompanied youth are provided with the information listed in subsection D.1.b of this policy;

12. informing unaccompanied youth of their status as independent students and assisting in verifying such status for the purposes of the Free Application for Federal Student Aid;

13. ensuring that school personnel providing services to homeless students receive professional development and other support;

14. working with school personnel, the student, parents or guardians, and/or other agencies to obtain critical enrollment records, including immunization and medical records, in a timely manner; and

15. working with the superintendent or designee to identify board policies or procedures that might serve as a barrier to enrollment of homeless students, including those related to immunization records, medical records, uniforms or dress codes, school fees, and school admission.

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, *et seq.*; *Non-Regulatory Guidance on Education for Homeless Children and Youths Program*, U.S. Department of Education (July 2016); G.S. 115C-366(a2), -369; 16 N.C.A.C. 6H .0114, .0115, .0116; State Board of Education Policy SPLN-000

Cross References: Immunization and Health Requirements for School Admission (policy 4110), Domicile or Residence Requirements (policy 4120), Discretionary Admission (policy 4130), School Assignment (policy 4150), Student Records (policy 4700)

Adopted: December 20, 2006

Revised: February 14, 2017, June 1, 2021

Illness: When to Keep/Send a Child Home

Deciding if a sick child can be sent to school, or if a sick child should be sent home from school can be a difficult task. The following student health guidelines will make decisions easier for both parents and school officials.

Students should be kept at home if, during the night or early morning, they have any of the following:

- Nausea/Vomiting (2 or more times)
- Diarrhea (2 or more loose watery stools)
- Any drainage from the ear
- Skin sores that are oozing or crusted with dry drainage
- Wheezing or croupy cough or cough with green sputum
- Any mysterious rash
- Fever (oral temperature of 100 degrees or greater)

Please telephone your child's doctor or clinic for advice about treatment. Some conditions will require a doctor's visit and prescription medication. The school may ask you to furnish proof of treatment. Follow the medical advice about safe return to school. Students are excluded from school in cases of communicable diseases. When a student is suspected of having one of the following communicable diseases/conditions, it is the parent's responsibility to take the child to the health department or family physician for verification and treatment before that student can return to school.

1. **Chicken Pox:** Student is excluded for at least 5 days after the rash appears or until all blisters have formed scabs.
2. **Measles:** Student is excluded until physician's approval is given and student is no longer contagious.
3. **Head Lice:** Student is excluded until one lice treatment is completed and proof of treatment is provided to the school.
4. **Scabies:** Student is excluded until one treatment with prescription medication for 12 to 24 hours is completed.
5. **Pink Eye:** Student is excluded if eyes are swollen, red, have yellow drainage and/or excessive itching and have had treatment.
6. **Impetigo:** Student is excluded if he has draining sores and until seen by physician and treated with prescription antibiotic for 24 hours.
7. **Strep Throat:** Student is excluded until treated with a prescription antibiotic for 24 hours or released by the physician.
8. **Strep or Staph Infections:** Student is excluded until treated with a prescription antibiotic for 24 hours or released by the physician. Area involved must be covered with a bandage if draining.
9. **COVID-19**

Chronic Conditions (Asthma, Seizures, Diabetes, Nosebleeds, Allergic Reactions)

Please inform your child's teacher or school nurse of any medical conditions your child has and any medications being taken (even if these are taken only at home).

Immunizations Required and Health Assessments

Pre-K/ Kindergarten

The Board requires all students to meet the eligibility requirements for school admission established by the state and the board, including immunization and health assessments.

Within thirty calendar days of their first enrollment date, all students, including pre-kindergarten students, must show evidence of immunization against tetanus, diphtheria, whooping cough, red measles, German measles (rubella), poliomyelitis, and such other immunizations as may be required by law. Such evidence must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of G.S. 130A-145(b). Pursuant to G.S. 130A-156 – Medical exemption - If a physician licensed to practice medicine in this State certifies that a required immunization is or may be detrimental to a person's health due to the presence of one of the contraindications adopted by the Commission, the person is not required to receive the specified immunization as long as the contraindication persists. A written statement of the bona fide religious beliefs and opposition to the immunization requirements, presenting a certificate of immunization is also acceptable under G.S. 130A-157 – Religious exemption.

Within thirty calendar days of their first enrollment date, all students in pre-kindergarten, kindergarten, and any student new to NC public schools must show evidence of a current health assessment as required by law.

Principals are required to refuse admittance to any child whose parent or guardian does not present a required health assessment or a medical certification of proper immunizations within the allotted time. Exception to the immunization requirement can be made for religious reasons and/or for medical reasons approved by a licensed physician.

Immunization Requirements for Entering Seventh Grade

Prior to the start of school, students entering the 7th grade during the school year are now required to receive a booster dose of TDAP (Tetanus, Diphtheria, and Pertussis) vaccine and Meningococcal (MCV) vaccine.

If it has been five years since your child received a tetanus-containing vaccine, he/she will need a dose of TDAP. If it has been less than five years, talk to your child's doctor about the need to receive a dose of TDAP.

You will need to present proof of vaccinations on or before the first day of your child's attendance in the 7th grade. If proof of vaccinations is not provided within 30 calendar days from the start of school, your child will be suspended from school until he/she provides proof of immunizations as required by law. Exception to the immunization requirement can be made for religious reasons and/or for medical reasons approved by a licensed physician.

Questions should be addressed to your health care provider, health department, or school nurse.

IMMUNIZATION REQUIREMENTS SCHOOL
NC Immunization Law – 10A NCAC 41A.0401

Pre-K
4 DTaP
3 Polio
4 ActHib or 3 Pedvax Hib (last dose must be on/after 1st DOB/not given after 5 yrs. of age) 1 Measles*
1 Mumps*
1 Rubella*
3 HepB (last dose should be on/after 6 months or 24 weeks of age)
1 Varicella OR history of disease documented by healthcare provider

K-1
4 or 5 DTP/DTaP (last dose must be on/after 4th DOB)
3, 4 or 5 Polio (last dose must be on/after 4th DOB and 6 months after previous dose)
2 Measles* (1st dose must be on/after 1st DOB, 2nd dose usually given between age 4-6 years, but must be at least 28 days after 1st dose)
2 Mumps* (required if entered school for 1st time after 7/1/2008) 1 Rubella*
3 HepB (last does should be on/after 6 months or 24 weeks of age)
2 Varicella OR history of disease documented by healthcare provider

2-6
4 or 5 DTP/DTaP** (last dose must be on/after 4th DOB) 4 Polio (3 doses are acceptable, if last is on/after 4th DOB)
2 Measles* (1st dose must be on/after 1st DOB, 2nd dose usually given between age 4-6 years, but must be at least 28 days after 1st dose)
2 Mumps* (required if entered school for 1st time after 7/1/2008) 1 Rubella*
3 HepB (last dose on/after 6 months or 24 weeks of age) 1 Varicella OR history of disease

7-12
4 or 5 DTP/DTaP** (last dose must be on/after 4th DOB) 1 Tdap
4 Polio (3 doses are acceptable, if last is on/after 4th DOB/not required if 18 yrs., or older)
2 Measles* (1st dose must be on/after 1st DOB, 2nd dose usually given between age 4-6 years, but must be at least 28 days after 1st dose)
1 Mumps*
1 Rubella*
3 HepB (last dose on/after 6 month or 24 weeks of age) 1 Varicella OR history of disease
1 Meningococcal on/after age 10 (entering 7th grade or age 12 by July 1, 2015)

*Will usually be listed as MMR on an immunization record.
**Td/Tdap will be given if student was <7 years of age when series started. Complete series of Td/Tdap is 3 doses (2nd does 28 days after 1st, 3rd dose 6 months after 2nd). Student with combination of DTaP and Td/Tdap must have total of 4 doses.

NOTE: NC State Law allows a 4-day "grace period" for all minimum intervals and ages. Doses **previously** administered 4 days or less before the required age/interval will be accepted; **doses administered more than 4 days prior to the minimum age/interval must be repeated.**

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Medication Administration

Although medications should be taken at home rather than at school whenever feasible, at times students may need to take medication during school hours. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine. The school district is not required to administer any medication that could be taken at home.

The administration of medication (including both prescription and non-prescription drugs) to students by school employees will be permitted according to the procedures outlined below and only upon the proper authorization by a physician and the student's parent or guardian.

Parent's/Guardian's Responsibilities

1. The parent/guardian must complete, sign and return to the school an "Alleghany County Schools Medication Form" (or its equivalent) to authorize administration of any prescription or non-prescription medication. A separate form must be completed for each medication. (Form is located on page 103 of this handbook.)
2. In order for students to self-administer emergency medications, including a prescribed asthma inhaler or epinephrine auto- injector on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events, the parent/guardian must provide the following to the school:

   a. An *Alleghany County Schools Medication Form, (*pg.103) completed by the student's parent or guardian and physician, for the student to possess and self-administer asthma medication and or anaphylactic medication/injections. This form will include a statement acknowledging that the board of education and its agents are not liable for injury arising from the students' possession and self-administering of these medications.

   b. A written statement from the student's health care practitioner verifying:
      - The student has asthma and/or an allergy that could result in anaphylactic reaction;
      - He/she prescribed medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and
      - The student understands, has been instructed in self-administration of the asthma medication, and has demonstrated the skill level necessary to use the medication and any accompanying device.

   c. A signed emergency action plan formulated by the prescribing health care practitioner for managing the student's asthma or anaphylaxis episodes and for medication use by the student.

   d. Any other documents or items necessary to comply with state and federal laws.
3. Diabetic students, under Senate Bill 911, requiring insulin injection, glucagon or other treatment options are allowed to carry such items but must provide required documentation from physician.
4. All prescription medications must be in original labeled prescription container that includes the student's name, the name of the medicine, unit dosage, and instructions for administration. If your child takes a medication that is given at home and school, please ask the pharmacist to divide medication into two labeled bottles, one for home and one for school. Medication in baggies will not be accepted.
5. All non-prescription, over-the-counter medicines must be in the original container and will be administered according to parent's/ guardian's instructions.

6. The medication form should be signed by the parent/guardian and the health care provider specifying the medication needs to be given on as needed basis. The medication form needs to specify the name of the medicine, the dosage, and the minimum intervals it can be given.
7. New, properly labeled containers must be provided whenever medication changes are made.
8. Parents/guardians must bring medications directly to the school and sign in the medication with the nurse or designated staff member. Any medications found in a student's possession with the exception of approved emergency meds, will be confiscated and the parent notified. If a hardship exists in getting medication to the school, parents may contact the principal or nurse for arrangements.
9. Medications must be removed from school premises when treatment has been completed. Parents/Guardians must collect remaining medication from the office. Parents are encouraged to send only the amount of medication needed to school. At the end of each school year, the school will dispose of all medications in its possession.
10. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property.
11. Students involved in after-school care at any school will not have access to medications located in the school office. Arrangements must be made with the child care provider for medication administration.

School's Responsibilities

1. Medicines must be kept in a secure, locked area.
2. Each school principal will designate at least two persons to be responsible for security and/or administration of medications.
3. Personnel administering medications should take care to ensure that the right medication is given to the right child in the right dosage at the right time and in the right method. Medication training will be provided annually to designated staff members who administer medications.
4. Students must take medications in the presence of the designated school personnel.
5. The school must maintain appropriate records of the administration of all medications to students: properly executed "Medication Forms", a log of medications received, a log of medications administered, and any reports of medication administration errors.
    a. Designated personnel must record in a medication log the date, time and amount given each time a medication is administered; the log should also reflect any time a medication is not administered as scheduled and the reason (absence, error, etc.). Each entry must be signed or initialed by the appropriate school personnel.
    b. If an error is made in the administration of any medication, the designated official should report the error to immediate supervisor and to the student's parent/guardian or physician as appropriate. A "Medication Administration Error Report" must be completed.
    c. At the end of each school year, all records related to medication (parental consent forms, medication logs, error reports) should be collected and filed according to the school year. Files should be kept in a central location and maintained at the school until ten years after the class has graduated.
    d. The school will provide appropriate safeguards to ensure the confidentiality of student medication / health records.

6. Students with asthma and/or subject to anaphylactic reactions will be allowed to possess and self-administer medication on school property (see Alleghany County School Board policy 6125). As used in this administrative procedure, "asthma medication" means a medicine prescribed for the treatment of asthma or anaphylactic reactions and includes a prescribed asthma inhaler or epinephrine auto-injector.

    a. The student's parent or guardian should provide to the school backup asthma medication and the school must keep this medication in a location to which the student has immediate access in the event of an emergency.
    b. All information provided to the school by the student's parent or guardian must be kept on file at the school in an easily accessible location. Any permission granted by the school for a student to possess and self-administer asthma medication or epinephrine auto-injector will be effective for the school system for 365 calendar days and must be renewed annually.
    c. A student who uses his/her prescribed asthma medication or Epi-pen in a manner other than as prescribed may be subject to disciplinary action pursuant to the school's disciplinary policy. A school may not impose disciplinary action that limits or restricts the student's immediate access to the medication.

7. Students will not be allowed to possess or to self-administer medications unless documented by the school nurse and the medication form signed by the parent/guardian and the health care provider specifying the medication needs. The medication form needs to specify the name of the medicine, the dosage, and the minimum intervals it can be given.
8. The only responsibility or liability that can be assumed by the school district or its personnel is to comply with the instructions provided by the student's parents, guardians, or physicians.
9. The school nurse will be responsible for monitoring implementation of this policy and for providing appropriate training to school personnel.
10. Students with special needs will be afforded all rights provided by federal and state law as enumerated in the Procedures Governing Programs and Services for Children with Special Needs. Students with disabilities also will be accorded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
11. Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

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Media and Instructional Technology

The Alleghany County School System has made the planning, implementation and support of technology a priority. Administrators, teachers and media coordinators are working diligently to integrate technology into the instructional program at all grade levels. In order to enable both students and teachers to meet the challenges of a global information society, the Alleghany County Board of Education, the Alleghany County Commissioners, community organizations, and the State of North Carolina continue to provide funding for technology. The school system has also received several federal technology grants that have increased the opportunity for targeted schools to utilize the newest technologies.

Students, teachers, administrators and staff are benefiting from the commitment to technology:

- All school facilities and administrative offices are wired and have high speed Internet access.
- All four schools have wireless capabilities.
- School system employees have access to an e-mail account.
- The ratio of the number of students per instructional computer is 1:1 in grades 6-12.
- The percentage of classrooms connected to the Internet is 100%.
- All schools and the School District Administrative office have a website.
- All of the core classrooms at the elementary and grades 6-8 have Smart Boards. All core classrooms at the high school level have Smart Boards or data projectors.
- Ongoing opportunities are provided for technology staff development that is designed to raise the competency level of teachers and administrators in integrating technology into the curriculum and in modeling the use of computers and related technologies.

Future-Ready Core Graduation Requirements

English—4 courses required

- English I or Honors English I
- English II or Honors English II
- English III or Honors English III or English III/AP English
- English IV or Honors English IV or English IV/AP English

Mathematics—4 courses required

- Math I
- Math II
- Math III
- Plus, a 4th math for which Algebra II, Integrated Math III, or Math III is a prerequisite (Advanced Functions and Modeling; Pre-Calculus; AP Statistics) or another math to be aligned with the student's post high school's plans

Science—3 courses required

- A Physical Science
- Earth/Environmental Science
- Biology

Social Studies - 4 Courses required

- World History
- Economics and Personal Finance
- American History
- Civics Literacy

Health and Physical Education - 1 course required

Electives– Optional up to 12 courses

Total Course to Graduate = 22 credits

Credit by Demonstrated Mastery

Policy GCS-M-001.13, Course for Credit, Credit by Demonstrated Mastery, specifically offers NC students the opportunity to personalize and accelerate their learning by earning course credit through a demonstration of mastery of course material.

Credit by Demonstrated Mastery may be offered in grades 9-12 for high school courses and in grades 6-8 for high school courses offered in middle school. Certain courses such as internships and CTE are not eligible for this option to earn credit.

Students shall demonstrate mastery through a multi-phase assessment, consisting of (1) a standard examination, which shall be the EOC or a final exam developed locally and (2) an artifact which requires the student to apply knowledge and skills relevant to the content standards. Additional requirements, such as performance tasks may be required for certain courses. This multi-phase assessment process builds a body-of-evidence that allows a committee to determine if the student has a deep understanding of the standards for the course or subject area, as defined by the North Carolina Standard Course of Study, thereby earning credit for the course without experiencing it in the school setting.

Parent-Teacher Conferences and Parent Night Activities

All schools encourage parent attendance at parent-teacher conferences and at parent night activities. This is the best way for parents to determine the progress students are making and to learn firsthand the school's student expectations. There are several conference days and parent nights set up in each school's calendar. Please take note of these special opportunities whenever they are announced. In addition, parents may call for an appointment to talk with the teacher whenever parents have questions.

Random Drug Screening

Students who participate in high school athletics, or any extracurricular afterschool activities and students who are issued high school parking permits are subject to random drug screening in accordance with Policy Code 4326: Random Student Drug Testing Policy.

School Closing/Delays

The Superintendent will make a determination by 5:45 am as to whether schools will be (a) open, (b) delayed in opening, or (c) closed, whenever inclement weather exists. The Superintendent will send a Connect-Ed telephone message to notify students and parents of the operating status of school for the day. In addition to an announcement on the county website, the following websites and television stations will be notified to make public announcements regarding school operations for the day:

WFMY TV (Channel 2), WBTV (Channel 3), WGHP TV (Channel 8)
WXII TV (Channel 12), Rays Weather, District Website, and a Connect-Ed call.

In the event a decision is made to close school during the school day due to inclement or hazardous weather, parents will be notified via a Connect-Ed message to all emergency telephone numbers provided by the parents.

School Insurance

Optional school insurance will be offered at the beginning of each school year. Payments need to be mailed directly to the insurance company, NOT to the school.

According to Alleghany County Board of Education policy, students who choose to participate in programs which "may have a higher risk of physical injury than most school activities, including off-site internship programs, football and other interscholastic sports, cheerleading, and optional field trips, are required to furnish proof of accident insurance through the group plan or furnish proof of comparable coverage through another plan." The Board will provide accident insurance coverage for students participating in field trips that are a part of the instructional program.

Student Reassignment/Transfers to a Different School in the District

No student will be enrolled in a school other than the one to which he or she has been assigned without the approval of the principal, superintendent, and Board. Requests for reassignments are granted on a temporary basis subject to enrollment (available space) at the receiving school. Students or parents may petition the Board of Education for reassignment based on the following reasons only:

- For reasons of medical hardship, including physical or mental disabilities.
- Students whose parents or legal guardians are full time/permanent employees of the Alleghany County Board of Education.
- Students whose parents show documented proof of hardship circumstances resulting in the need for the student to attend another school.
- Parents or legal guardians (as determined by the courts) of a student who has not yet entered the 9th grade may request reassignment if the working hours of the parents are such that if the pupil is not reassigned, the pupil would be unsupervised either before or after school hours. Pupils entering the 9th grade are no longer considered to need child care that requires school reassignment, absent a satisfactory showing of extraordinary circumstances.

Requests for renewal of transfers/reassignments must be completed on an annual basis, according to the timeline specified by the district, and will be considered only for the reasons listed above. Applications for student reassignment can be obtained at any school in the district and can be downloaded from the district website **(www.alleghany.k12.nc.us).** Along with the application, the parents or guardians should include a written statement which explains why, in the opinion of the parents or guardians, the student needs to attend another school. The application must include the signature of the principal at the sending school and the signature of the principal at the receiving school. The parent/guardian's signature on the application must be notarized.

The following conditions apply in regard to any reassignments or transfers that are approved.

- The parents or guardians are responsible for transportation to the school or to a designated bus stop within the school's geographical assignment area.
- The reassignment or transfer is valid for no more than one school year. A new application must be submitted each year that reassignment or transfer is requested. Requests that do not meet the specified timetable will be denied.
- Students who are reassigned or transferred based upon false or misleading information on the application will have their application voided and the reassignment or transfer rescinded.

Students must remain in good standing at the school during the term of the transfer. Good standing includes, but is not limited to, attendance and punctuality, academic performance, student behavior, and meeting the standards set by the student/parent handbook. If a student is deemed not to be in good standing due to any factor, the principal, in consultation with the superintendent or his/her designee shall have the authority to revoke the transfer and the student shall return to the school to which he or she was originally assigned.

Technology: Acceptable Use

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the board. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using technological resources in the curriculum guides as provided in policy 3115 - Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.

A. Requirements for Use of Technological Resources

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. Before using the Internet, all students must be trained about appropriate on-line behavior. Such training must cover topics such as cyber-bullying and interacting with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually. Before using school system technological resources, employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.

2. Under no circumstance may software purchased by the school system be copied for personal use.

3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.

4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.

5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web

pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.

11. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.

13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

B. Restricted Material on the Internet

Before a student may use the Internet for any purpose, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material. The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. School system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered

pornography or that is harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or another lawful educational purpose. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved.

C. Privacy

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

D. Personal Websites

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

   Though school personnel generally do not monitor students' Internet activity conducted on non-school system computers during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

2. Employees

   All employees must use the school system network when communicating with students about any school-related matters. Thus, employees may not use personal websites or on-line networking profiles to post information in an attempt to communicate with students about school-related matters.

   Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in the school system.

Textbooks and Supplies

Through state funds, the schools furnish textbooks and some supplies to students. Parents should be aware that traditional textbooks are not appropriate for all subjects/courses. In those cases, other materials may take the place of a textbook. Students are expected to use reasonable care in handling books; however, reasonable wear and tear is expected as a result of normal daily use. Unreasonable damage to or loss of textbooks will result in fines.

Title I

The Alleghany County School System receives Title I funding from the State Educational Agency to ensure that all children meet challenging state academic content and student academic achievement standards. Title I is designed to support state and local school reform efforts tied to challenging state academic standards in order to reinforce and amplify efforts to improve teaching and learning for students farthest from meeting state standards. The elementary schools in Alleghany County with poverty rates above 40 percent use Title I funds, along with other federal, state, and local funds, to operate a "school-wide program" to upgrade the instructional program for the whole school. The program must be based on effective means of improving student achievement and include strategies to support parental involvement. Please contact Missey Weaver, Title I Director for Alleghany County Schools at 336-372-4345, for more information.

Tobacco Free Schools

The Alleghany County Board of Education is required to adopt written policies prohibiting the use of tobacco products in school buildings, in school facilities, on school campuses, at school-related or school sponsored events, and in or on other school property. The Board acknowledges that adult employees and visitors serve as role models for students and recognizes it has an obligation to promote positive role models in schools and provide a healthy learning and working environment, free from second-hand smoke and tobacco use for the students, employees and visitors on the school campuses.

A student may not possess, display or use tobacco products (including cigarettes, electronic cigarettes, vaping devices, cigars, blunts, pipes, chewing tobacco, snuff and any other item containing or reasonably resembling tobacco or tobacco products) at any time in any building, facility, or vehicle owned, leased, rented or chartered by the Board or a school, on any school grounds and property, including athletic fields and parking lots, owned, leased, rented or chartered by the Board, or at any school-sponsored or school-related event on-campus or off- campus, including school trips. This prohibition applies even when a student is on school grounds as a visitor or spectator.

School employees, contractors, volunteers, community groups and visitors are prohibited from displaying or using tobacco products (electronic cigarettes, vapes, smoking, chewing or dipping) at any time in any building, facility, vehicle owned, leased, rented or chartered by the Board or a school or privately owned vehicles, on any school grounds and property, including athletic fields, gymnasiums and parking lots, owned, leased or rented by the Board, or at any school-sponsored or school-related event on-campus or off-campus, including school trips. This prohibition applies even when such persons are on school grounds as a visitor or spectator, during school hours, after school hours and on weekends.

Students and school employees will not be permitted to leave the school campus or school property during the school day for the purpose of using tobacco products.

Tobacco products may be included in instructional or research activities in public school buildings if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting the tobacco product.

Principals and assistant principals shall be responsible for the enforcement of this policy at their school. Consequences for students engaging in the prohibited behavior shall be as provided in accordance with the county's Student Code of Conduct or Parent/Student Handbook. Students who violate the school district's Tobacco Free Policy will be referred to a guidance counselor, a school nurse, or other health or counseling services for health information, counseling and referral. The administration will consult with the county health department, school nurses and other appropriate organizations in order to provide student violators with access to an Alternative to Suspension Program. The Alternative to Suspension Program will provide up-to-date information on the many consequences of tobacco use, offer techniques that students can use to stop tobacco use at school and provide referrals to local youth tobacco cessation programs. Parents/guardians will be notified of all violations and actions taken by the school.

The highest-ranking administrator at a non-school facility or his/her designee shall be responsible for the enforcement of this policy. Failure to adhere to this policy may end the contractual agreement with the school system. Visitors using tobacco products will be asked by school administrators or their designees to refrain from the use of tobacco products while on school property or to leave school property if they need to smoke or use tobacco. School Resource Officers and other law enforcement officers may be notified if the person refuses to comply with the policy. Visitors who repeatedly and intentionally violate the policy may be barred from school property.

Alleghany County Schools Administration will consult with the county health department and other appropriate health organizations to provide students and employees with information and access to support systems, programs and services to encourage them to abstain from the use of tobacco products. Administration will consult with appropriate health organizations to identify and provide programs or opportunities for students to gain a greater understanding of the health hazards of tobacco use and the impact of tobacco use as it relates to providing a safe, orderly, clean and inviting school environment.

Visitors and Volunteers

Parents are welcome to visit the schools and/or volunteer anytime. However, please do not go directly to a classroom. Sign in at the office upon arrival. Parents will be given visitor's and/or a volunteer's badge to wear while in the building. Parents wishing to visit or volunteer in a classroom should contact the teacher prior to the visit. If your volunteering activity includes direct contact with and supervision of students, a **Volunteer Approval** form must be completed and returned to Alleghany County Schools Human Resource Department before participation. Examples may include reading buddies, instructional volunteers, or before or after school tutors.

The following rules will govern the use of seclusion and restraint by school personnel. As used in this regulation, "school personnel" means employees of the board and any persons working on school grounds or at a school function (1) under a contract or written agreement with the school system to provide educational or related services to students or (2) for another agency providing educational or related services to students.

Seclusion and restraint will not be used on students with disabilities (1) for behavior(s) that would not result in seclusion or restraint for students without identified disabilities, unless the use is authorized by the student's IEP or Section 504 Plan for an educational or safety-related purpose, or (2) based on assumptions or stereotypes about disabilities or students with disabilities generally.

A. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.

Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

1. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;

2. as reasonably needed to maintain order or to prevent or break up a fight;

3. as reasonably needed for self-defense;

4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;

5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;

6. as reasonably needed to escort a student safely from one area to another;

7. if used as provided for in an IEP, Section 504 plan, or behavior intervention plan; or

8. as reasonably needed to prevent imminent destruction to school or another person's property.

Except as set forth above, physical restraint of students will not be considered a reasonable use of force, and its use is prohibited. In addition, physical restraint will not be considered a reasonable use of force when used solely as a disciplinary consequence.

Prone restraint is a form of physical restraint in which a person is held in a face-down position on the floor or other surface. Prone restraint does not include placement in a face-down position as part of a necessary medical intervention. The use of prone restraint is prohibited.

B. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

1. when properly used as an assistive technology device included in the student's IEP, Section 504 plan, or behavior intervention plan, or as otherwise prescribed by a medical or related service provider;

2. when using seat belts or other safety restraints to secure a student during transportation;

3. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;

4. as reasonably needed for self-defense; or

5. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

Except as set forth above, mechanical restraint, including the tying, taping, or strapping down of a student, will not be considered to be a reasonable use of force, and its use is prohibited.

C. SECLUSION

Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving by locking hardware or other means or (b) incapable of leaving due to physical or intellectual capacity.

Seclusion of a student by school personnel may be used in the following circumstances:

1. as reasonably needed to respond to a person in control of a weapon or other dangerous object;

2. as reasonably needed to maintain order or prevent or break up a fight;

3. as reasonably needed for self-defense;

4. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or

5. when used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and

   a. the student is monitored by an adult in close proximity who is able to see and hear the student at all times while the student is in seclusion;

   b. the student is released from seclusion upon cessation of the behaviors that led to the seclusion, or as otherwise specified in the student's IEP, Section 504 plan, or behavior intervention plan;

   c. the confining space has been approved for such use by the school system;

   d. the space is appropriately lighted, ventilated, and heated or cooled; and

   e. the space is free from objects that unreasonably expose the student or others to harm.

Except as set forth above, the use of seclusion is not considered to be reasonable force, and its use is prohibited. In addition, seclusion will not be considered a reasonable use of force when used solely as a disciplinary consequence.

D. ISOLATION

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

Isolation is permitted as a behavior management technique provided that:

1. the isolation space is appropriately lighted, ventilated, and heated or cooled;

2. the duration of the isolation is reasonable in light of the purpose for the isolation;

3. the student is reasonably monitored while in isolation; and

4. the isolation space is free from objects that unreasonably expose the student or others to harm.

E. TIME-OUT

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

F. AVERSIVE PROCEDURES

Aversive procedure means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability that causes or reasonably may be expected to cause one or more of the following:

1. significant physical harm, such as tissue damage, physical illness, or death;

2. serious and foreseeable long-term psychological impairment; or

3. obvious repulsion on the part of observers who cannot reconcile such extreme procedures with acceptable standard practice, for example:

    a. electric shock applied to the body;

    b. extremely loud auditory stimuli;

    c. forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin;

    d. placement in a tub of cold water or shower;

    e. slapping, pinching, hitting, or pulling hair;

    f. blindfolding or other forms of visual blocking;

    g. unreasonable withholding of meals;

    h. eating one's own vomit; or

    i. denial of reasonable access to toileting facilities.

    The use of aversive procedures is prohibited.

G. NOTICE, REPORTING, AND DOCUMENTATION

1. School personnel shall promptly notify the principal or designee of any of the following:

    a. any use of aversive procedures;

    b. any prohibited use of mechanical restraint;

    c. any use of physical restraint resulting in observable physical injury to a student;

    d. any prohibited use of seclusion; or

    e. any seclusion exceeding 10 minutes or the amount of time specified in a student's behavior intervention plan.

2. Notice to Parents

    When a principal or designee has personal or actual knowledge of any of the incidents listed

in subsection G.1, above, he or she shall promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident. Such notice shall be provided by the end of the workday during which the incident occurred when reasonably possible, but no later than the end of the following workday. Such notice also shall be provided in addition to the written incident report required in subsection G.3, below.

3. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after any incident listed in subsection G.1 of this regulation occurs, the principal or designee shall provide the parent or guardian with a written incident report. This report must include the following:

a. the date, time of day, location, duration, and description of the incident and interventions;

b. the events or events that led up to the incident;

c. the nature and extent of any injury to the student; and

d. the name of a school employee the parent or guardian can contact regarding the incident.

4. Reporting to State Board

The board will maintain a record of incidents reported under the procedure described in subsection G.3, above, and will provide this information annually to the State Board of Education.

5. Non-Retaliation for Reporting

Any employee making a report alleging a prohibited use of physical or mechanical restraint, seclusion, or aversive procedure will not be discharged, threatened, or retaliated against through compensation, terms, conditions, location, or privileges of employment unless the employee knew or should have known that the report was false.

Adopted: June 2009

Revised: October 11, 2011; March 31, 2017; March 31, 2022

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Plan for Addressing Challenging Behaviors in Pre-K to 12th Grade Students

Purpose- The following plan was written to prevent the suspension and/or expulsion of children with unique needs/challenging behaviors for students from pre-K to 12th grade.

Establish a Behavior Support Team- suggested members

- Behavioral Liaison, Psychologist, School Social Worker
- Guidance Counselor, Principal, 2 grade level teachers- referring teacher and team member
- EC Director, outside providers if relevant

Tier I

Establishment of universal practices to support and promote emotional and social development of all children. Practices include promoting positive relationships, setting up supportive environments, and providing instruction on emotional literacy, regulating emotions, and problem solving.

1. Follow best practices for setting up the above with documentation
2. Complete Self-Assessment
3. Complete Precision Statement for Problem Behavior
4. Complete Classroom Behavior Record
5. Review Discipline/Suspension Plan that is appropriate for age/grade level

Tier II

Provide targeted support to students who need more practice and assistance with learning and applying emotional and social skills. Teach staff and families how to work together to gather data. Staff will implement and assess effectiveness of strategies for improving challenging behavior for a period of at least two weeks. As part of the data collection process, the staff should continue to use the Classroom Behavior Record and Discipline Referrals/Suspension Plan Report to document persisting behavior and strategies used to address the behavior.

1. Support staff conferences with teacher and complete observations
2. Teacher and support staff (any member(s) of team) analyze Behavior Record and other data (Anecdotal records, event recording, Duration recording, ABC recording)
3. Teacher and support staff discuss strategies to use at school and with families.
4. Teacher and support staff continue strategies or refer to Behavior Support Team for Tier III support.

Tier III

The third tier includes students who display persistent challenging behaviors even after the first two tiers have been implemented to fidelity. At this tier, the Behavior Support Team assembles to plan a functional assessment of the behavior, which includes a review of the data collected at Tier II and other relevant information related to the antecedent, contextual events, and consequences of persistent challenging behavior. A behavior support plan will be developed which includes specific strategies for replacing the challenging behavior, assures it is not inadvertently rewarded, and eliminates or decreases triggers associated with the challenging behavior. Community mental health resources available to the student and family should be explored and shared with the family. An individual with behavioral expertise should be identified for coaching families and staff throughout the process of developing individualized

intensive interventions for students in need of behavior support plans. If the child has an IEP, the team must be involved for reviewing and updating the IEP as needed. Data should continue to be collected using the Classroom Behavior Record and Discipline Referrals/Suspension Plan Report to document persisting behavior and strategies used to address behavior.

1. Behavior team meets to complete FBA/BIP, revise IEP
2. Consider referral to mental health resources
3. New strategies are taught to the staff, student and family giving the student a chance to learn new strategies.
4. Behavioral Intervention Plan is implemented and tried for at least 2 weeks before any major modifications are made.

Safety Plan for Dangerous Behavior and Consideration for Suspension and Expulsion

When serious, out of control, and violent behavior occurs, the safety of all students must be protected by attempting to de-escalate the violent behavior. The teaching staff should maintain a calm, quiet, and supportive tone and make eye contact with the student while positioning him/herself so that the student cannot run away or hurt others. He or she should validate and name the child's emotional state and provide clear directions about what to do next. If the student does not respond, it may be necessary to remove other students so that they are at a safe distance while the teacher continues to stay close to the escalated student and offer support to calm him/her. Staff should call for backup support from administration. Teaching staff must be trained in nonviolent physical intervention strategies before they can be used with a student.

1. Attempt to de-escalate the child.
2. Position self and objects in the area to minimize safety concerns.
3. Remove other students and/or items from close proximity.
4. Provide alternative and a safe space to regain rationality and process with staff.
5. Use nonviolent physical intervention strategies only if it is a last resort and staff has been trained.
6. If student continues to be dangerous, call for mental health assessment through local mental health center. If staff and a student(s) are still in danger, call for local law enforcement to assist.
7. Review/revise BIP or IEP to reflect any new needs or concerns.

ALLEGHANY COUNTY SCHOOLS
SECTION I
STUDENT CODE OF CONDUCT

The ability of the teachers to plan, organize and diagnose pupil strengths and weaknesses and to prescribe a learning program is essential if effective learning is to take place. Equally important is the teacher's ability to maintain classroom order. The underlying factors in maintaining classroom order are teacher planning, organization, diagnosis and prescription, effective communication, and mutual respect between teacher and pupil. Discipline should be viewed as a part of the total learning process and not simply as a negative reaction to a negative act. The future should be considered when disciplining in the present. It is suggested that teachers and principals use constructive measures to deal with discipline problems.

In all cases, the punishment must be reasonable. Neither the law nor the above precautions protect the teacher when a pupil is unreasonably punished. Some practices, which are to be avoided, include:

1. Punishment of a group for an offense committed by an individual or a few pupils;
2. The lowering of a pupil's subject matter grade as a means of punishment.
3. Suddenly disciplining a pupil for an act, which he has been allowed to commit without punishment on previous occasions.

Discipline should be consistent, although the means may vary with regard to the degree and type of misbehavior.

The discipline of all pupils is the responsibility of the total faculty. Cooperation among teachers is necessary if school discipline and order are to be maintained. The pupil is a member of the school first and of the class second, with the discipline of students being the responsibility of the total faculty. The individual school shall be responsible for developing its philosophy and system of teacher cooperation pertaining to the subject of school discipline. All teachers in a school shall assume responsibility for each pupil's conduct. Teachers should accept this responsibility wherever they are—in the hallways, restrooms, auditoriums, classrooms or on the school grounds. It should be communicated to pupils that teachers have this responsibility and authority. Every teacher is on duty for any situation, which needs attention. In keeping with Public School Law
G.S. 115C-390 and the regulations stated above, the principal or teacher shall not be inhibited from taking whatever action is necessary in case of an attack on his person for the purpose of self- defense.

"ALL TEACHERS ARE RESPONSIBLE FOR ALL STUDENTS...ALL OF THE TIME"

School disciplinary rules must be reasonable. A rule is reasonable if it is essential in maintaining order and discipline on school property and it significantly contributes to the maintenance of order and discipline within the school. School disciplinary rules must serve some legitimate educational purpose and must be reasonably related to the achievement of that educational purpose. Rules should be limited to those that are necessary to allow teachers to perform their duties, to create an educational environment that is conducive to learning, and to ensure the safety of students, staff, volunteers, and teachers for the school to achieve its educational purposes.

Student conduct rules should be clear. They should be understandable by parents, students and school staff who administer them, identifying the specific conduct that is prohibited and indicating the specific consequences that result from the conduct. School conduct rules should not be limited to negative consequences for improper behavior. They should also reward proper behavior through positive discipline. School disciplinary plans must include the restriction of privileges for students who behave inappropriately. Other measures should be considered on a continuum before immediately resorting to the most drastic measures.

The policies and procedures for the discipline of students with disabilities shall be consistent with federal and state laws and regulations. It is the responsibility of Alleghany County Schools to provide a Free and Appropriate Public Education for a student with disabilities under the provisions of state and federal laws. (G.S. 115C-111) A student with disabilities may be expelled only if it is determined that the student's misconduct was not caused by or related to the student's disability. If the student is expelled, the school system will continue to provide instruction in a setting deemed appropriate by school officials.

SECTION II
STUDENT DISCIPLINARY RECORDS

A student's official record shall include, at a minimum, notice of any suspension for a period of more than 10 days or of any expulsion and the conduct for which the student was suspended or expelled. The superintendent or the superintendent's designee shall expunge from the record the notice of suspension or expulsion if the following criteria are met:

1. One of the following persons makes a request for expungement:
    a. The student's parent, legal guardian, or custodian.
    b. The student, if the student is at least 16 years old or is emancipated.

2. The student either graduates from high school or is not expelled or suspended again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension.

3. The superintendent or the superintendent's designee determines that the maintenance of the record is no longer needed to maintain safe and orderly schools.

4. The superintendent or the superintendent's designee determines that the maintenance of the record is no longer needed to adequately serve the child.

If the student's parent or the student (if he/she is at least sixteen years of age or older or emancipated) does not request that the record be expunged, the superintendent or the superintendent's designee may expunge from a student's record if all other criteria are met.

SECTION III

DISCIPLINARY PROCEDURES ELEMENTARY, GRADES 6-8, and HIGH SCHOOL

Every student can learn, and effective discipline is essential to learning. Students can expect a positive, nurturing relationship with faculty, staff, and administration. Each student has the right to an education, free from distractions caused by inappropriate behavior. One role of the school, in cooperation with parents, guardians, and the community, is to teach responsible behavior. This discipline policy is one strategy toward achievement of these goals. The Alleghany County Board of Education has established a Code of Student Conduct through School Board Policy, which sets forth rules of student conduct that the Board deems appropriate and necessary for the government and operation of the schools. The Alleghany County Schools Code of Student Conduct shall apply to any student in any building or on any school premises before, during, and after school hours; on any school bus or vehicle on which the student is being transported as part of any school activity; during school functions, activities, or events, or at any time the student is subject to the authority of school personnel, either on or off school property; and to any student whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

The Code of Student Conduct is not intended to restrict in any way the authority of the principal to make such rules, not inconsistent with this code, as they are authorized by law to make for the government and operation of the school, or with the authority of teachers to make such rules, not inconsistent with this code, as they are authorized by law for their respective classes.

A. <u>Components of the Plan: TYPE I OFFENSES.</u>

Acts covered under the School Board Policy (Student Code of Conduct).

Responsibility - Administration / Law Enforcement

Consequences - These offenses warrant out-of-school suspension (or possible expulsion) and the degree of seriousness as perceived by the school administration and School Board Policy (Student Code of Conduct) will determine the action taken. *(Gravity and severity of the situation may dictate a higher level of action for any offense).*

Procedure - Due process

****Expulsion may only be used with students aged 14 ½ and older****

1. **Physical Assault or Physical Harm to School Employees and Other Adults**— Students shall not cause or attempt to cause physical or bodily harm to principals, assistant principals, teachers, substitute teachers, student teachers, teaching assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors, athletic officials, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school- approved activity or function, during any period of time when students are subject to authority of school personnel, or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. A student who is at least 13 years old, physically assaults, and seriously injures a teacher or other school personnel will be suspended for at least 300 days and up to 365 days.

Consequences

K-5	Grades 6-8	High School
1 to 10 days OSS with possibility of long-term suspension recommendation. Law enforcement will be contacted.	10 days OSS, long-term suspension recommendation. Law enforcement will be contacted.	10 days OSS, long-term suspension recommendation. Law enforcement will be contacted.

2. **Written or Verbal Threats of Assault on School Employees and Other Adults**— Students shall not, through written, electronic[1] or oral communication, threaten to cause, cause or attempt to cause serious bodily harm to principals, assistant principals, teachers, substitute teachers, student teachers, teaching assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function, during any period of time when students are subject to the authority of school personnel, or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

Consequences

K-5	Grades 6-8	High School
1 to 10 days OSS with possibility of long-term suspension recommendation. Law enforcement may be contacted.	Up to 10 days OSS, long-term suspension recommendation. Law enforcement may be contacted.	Up to10 days OSS, long-term suspension recommendation. Law enforcement will be contacted.

[1]The term "electronic" means and includes email, voice mail, text messages, web postings, blogs and any other means of communicating via the internet, computers or hand-held electronic devices.

3. **Written Threats, Verbal Threats and Violent Physical Assault upon a Student---** Students shall not cause, attempt to cause, or threaten through verbal, electronic, or written means to cause serious bodily harm of any kind to a student while a student is at school in any school building and on any school premises, off school property at any school-sponsored or school-approved activity or function, during any period of time when students are subject to the authority of school personnel, or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

Consequences

K-5	**Grades 6-8**	**High School**
1 to 10 days OSS with possibility of long-term suspension recommendation. Law enforcement will be contacted.	Up to 10 days OSS; long-term suspension recommendation. Law enforcement will be contacted.	Up to 10 days OSS; long-term suspension recommendation. Law enforcement will be contacted.

4. **Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals, and Drug Paraphernalia---**No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, rolling papers, anabolic steroid, or any other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or any other alteration or change in the student's mood or behavior.

For the purpose of the Student Code of Conduct, the following definitions apply:

a. ***Possess****:* Having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to, the possession of a prohibited substance in a student's automobile, locker, book-bag, or desk, or on a student's person

b. ***Use****:* The consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means

c. ***Under the influence****:* The use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior, or learning to any degree

d. ***Sell****:* The exchange of a prohibited substance for money, property, or any other benefit or item of value

e. ***Distribute****:* To give, share, or pass a prohibited substance

f. ***Possess with intent to distribute/sell***: Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statements or actions of the student that demonstrate an intent to distribute or sell

g. ***Counterfeit Substance:*** Any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy

h. ***Unauthorized Prescription Drug***: Any drug or medication that has not been prescribed for the student.

Consequences
First Offense. Law enforcement will be notified. When a first infraction does not involve the distribution, sale, possession with intent to distribute or sell, or conspiracy or attempt to distribute or sell a substance prohibited by this policy, an alternative to long-term suspension shall be offered. This alternative shall be offered only one time to grades 6-8 and high school students during their school career unless an exception is made by the superintendent. Student will receive five days OSS, principal will notify superintendent and student will be assigned to an alternative setting for up to the remainder of the semester. Before returning to traditional high school an exit meeting must occur. Student must have completed a substance abuse assessment by an agency approved by the superintendent, student will attend and complete an alcohol and drug education program or substance abuse program, or whichever is recommended by the agency. Enrollment in the substance abuse program must occur by the 3rd day of the five-day suspension. Also, student must have good attendance and successfully completed course assignment before returning to their original placement. Failure to meet any requirements of the alternative program activates the long-term suspension.
Second Offense. A second offense will result in ten days OSS and a recommendation to the Superintendent for suspension from school for the remainder of the school year. The student will be referred to the appropriate alcohol and drug agency for assessment. Law enforcement will be notified.
K-5 Students who violate this rule for the first time will receive up to five days OSS. Parents will be notified and the student may be referred to the appropriate alcohol and drug agency for assessment. An elementary student who commits a second offense will receive ten days OSS and may be referred to an appropriate alcohol and drug agency. Law enforcement will be notified.
First Offense: Sale or Distribution. Law enforcement shall be notified. Any student who is fourteen (14) years of age or older and who distributes, sells, possesses with intent to sell, or conspires to distribute or sell any Schedule I or Schedule II controlled substance as defined by the North Carolina Controlled Substances Act will receive a suspension up to 365 days or expulsion where permitted by law.

<u>First Offense: Sale or Distribution of ANY Drug.</u> Any student who distributes, sells, possesses with intent to sell, or conspires to distribute or sell any controlled substance as defined by the North Carolina Controlled Substances Act will receive a long - term suspension up to 365 days.

<u>Prescription Medications and Over-the Counter Medications</u>. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed. In accordance with the school's medical authorization policy, all prescription medicines must be dispensed through the school office. (Refer to guidelines on pages 26-29.) Like prescription medicines, over-the-counter medications must be dispensed through the school office in accordance with the school's medical authorization policy as well. Improper possession, use or distribution of prescription medication and/or over-the-counter medication will be considered a violation of this policy.

5. **Possession or Use of a Weapon, Dangerous Object, Firearm, Explosive, Incendiary Device, or Facsimile Thereof ---**
   a. Law enforcement shall be notified. Students shall not possess, conceal, or transport any weapon or instrument that could cause or that is intended to cause bodily injury or other harm to another or any firearm to include: gun, pistol, rifle, air gun, BB gun, pellet gun, firearm or any weapon capable of firing a projectile of any kind, explosives including a dynamite cartridge, bomb, grenade or mine, pocket knife, bowie knife, switchblade, dirk or dagger, slingshot or slung shot, leaded cane, blackjack, metal knuckles, stun gun or other electric shock weapon, ice pick, razor or razorblade, (except solely for personal shaving) fireworks or any sharp or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance; moreover, students shall not possess, conceal, or transport any gun facsimile or incidental items relating to firearms use such as bullets, magazine clips or projectile items at any time while a student is at school in any school building and on any school premises, off school property at any school- sponsored or school-approved activity or function, during any period of time when students are subject to the authority of school personnel, or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

   b. Students shall not possess any "look-alike" gun (such as a plastic gun, toy gun, rubber gun, candy gun, water pistol, etc.), poppers, firecrackers and other items deemed by the administration to be a threat to the safety and well-being of students and staff. Possession of these prohibited items will be addressed under Type II Offenses.

Consequences

K-5	Grades 6-8	High School
Confiscate weapon. 1 to 10 days OSS with possibility of long-term suspension. Law enforcement will be contacted.	Confiscate weapon. 1 to 10-day suspension; long-term suspension for up to 365 days or expulsion. Law enforcement will be contacted.	Confiscate weapon. 1 to 10-day suspension; long-term suspension for up to 365 days or expulsion. Law enforcement will be contacted.

6. **Commission of Sexual Assault, Sexual Offense, or Rape**—Any form of sexual assault, sexual offense, or rape, as defined by NC General Statue, is prohibited by law in all Alleghany County Schools. Mandatory out-of-school suspension will occur and law enforcement shall be notified immediately. Students are encouraged to report any forms of sexual assault to school officials immediately.

Consequences

K-5	Grades 6-8	High School
1 to 10 days OSS with possibility of long-term suspension recommendation. Law enforcement will be contacted.	10-day suspension; long-term suspension recommendation. Law enforcement will be contacted.	10-day suspension; long-term suspension recommendation. Law enforcement will be contacted.

7. **Taking Indecent Liberties with a Minor**—Students are restricted from any sexual contact on school grounds with a minor or adult. Sexual relationships with a minor, whether consensual or not, is a felony. Mandatory out-of-school suspension is required and law enforcement shall be notified immediately.

Consequences

K-5	Grades 6-8	High School
1 to 10 days OSS with possibility of long-term suspension recommendation. Law enforcement will be contacted.	10-day suspension; long-term suspension recommendation. Law enforcement will be contacted.	10-day suspension; long-term suspension recommendation. Law enforcement will be contacted.

8. **Commission of Kidnapping**—Students are prohibited from holding anyone against their will on school grounds, on school property, on buses, or on school sponsored activities/trips. Mandatory out-of-school suspension is required and law enforcement shall be notified immediately.

Consequences

K-5	Grades 6-8	High School
1 to 10 days OSS with possibility of long-term suspension recommendation. Law enforcement will be contacted.	10-day suspension; long-term suspension recommendation. Law enforcement will be contacted.	10-day suspension; long-term suspension recommendation. Law enforcement will be contacted.

9. **Robbery, Burglary, Breaking & Entering/Larceny on School Grounds or of School Owned Property, Taking or Destroying Property, Using Violence or Threat of Violence--** Felony robbery, burglary, breaking and entering, larceny on school grounds or school owned property is prohibited by NC General Statute. Students shall not use threats of bodily harm to steal or attempt to steal, damage, or destroy property of others.

Consequences

K-5	Grades 6-8	High School
1 to 10 days OSS with possibility of long-term suspension recommendation. Law enforcement will be contacted. Restitution will be required.	10-day suspension; long-term suspension recommendation. Law enforcement will be contacted. Restitution will be required.	10-day suspension; long-term suspension recommendation. Law enforcement will be contacted. Restitution will be required.

10. **Communicating a False Bomb Report or Perpetrating a Bomb Hoax, Inciting or Participating in Student Disorder or Rioting So as to Cause or be Likely to Cause Other Students to Join in Disruption of School**; **Disruption of School/Disorderly Conduct so as to Cause Any Major Disruption of School Activities Which Results in Substantial Loss of Instructional Time or Property and/or Which Creates a Threat to the Safety and Well-Being of Students**---Students shall not lead or participate in any activity that has as its purpose the disruption of school business or that significantly affects the educational process. In the event that the disruption does not abate immediately or if the principal deems it appropriate, law enforcement will be contacted.

11. **Fighting and/or Abetting a Fight among Students on School Property or Buses, in a Private Vehicle in a School Parking Lot, or at Any School Function Wherever Held**—Students shall not fight or attempt to cause bodily harm to another student. If one student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant principal or principal. Students who instigate fights will be subject to the same consequences as those who are actually involved in fighting.

Consequences

K-5	Grades 6-8	High School
1st Offense---3 Days OSS. Law enforcement may be contacted.	1st Offense---3 Days OSS. Law enforcement may be contacted.	1st Offense---3 Days OSS Law enforcement may be contacted.
2nd Offense---5 Days OSS. Law enforcement may be contacted.	2nd Offense---5 Days OSS. Law enforcement may be contacted.	2nd Offense---5 Days OSS Law enforcement may be contacted.
3rd Offense---10 Days OSS. Law enforcement may be contacted.	3rd Offense---10 Days OSS up to long-term suspension or expulsion. Law enforcement will be contacted.	3rd Offense---10 Days OSS up to long-term suspension or expulsion. Law enforcement will be contacted.

12. **Violations of North Carolina Criminal Statutes---**Students shall not violate any criminal statute or local ordinance or commit any act which could result in criminal prosecution or juvenile proceedings not previously covered elsewhere in these rules at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function, during any period of time when students are subject to the authority of school personnel, or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

    a. Any student who commits a crime of violence, felony or misdemeanor, against another student or a school employee off campus may be suspended or expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees.

    b. Any student who commits a felony on or off campus and whose continued presence in school constitutes a clear threat to the safety of other students or employees may be suspended or expelled.

Consequences

K-5	Grades 6-8	High School
1 to 10 days OSS with possibility of long-term suspension recommendation. Law enforcement will be contacted.	10 days OSS; long-term suspension recommendation. Law enforcement will be contacted.	10 days OSS; long-term suspension recommendation. Law enforcement will be contacted.

****The superintendent or designee reserves the right to transfer any student who commits a Type I offense to an alternative setting, if he/she feels it would be beneficial to all concerned.***

B. **Components of the Plan: TYPE II OFFENSES.** Acts covered under the School Board Policy (Student Code of Conduct).

Responsibility - Administration / Law Enforcement

Consequences - These offenses warrant out-of-school suspension (or possible expulsion) and the degree of seriousness as perceived by the school administration and School Board Policy (Student Code of Conduct) will determine the action taken. ***(Gravity and severity of the situation may dictate a higher level of action for any offense).***

Procedure - Due process

1. **Creating a Disturbance---**Students shall not engage in any disorderly conduct or inappropriate behavior, on or off school premises, which creates a disruption to the school environment to unreasonably impair the operations of the school. This includes, but is not limited to, the triggering of a false fire alarm. Students shall not, on or off school premises, engage in any protest, march, picket, or sit-in or similar activity which has its purpose the disruption of any lawful function, mission, or process of the school to which the student is assigned or any other school in the school system.

Consequences

K-5	Grades 6-8	High School
1st Offense---1-3 Days ISS	1st Offense 1-3 Days OSS	1st Offense 1-3 Days OSS
2nd Offense---1 Day OSS	2nd Offense 3 -5 Days OSS	2nd Offense 3-5 Days OSS
3rd Offense---3 Days OSS	3rd Offense 5 -10 Days OSS	3rd Offense 5-10 Days OSS
4th Offense---5 Days OSS	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

2. **Insubordination and Disrespect Toward Staff –** Students are expected to demonstrate respect toward all staff, including teachers, teaching assistants, substitute teachers, custodians, cafeteria staff, bus drivers, etc., at all times. Insubordination or disrespect in any form, including verbal, non-verbal, or physical actions, will not be tolerated. Insubordination refers to the willful disobedience or refusal to follow reasonable instructions form a teacher, while disrespect includes actions such as inappropriate language, gestures, or behavior intended to undermine the authority or dignity of school staff. Such conduct disrupts the educational environment and will result in disciplinary action in accordance with school policies. Repeated violations may lead to more severe consequences, including suspension or expulsion.

Consequences

K-5	**Grades 6-8**	**High School**
1st Offense---1-3 Days ISS	1st Offense 1-3 Days OSS	1st Offense 1-3 Days OSS
2nd Offense---1 Day OSS	2nd Offense 3 -5 Days OSS	2nd Offense 3-5 Days OSS
3rd Offense---1-3 Days OSS	3rd Offense 5 -10 Days OSS	3rd Offense 5-10 Days OSS
4th Offense---3-5 Days OSS	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

3. **Noncompliance with Directives from Principals, Teachers and Other School Personnel to Include Disrespect or Aggressive Behavior to Faculty, Staff Member, Acting School Official**--- Students shall comply with the directives of all school personnel at all times while a student is at school, in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function, or during any period of time when a student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. Students shall be respectful to faculty, staff, and acting school officials at all times as well as visitors.

Consequences

K-5	**Grades 6-8**	**High School**
1st Offense---1-3 Days ISS	1st Offense 1-3 Days OSS	1st Offense 1-3 Days OSS
2nd Offense---1 Day OSS	2nd Offense 3 -5 Days OSS	2nd Offense 3-5 Days OSS
3rd Offense---1-3 Days OSS	3rd Offense 5 -10 Days OSS	3rd Offense 5-10 Days OSS
4th Offense---3-5 Days OSS	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

4. **Intentional Destruction of School Property (Repairs Required) ---**Students shall not intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1st Offense 3-5 Days OSS	1st Offense 3-5 Days OSS
2nd Offense---1 Day OSS	2nd Offense 5-10 Days OSS	2nd Offense 5-10 Days OSS
3rd Offense--3 Days OSS Law enforcement may be contacted.	3rd Offense--10 Days OSS and/or Long-Term Suspension Law enforcement may be contacted.	3rd Offense--10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.
Restitution will be required for any offense.	Restitution will be required for any offense.	Restitution will be required for any offense.

5. **Extortion---**Students shall not extort through verbal, written or physical threats, coercion or intimidation anything of value (personal property, money, or information) from any other student or school employee.

Consequences

K-5	Grades 6-8	High School
1st Offense---1-3 Days ISS	1st Offense 1-3 Days OSS	1st Offense 1-3 Days OSS
2nd Offense---1 Day OSS	2nd Offense 3 -5 Days OSS	2nd Offense 3-5 Days OSS
3rd Offense---3 Days OSS	3rd Offense 5 -10 Days OSS	3rd Offense 5-10 Days OSS
4th Offense---5 Days OSS	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

6. **Gang Activity or Gang-Related Activity ---** No student shall commit any act that furthers gangs or gang-related activities. A student shall not threaten or intimidate another individual, or disrupt the learning environment including, but not limited to, displaying gang colors, logos or jewelry on one's person or possessions, using gang gestures ("throwing" gang signs) or handshakes, or verbal communications, for the purpose of gang identification, or "tag" or deface school or personal property with gang- related symbols, drawings, or slogans. A student shall not incite other students to intimidate or to act with physical violence upon any other person related to gang activity, solicit others for gang membership, or commit any other illegal act or other violation of school district policies that relates to gang activity. This rule will only apply when the behavior does not meet the standards of any other violation. If gang-related activity is associated with another act of misconduct, evidence of gang activity shall be considered an aggravating factor.

Consequences

K-5	**Grades 6-8**	**High School**
1st Offense---1-3 Days ISS	1st Offense 1-3 Days OSS	1st Offense 1-3 Days OSS
2nd Offense---1 Day OSS	2nd Offense 3 -5 Days OSS	2nd Offense 3-5 Days OSS
3rd Offense---3 Days OSS	3rd Offense 5 -10 Days OSS	3rd Offense 5-10 Days OSS
4th Offense---5 Days OSS	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

7. **Possession of Other "Look-alike" Firearms, Weapons, Explosives, or Incendiary Devices--** Students shall not possess any other "look-alike" guns, such as a plastic gun, toy gun, rubber gun, candy gun, water pistol, etc., and students shall not possess poppers, firecrackers, etc.

<u>Consequences</u>

K-5	**Grades 6-8**	**High School**
1st Offense---School Discipline	1st Offense 1-3 Days OSS 2nd Offense 3-5 Days OSS 3rd Offense 5-10 Days OSS 4th Offense 1 0 Days OSS For any offense, "look-alike" weapons will be confiscated. Repeated offenses will result in longer OSS terms. Law enforcement may be contacted.	1st Offense 1-3 Days OSS
2nd Offense---1 Day OSS		2nd Offense 3-5 Days OSS
3rd Offense---3 Days OSS		3rd Offense 5-10 Days OSS
4th Offense---5 Days OSS For any offense, "look- alike" weapons will be confiscated. Repeated offenses will result in longer OSS terms. Law enforcement may be contacted.		4th Offense---10 Days OSS For any offense, "look-alike" weapons will be confiscated. Repeated offenses will result in longer OSS terms. Law enforcement may be contacted.

8. Hazing, Harassment, Bullying or Intimidation of a Fellow Student--- It shall be a violation of board policy for any student to engage in what is known as hazing or to aid or abet any other student in hazing. For the purpose of this policy, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks on him/her; to frighten, scold, beat, harass him/her; or to subject him/her to personal indignity." Furthermore, deliberate intimidation, bullying or harassment in any form is prohibited. Harassment is unwanted, unwelcome, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe. Bullying includes, but is not limited to, a pattern of or a persistent engagement in name-calling and put downs, verbal taunts, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, teasing, physical abuse, written or oral messages or visual images that deliberately intimidate, harass, suggest self-harm, or embarrass another individual.

Such messages or images, which occur during the school day or negatively impact the school day, may include direct conversation, telephone messages, text messages, instant messages, internet postings, emails, photographic images, posters, signs, and other means of disseminating hurtful, embarrassing, vicious, or scurrilous remarks or content. (G.S. 14-36 and 115C-407.15)

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1st Offense 1-3 Days OSS	1st Offense 1-3 Days OSS 2nd
2nd Offense---1 Day OSS	2nd Offense 3-5 Days OSS 3rd	Offense 3-5 Days OSS 3rd
3rd Offense---3 Days OSS	Offense 5 -10 Days OSS	Offense 5 -10 Days OSS
4th Offense---5 Days OSS	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

Students are strongly encouraged to report to any school official any actual or suspected incidents of discrimination, harassment, or bullying.

9. **Sexual Harassment as Well as Harassment on the Basis of Race, Color, National Origin, Ancestry, Religion, Gender, Socio-Economic Status, Academic Status, Physical Appearance, Gender Identity, Sexual Orientation, Mental, Physical, Developmental or Sensory Disability Is Prohibited**. Students have a right to be free from harassment at school or while attending school activities.

   a. **Definition of Sexual Harassment**.

   b. Sexual Harassment - It is sexual harassment when a student or an adult explicitly or implicitly conditions a student's participation in an educational program or activity or bases an educational decision on the student's submission to unwelcomed sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.

   c. Hostile Environment Sexual Harassment. Sexual harassment also means and includes any unwelcomed sexual advances, requests for sexual favors, and any other non-consensual and/or offensive verbal, nonverbal or physical contact of a sexual nature by another student that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive environment. It includes misconduct by males against females, by females against males and between students of the same gender.

   d. Harassment on the Basis of Race, Color, National Origin, Ancestry, Religion, Gender, Socio-Economic Status, Academic Status, Physical Appearance, Gender Identity, Sexual Orientation, Mental, Physical, Developmental or Sensory Disability. Harassment means and includes any pattern of gestures, written, electronic or verbal communication or any physical act or any threatening communication that: 1) places a student in actual and reasonable fear of harm to his/her person or damage to his/her property; or 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits. It includes, but is not limited to, abusive jokes about a student's race, national/ethnic origin, religion, gender or disability, crude name-calling, threats, and bullying.

Consequences

K-5

1st Offense---School Discipline

2nd Offense---1 Day OSS

3rd Offense---3 Days OSS

4th Offense---5 Days OSS

Grades 6-8

1st Offense 1-3 Days OSS

2nd Offense 3-5 Days OSS 3rd Offense 5 -10 Days OSS

4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

High School

1st Offense 1-3 Days OSS 2nd Offense 3-5 Days OSS 3rd Offense 5 -10 Days OSS

4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

10. **Inappropriate Sexual Conduct—**Students will not engage in any consensual sexual activity or inappropriate touching. This offense includes, but is not limited to, sending explicit images via electronic device.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1st Offense Up to 10 days OSS	1st Offense Up to 10 days OSS
2nd Offense---1 Day OSS	2nd Offense 10 Days OSS and/or Long-Term Suspension/Law enforcement may be contacted.	2nd Offense 10 Days OSS and/or Long-Term Suspension/Law enforcement may be contacted.
3rd Offense---3 Days OSS		
4th Offense---5 Days OSS		

Law enforcement may be contacted for any offense.

11. **Inappropriate or Unacceptable Computer/Electronic Device Usage**-- Students will use computers and other electronic devices provided by Alleghany County Schools or personal in accordance with the Technology Resources General Provisions (Policy 10000), General Use Policy for All Users (Policy 10100) and such other policies that govern technology resource use for their respective user group (Policy 10200 for student users, Policy 10300 for employee users, etc.). Unacceptable use may include but is not limited to: Possession, manufacturing or distributing gang related images or documents, using a computer to plan a fight, video a fight and post to social media or distribute to other students, cause harm or commit a crime, profanity directed to faculty or staff or threats and cyber bullying.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1st Offense 1-3 Days OSS	1st Offense 1-3 Days OSS
2nd Offense---1 Day OSS	2nd Offense 3-5 Days OSS	2nd Offense 3-5 Days OSS
3rd Offense---3 Days OSS	3rd Offense 5-10 Days OSS	3rd Offense 5-10 Days OSS
4th Offense---5 Days OSS	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.	4th Offense 10 Days OSS and/or Long-Term Suspension. Law enforcement may be contacted.

****The superintendent or designee reserves the right to transfer any student who commits a Type II offense to an alternative setting, if he/she feels it would be beneficial to all concerned.***

C. Components of the Plan: **TYPE III OFFENSES.** Acts covered under the School Board Policy (Student Code of Conduct).

Responsibility - Administration/Teachers

Consequences – In accordance with Student Code of Conduct as prescribed below.
(Gravity and severity of the situation may dictate a higher level of action for any offense).

Procedures – a. Teacher notification to administration.
b. Administrator assigned disciplinary actions and notification of actions sent to parents.
c. Due process

1. **Skipping Class/In Unauthorized Areas off Limits to Students During School-** Students shall come to school and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to be absent by the principal or his/her designee or they have an absence that is excused pursuant to state guidelines and local board policy for attendance. Students shall not be in any unauthorized areas which are off limits to students during the school day. If a student arrives at school after the beginning of first period, they must go directly to the office and sign in.

Consequences

K-5	Grades 6-8	High School
1st Offense---5 Days Lunch Detention	1st Offense---1-3 Days ISS	1st Offense---1 Day ISS
2nd Offense---1 Day ISS	2nd Offense---1 Day OSS	2nd Offense---3 Days ISS
3rd Offense---3 Days ISS	3rd Offense---3 Days OSS	3rd Offense--- OSS Length of time to be Determined by the Administrator
4th Offense – 1 Day OSS	4th Offense--- Length to be determined by the Administrator	
5th Offense – Length to be determined by the Administrato		

2. **Skipping School/Leaving Class or Campus Without Permission---**Students shall come to school, and remain at school once they have arrived, and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to be absent by the principal or his/her designee or they have an absence that is excused pursuant to State guidelines and Board policy for attendance.

Consequences

K-5	Grades 6-8	High School
1st Offense---5 Days Lunch Detention	1st Offense---3 Days ISS	1st Offense---1-3 Days ISS - Loss of Driving Privileges -1 week
2nd Offense---1 Day ISS	2nd Offense---1 Day OSS	2nd Offense--- 1 Day OSS – Loss of Driving Privileges -2 weeks
3rd Offense---3 Days ISS	3rd Offense---3 Days OSS	3rd Offense---3 Days OSS – Loss of Driving Privileges for 1 semester
4th Offense – 1 Day OSS	4th Offense---Length to be determined by the Administrator	4th Offense---5 Days OSS- Loss of Driving Privileges for the remainder of the year.
5th Offense – Length to be determined by the Administrator		5th Offense – Length of OSS to be determined by the Administrator.

3. **Bus Misbehavior**---At all times while riding a school bus or other school-owned or operated vehicle, students shall observe the directives of the school bus driver and/or bus/contract vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of transportation privileges provided by the school system: delaying the bus schedule; fighting, smoking, using profanity or refusing to obey the driver's instructions; tampering with or willfully damaging the school vehicle; getting off at an unauthorized stop; distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation; throwing objects from the bus; failing to observe and obey safety regulations; willfully trespassing on a school-owned or operated vehicle; or violating any other Code of Conduct rule while on the school bus. The use of a cell phone by an elementary school student while on a yellow bus is prohibited. The use of a cell phone while on an activity bus will be at the discretion of the supervising coach or teacher. If a violation of this code also violates other rules, consequences in addition to those listed below may be implemented.

Consequences

Grades K-5	**Grades 6-8**	**High School**
1st Offense-Principal's Discretion – Up to 2 days off Bus	1st Offense-Principal's Discretion – Up to 2 days off Bus	1st Offense-Principal's Discretion – Up to 2 days off Bus
2nd Offense---3 Days Off Bus	2nd Offense---3 Days Off Bus	2nd Offense---3 Days Off Bus
3rd Offense---5 Days Off Bus	3rd Offense---5 Days Off Bus	3rd Offense---5 Days Off Bus
4th Offense---10 Days Off Bus	4th Offense---10 Days Off Bus	4th Offense---10 Days Off Bus
5th Offense--- Expulsion from Bus for Remainder of School Year.	5th Offense--- Expulsion from Bus for Remainder of School Year.	5th Offense--- Expulsion from Bus for Remainder of School Year.

4. **Possession of or Use of Tobacco Products, Lighters, Matches, Pipes, or Any Other Related Items**---Students are prohibited from the use and/or possession of tobacco products and shall not possess, smoke, dip, chew or otherwise use any tobacco products at any time while a student is at school in any school building and on any school premises, off school property at any school-sponsored or school-approved activity or function, or during any period of time when students are subject to the authority of school personnel maintaining order and discipline and protecting the safety and welfare of students and staff. Students shall not use or threaten to use a lighter or matches to start a fire.

Consequences

K-5	Grades 6-8	High School
1st Offense-1-3 Days ISS	1st Offense-1-3 Days ISS	1st Offense -- 1- 3 Days ISS
2nd Offense – 3 Days ISS and Mandatory Enrollment in Vaping EverFi Course	2nd Offense – 3 Days ISS and Mandatory Enrollment in Vaping EverFi Course	2nd Offense---3 Days ISS and Mandatory Enrollment in Vaping EverFi Course
3rd Offense---5 Days ISS	3rd Offense---5 Days ISS	3rd Offense---5 Days ISS
4th Offense---1 Days OSS	4th Offense---1 Days OSS	4th Offense---1 Days OSS
5th Offense---3 Days OSS	5th Offense---3 Days OSS	5th Offense---3 Days OSS
6th Offense – 5 Days OSS	6th Offense – 5 Days OSS	6th Offense – 5 Days OSS School Parking Privileges Revoked for 10 Days

5. **Vapes, Vaping, Vaping Devices, E-Cigs –** The use, possession, distribution and/or delivery of vaping devices, vaping products and vaping paraphernalia is Strictly Prohibited. The use of any form of vaping is a definite health hazard and often a social liability. We have a legal and moral obligation to our students to develop policies that protect the health and future of our students. Penalties for Violation:

Consequences

K-5	Grades 6-8	High School
1st Offense-1-3 Days ISS	1st Offense – 3 Days ISS and Mandatory Enrollment in Vaping EverFi Course	1st Offense---3 Days ISS and Mandatory Enrollment in Vaping EverFi Course
2nd Offense – 3 Days ISS and Mandatory Enrollment in Vaping EverFi Course	2nd Offense---5 Days ISS	2nd Offense---5 Days ISS
3rd Offense---5 Days ISS	3rd Offense---1 Days OSS	3rd Offense---1 Days OSS
4th Offense---1 Days OSS	4th Offense---3 Days OSS	4th Offense---3 Days OSS
5th Offense---3 Days OSS	5th Offense – 5 Days OSS	5th Offense – 5 Days OSS School Parking Privileges Revoked for 10 Days
6th Offense – 5 Days OSS		

6. **Stealing / Theft (Misdemeanor), Damage to School or Personal Property ---** Students shall not steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage, either accidentally or intentionally, any school or private property while under school jurisdiction. Students shall not vandalize or damage or attempt to damage property belonging to others.

Consequences

K-5	Grades 6-8	High School
School Discipline---In accordance with Elementary School Discipline	1st Offense -- 1-3 Days ISS/OSS depending on severity of offense	1st Offense -- 1-3 Days ISS/OSS depending on severity of offense
Law enforcement may be notified.	Law enforcement may be notified.	Law enforcement may be notified.
Restitution may be required.	Restitution may be required.	Restitution may be required.

7. **Disrespect or Aggressive Behavior to a Student---**Students shall respect other students, visitors, school employees, and other persons by utilizing appropriate language and behaviors at all times. Any action which is insulting, physically aggressive, abusive, harassing, profane, obscene, or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person is specifically prohibited. In addition, any act of retaliation against an individual for reporting insulting, abusive, or harassing actions is expressly prohibited.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1st Offense -- 1-3 Days ISS	1st Offense -- 1-3 Days ISS
2nd Offense---ASD or 1Day ISS	2nd Offense -- 1 Day OSS	2nd Offense -- 1 Day OSS
3rd Offense---1-3 Days ISS	3rd Offense---3 Days OSS	3rd Offense---3 Days OSS

8. **Gambling---** Students shall not engage in any form of games of chance or gambling for money and/or objects of value.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1st Offense---1 Day ISS	1st Offense---1 Day ISS
2nd Offense---ASD or 1Day ISS	2nd Offense---3 Days ISS	2nd Offense---3 Days ISS
3rd Offense---1-3 Days ISS	3rd Offense---1 Day OSS	3rd Offense---1 Day OSS
	4th Offense---3 Days OSS	4th Offense---3 Days OSS
	5th Offense---5 Days OSS	5th Offense---5 Days OSS
	6th Offense---10 Days OSS	6th Offense---10 Days OSS

9. **Forgery and Defamation**--- Students shall not provide false information to school officials and/or parents or guardians with regard to any report card, attendance matter, grades or progress reports, discipline matters, or any other school business. Students shall not make or publish false statements on the internet, by FAX or by any other means of communication that defame the character or reputation of a school employee or student. While students have a constitutional right to criticize school personnel or students, that right does not include making false statements accusing school personnel or students of engaging in criminal or immoral acts that are intended to injure, harass and/or harm an individual.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1set Offense---1 Day ISS	1st Offense---1 Day ISS
2nd Offense---ASD or 1Day ISS	2nd Offense---3 Days ISS	2nd Offense---3 Days ISS
3rd Offense---1-3 Days ISS	3rd Offense---1 Day OSS	3rd Offense---1 Day OSS
	4th Offense---3 Days OSS	4th Offense---3 Days OSS
	5th Offense---5 Days OSS	5th Offense---5 Days OSS
	6th Offense---10 Days OSS	6th Offense---10 Days OSS

10. **Possession of Sexually Explicit Material---**Students shall not possess any lewd or sexually explicit materials on school property or while under the jurisdiction of school personnel. This rule applies not only to printed matter, but also to sexually explicit material that is stored in, transmitted, or viewed through electronic devices.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1st Offense---1 Day ISS	1st Offense---1 Day ISS
2nd Offense---ASD or 1Day ISS	2nd Offense---3 Days ISS	2nd Offense---3 Days ISS
3rd Offense---1-3 Days ISS	3rd Offense---1 Day OSS	3rd Offense---1 Day OSS
	4th Offense---3 Days OSS	4th Offense---3 Days OSS
	5th Offense---5 Days OSS	5th Offense---5 Days OSS
	6th Offense---10 Days OSS	6th Offense---10 Days OSS

11. **Using Profanity or Vulgar Language**---Students are prohibited from using any form of profanity or vulgar language on school property or at any time and place they are under the authority of school personnel. Students are expected to act in a proper and respectable manner at all times.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1st Offense---1 Day ISS	1st Offense---1 Day ISS
2nd Offense---ASD or 1Day ISS	2nd Offense---3 Days ISS	2nd Offense---3 Days ISS
3rd Offense---1-3 Days ISS	3rd Offense---1 Day OSS	3rd Offense---1 Day OSS
	4th Offense---3 Days OSS	4th Offense---3 Days OSS
	5th Offense---5 Days OSS	5th Offense---5 Days OSS
	6th Offense---10 Days OSS	6th Offense---10 Days OSS

12. Issues of Integrity---Cheating, plagiarism, falsification of notes or documents or violating Alleghany County policy on acceptable use of the internet will result in disciplinary measures. A student's grade will be adversely affected if any of the mentioned actions are observed.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline		
2nd Offense---ASD or 1Day ISS	1st Offense---1 Day ISS	1st Offense---1 Day ISS
3rd Offense---1-3 Days ISS	2nd Offense---3 Days ISS	2nd Offense---3 Days ISS
	3rd Offense---1 Day OSS	3rd Offense---1 Day OSS
	4th Offense---3 Days OSS	4th Offense---3 Days OSS
	5th Offense---5 Days OSS	5th Offense---5 Days OSS
	6th Offense---10 Days OSS	6th Offense---10 Days OSS

13. **Inappropriate or Unacceptable Computer/Electronic Device Usage**--Students will use computers and other electronic devices provided by Alleghany County Schools in accordance with Alleghany County Policy Student Internet Safety and Acceptable Use of Technology Resources Policies (3225/10100). Unacceptable use may include but is not limited to: Possession, manufacturing or distributing of pornography (real life or cartoon), Possession, manufacturing or distributing images of Weapons, Possession, manufacturing or distributing bootleg or illegal movies or music, using another student's or teacher's login, or cheating.

Consequences

K-5	**Grades 6-8**	**High School**
1st Offense---School Discipline	1st Offense---1 Day ISS	1st Offense---1 Day ISS
2nd Offense---ASD or 1Day ISS	2nd Offense---3 Days ISS	2nd Offense---3 Days ISS
3rd Offense---1-3 Days ISS	3rd Offense---1 Day OSS	3rd Offense---1 Day OSS
	4th Offense---3 Days OSS	4th Offense---3 Days OSS
	5th Offense---5 Days OSS	5th Offense---5 Days OSS
	6th Offense---10 Days OSS	6th Offense---10 Days OSS

****The superintendent or designee reserves the right to transfer any student who commits a Type I offense to an alternative setting, if he/she feels it would be beneficial to all concerned.***

D. **<u>Components of the Plan: TYPE IV OFFENSES.</u>**

Acts covered under the School Board Policy (Student Code of Conduct).

Responsibility - Teachers/Administrators

Consequences – In accordance with Student Code of Conduct as prescribed above.

(Gravity and severity of the situation may dictate a higher level of action for any offense).

Procedures:

a. Teacher notification to administration.

b. Administrator assigned disciplinary actions and notification of actions sent to parents.

c. Due process

1. **Inappropriate Interpersonal Behavior---**Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection, as determined by the principal, will not be allowed.

2. **Possession or Consuming Food or Drinks in Restricted Areas---**Students shall not consume food or drink in areas where consumption is restricted by the administration.

3. **Inappropriate and Rowdy Behavior which impedes the Teaching Process, including sleeping, card playing, horse-playing, talking aloud, etc.---**Students are prohibited from inappropriate and rowdy behavior that disrupts the educational setting.

4. **Horseplay---**Students shall not engage in horseplay, roughhousing, or playful physical contact that could result in accidental injury, damage to property, or disruption of the educational environment. While often not malicious, such behavior poses a risk to the safety and order and will be addressed accordingly.

5. **Littering on School Property---**Students shall not litter on school property or public and private property while under jurisdiction of the school.

6. **Disruption of Class, Creating a Disturbance, or Failure to Follow Classroom Rules Resulting in Office Referral---**Students shall follow all classroom rules and regulations as set by the classroom teacher.

7. **Loitering after School on School Property---**Students shall only be on school property during a regular school day or during approved extracurricular activities.

8. **Skateboarding/Skating---**Due to the risk or injury to the student and others, students shall not ride a skateboard, roller skate or in-line skate on school property, unless approved in advance by the principal or designee as a school sponsored program or activity.

9. **Inappropriate or Unacceptable Computer/Electronic Device Usage--**Students will use computers and other electronic devices provided by Alleghany County Schools and Personal Devices in accordance with the Technology Resources General Provisions (Policy 10000), General Use Policy for All Users (Policy 10100) and such other policies that govern technology resource use for their respective user group (Policy 10200 for student users, Policy 10300 for employee users, etc.)) Inappropriate use may include but is not limited to: using proxy sites, using computer not assigned to student, videoing or taping on school property when not related to school assignment, e-mailing or chatting during class when not related to school assignment, use of profanity or gaming when not related to school assignment.

Consequences

K-5	Grades 6-8	High School
1st Offense---School Discipline	1st Offense –School Discipline 2nd Offense - 1 Day ISS	1st Offense–School Discipline 2nd Offense - 1 Day ISS
2nd Offense---ASD or 1Day ISS	3rd Offense 3 Days ISS	3rd Offense - 3 Days ISS
3rd Offense---1-3 Days ISS	4th Offense – 1 Day OSS	4th Offense – 1 Day OSS
	5th Offense – 3 Days OSS	5th Offense – 3 Days OSS
	6th Offense – 5 Days or more OSS	6th Offense – 5 Days or more OSS

Dress Code and Appearance

The Alleghany County Board of Education respects a student's right to choose his or her dress or appearance. However, the Board of Education will require that students adhere to standards of dress that are compatible with the requirement of a good school environment. All students are expected to be groomed and dressed appropriately for school and school activities. If, in the opinion of the principal or his/her designee, a student's dress or appearance is such that it (1) disrupts the learning environment, (2) constitutes a threat to health or safety, (3) is construed as provocative or obscene, or
(4) is lacking in cleanliness, the principal or the principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation.

The principal shall have the authority to implement the school dress code and appearance policy in a manner that is age appropriate. Reasonable consideration will be made for those students who, because of sincerely held religious beliefs, cultural heritage, or medical reasons, request, in writing, a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would include, but is not limited to athletics, vocational classes and projects, P.E. classes, special events, science activities/labs, or other activities that would allow for non- conforming dress.

A. Guidelines: All students are expected to adhere to the following guidelines.

1. Shorts, skirts, and dresses should be no shorter than the length of the individual's fingertips, including those worn over leggings, and applies to slits in dresses and skirts and jeans with holes. Holes showing skin should be no higher than the bottom of the length of the individual's fingertips.
2. All shirts or dresses must have shoulder straps measuring no less than 4 fingers wide unless continually worn under a top that has sleeves. Arm holes should also not extend more than 4 fingers below the armpit on each side. No undergarments should be visible.
3. All students must wear shirts and tops at all times. All tops must be long enough to cover the midriff when sitting or standing, and shirts, tops and dresses must cover the back and chest area (measured both back and front in a straight line from armpit to armpit.)
4. Undergarments (i.e. bras and/or male and female underpants) should not to be visible whether sitting or standing.

5. Outer clothing should not to be sheer, mesh, have holes higher than mid-thigh or designed in such a manner as to reveal the body or undergarments as described above.
6. No pajamas or blankets allowed unless it is an approved designated special school event.
7. Oversized clothing such as pants that sag below the hip bone or shirts that hang off the shoulder exposing undergarments are not allowed.
8. Attire is not allowed which promotes alcoholic beverages, tobacco, the use of controlled substances, depicts violence, is of a sexual nature, is gang related, is cult related, is of a disruptive nature, or is demeaning or degrading to a particular group or individual. This includes, but is not limited to jewelry, bandannas, tee-shirts, etc.
9. Appropriate footwear should be worn at all times (i.e. boots in Ag class, gym shoes in P.E.). All students must wear shoes at all times within the school building.
10. Belts, when worn, must be buckled properly and worn at the waistline.
11. Hats, caps, toboggans, bandannas, hoods and sweatbands will not be worn in the classroom, unless they have been approved by the administration. Sunglasses will not be worn inside the school building.
12. No accessories that could be perceived as dangerous to others will be allowed (i.e. spiked collars, spiked bracelets, chains, etc.).
13. NO Trench Coats allowed.

B. <u>Dress Code Violations: Consequences</u>

1. **Elementary Schools**
   Elementary schools will follow as closely as possible the violation standards outlined below, but each individual K-5 school will have the option of supplementing age-appropriate consequences for dress code violations as deemed necessary.

2. **Grades 6-8 and High School**
   The student will be reminded of the approved dress code and informed of the specific guideline being addressed. If the violation is determined to be a threat to health or safety, further consequences will be determined based on established discipline policies.

   1st Offense- Warning and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. If neither of these options is available, student spends day in isolation. Parent must be notified that dress code policy has been violated.

   2nd Offense- 1 Days ISS or ASD and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parent must be notified of ISS placement.

   3rd Offense – 1-3 Days ISS or ASD and student changes clothes using available clothes at school or calls parent/guardian to bring a change of clothes. Parent must be notified of ISS/ASD placement.

Repeated dress code violations will result in office referrals and established disciplinary guidelines will be followed for Noncompliance with Directives from Principals, Teachers and Other School Personnel as outlined in the Alleghany County Schools Student Handbook with possible OSS (Out of School Suspension).

E. **Components of the Plan: TYPE V OFFENSES.** Acts covered under the School Board Policy (Student Code of Conduct).

Responsibility – Teachers/Administrators

Consequences – In accordance with teacher's classroom rules and regulations ***(Gravity and severity of the situation may dictate a higher level of action for any offense).***

Procedures – In-class consequences assigned by teacher (warning, counseling, detention, parent contact, parent conference, student contract, referral to school counselor, individual conference with student)

1. **Any Type of Very Minor Disruption Not Defined in Prior Section---**Teachers will follow a classroom discipline procedure which may include, but is not limited to: warning, parent contact, isolation and referral to office for assignment of ISS or OSS.

2. **Prohibition of the Use of Portable Electronic Devices by Elementary School students**---With the exception of a laptop/notebook computer, calculator, or other similar item either furnished by Alleghany County Public Schools for the purpose of educational instruction or similar personal items with the express permission of the principal for the purpose of educational instruction, use of any Portable Electronic Device, examples of which include but are not limited to cell phones, digital cameras, and IPODs, during the school day (beginning bell to ending bell) is strictly prohibited. No student shall use, display, transmit or have in the "on" position any wireless communication device or personal entertainment device during the instructional day. The use of cell phones while on yellow school buses is also prohibited. The use of cell phones while on an activity bus will be at the discretion of the supervising coach or teacher. **Students and their parent(s)/guardian(s) are solely responsible for any loss or damage to their portable radio, tape recorders, tape/CD/DVD players, ear buds, headphones, cell phone or any other similar electronic equipment in school while it is in their care, custody or control. Alleghany County Schools accepts not responsibility for theft, loss or damage to a student's personal electronic equipment.**

Consequences Elementary

1st Offense – Warning. Student may pick up device.

2nd Offense - Warning. Parent must pick up device.

3rd Offense - Parent must pick up device.

Any subsequent infractions will result in confiscation of the electronic device and/ or loss of use privilege. OSS may ultimately be required. The decision will be made at the discretion of the principal or his/her designee.

Electronic Device Use for Grades 6-8 and High School Students

With the exception of electronic devices furnished by Alleghany County Schools for the purpose of educational instruction or similar personal items with the express permission of the principal, no student shall use any electronic device including but not limited to cell phones, earbuds, head phones and digital cameras during instructional time. High school students may only use electronic devices during their lunch time, break and between classes. Students and their parent(s)/guardian (s) are solely responsible for any loss or damage to the electronic equipment in school while it is in their care, custody or control. Alleghany County Schools accepts NO responsibility for theft, loss or damage to a student's personal electronic equipment.

Consequences

1st Offense Warning (student may pick up device)

2nd Offense Warning (parent must pick up and sign for device)

3rd Offense Warning (parent may pick up device and student must turn in each morning when arriving to school)

4th - 7th Offense, student will receive ISS with length to be determined by the Administrator.

8th Offense and beyond, student will receive OSS with the length of OSS to be determined by the Administrator

F. Components of the Plan: Important Guidelines

Gravity and severity of the situation may dictate a higher level of action for any offense.

1. With each out-of-school suspension, parents or guardians will be notified prior to suspension.

2. A parent/guardian conference with the school administrator shall be held prior to suspension for ten days or longer. The conference, or notification, can be held by phone upon request of the parent/guardian.

3. All disciplinary actions are cumulative for the entire school year.

4. Students are not allowed to participate in any extra-curricular activities during the period of suspension, either ISS or OSS. Students will be allowed to resume these activities on the day after the suspension or the one-half day suspension ends.

Section IV
Mandatory Reporting to Law Enforcement of Certain Offenses

A. All Principals must report immediately to law enforcement agencies the following acts:

1. Assault resulting in serious bodily injury or involving use of a weapon
2. Rape
3. Sexual assault or sexual offense
4. Assault on school personnel
5. False report concerning destructive devices (bomb threat)
6. Kidnapping
7. Indecent liberties with a minor
8. Possession of a firearm or powerful explosive
9. Possession of a weapon
10. Possession of a controlled substance or alcoholic beverage
11. Death
12. Burning of a school building
13. Making a bomb threat or engaging in a bomb hoax

Section V
Personal Searches

A. A search of a student's person and/or personal effects (e.g., purse, book bag, etc.) is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule. A search of a student is permissible in scope when measures adopted are reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

B. If a school official, after appropriate investigation, has reasonable grounds to suspect that a student is at school or at a school activity or event under the influence of alcohol or other controlled substance, and the student denies being under the influence of alcohol or other controlled substance, the student will be offered the opportunity for a drug or alcohol test with parent knowledge and consent. The test will be administered in accordance with applicable regulations adopted by the board for drug and alcohol testing. Refusal to submit to testing will subject the student to appropriate disciplinary action.

1. If a frisk or "pat down" search of a student's person is conducted, it must be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

2. If the school official has reasonable grounds to suspect that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may be conducted only in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or his or her designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

3. **Use of Metal Detectors**

a. A metal detector can be used to search a student's person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, when feasible.

b. A school is authorized to conduct general searches of students and their personal effects with a metal detector before a student can gain entry to the school campus or any school- sponsored extra-curricular activity. The search must be conducted in accordance with procedures established by the superintendent or his or her designee. Prior to initiating general searches, the school must:

(1) Substantiate to the superintendent the need for general searches based upon a pattern or expectation of violence or disruption; and

(2) Provide written notice, if feasible, to students and parents of the school policy governing general searches, but not of specific times or places where searches will be conducted. Any search conducted pursuant to this policy must be conducted by a school official.

4. **Locker Searches.** Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Student lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time, without notice, without consent, and without a search warrant. A student's personal effects found in a locker, such as backpacks, gym bags or purses, may be searched only pursuant to guidelines for personal searches described above.

5. **Searches of Student Motor Vehicles.** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol student parking lots at any time, without notice or consent. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

6. **Use of Trained Dogs in Conducting Searches.** With the prior approval of the superintendent, school officials may use trained dogs in inspections for illegal, unauthorized or contraband materials in school facilities, grounds and school parking lots. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the dog's reliability and accuracy in sniffing out contraband. Trained dogs may sniff lockers, student motor vehicles and other inanimate objects. Such inspections are not considered searches and do not require notice or consent. Dogs may not be used for random searches of students or other persons.

Section VI
Attendance

The Alleghany County Board of Education believes that regular school attendance is of crucial importance to the educational achievement of each student. Further, the Alleghany County Board of Education believes that the primary responsibility for regular school attendance resides with the parents and the individual student. Creating and maintaining an atmosphere conducive to student learning is the responsibility of the school staff. It is also the responsibility of all school personnel to promote and encourage regular school attendance.

Attendance in school is central to educational achievement and school success. Attendance and participation in class is an integral part of the teaching-learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success in later life, both personal and business. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

A student's attendance and participation shall constitute 30% of the student's final grade for a course in grades 6 through 12 in the Alleghany County Schools, subject to compatibility with a student's IEP, 504 Plan, or other individualized instructional accommodation. A student shall be provided the opportunity to make up work missed due to an excused absence. Teachers shall maintain accurate attendance records, both daily and by class where appropriate. Principals shall be responsible for administering current rules and regulations relative to attendance and absences, and shall make decisions relative to the classification of absences as excused or unexcused. A committee shall be established to review and decide an appeal by a student or parent/legal guardian from the determination of the classification of an absence and is effect upon a student's grade.

North Carolina law provides in pertinent part, as follows:

> Every parent, guardian or other person legally domiciled in Alleghany County and having charge or control of a child between the ages of seven and sixteen years will cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned will be in session. (NC G.S. 115-378) Every parent, guardian or other person having charge or control of a child under the age of seven who is enrolled in a public school in grades kindergarten through second grade will cause such child to attend school continuously for a period equal to the time which the public school to which the child is assigned will be in session unless the child has been officially withdrawn from school.

In accordance with the mandate of the above law, the Board of Education expects all students to be present at school each day and to be on time for classes in order to benefit maximally from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more, and are much more employable after leaving school.

A. **Rationale.** Students need to attend school on a regular basis. Continuity of instruction, communication of knowledge through well-planned and well-taught lessons, participation in class discussions, and social interaction with fellow students are vital elements of a student's education. While home study and make-up work aid in continuing a student's instruction, they are not substitutes for these essential elements of education. Based on this principle, the Alleghany County Board of Education adopts this attendance policy.

B. Procedure for Recording Attendance

1. Attendance must be taken each day and, if appropriate, each instructional period.

2. To be counted present, a student must be in attendance at school or an authorized school activity approved by the principal; the only exceptions to this rule are staggered kindergarten and hospital/homebound.

3. For official accounting purposes, a student must be present at least one-half of the instructional day to be recorded present for the entire day, unless there are extenuating circumstances which will be determined on a case-by-case basis by the principal.

4. In high school, attendance is recorded in each class period. Students must be in attendance for at least 50% of scheduled class time to be counted present for that class period.

5. When a student returns to school following an absence, he or she should present a written note (or use form prepared by the school) with parents' or guardian's signature stating:
   a. student's full name,
   b. date(s) of absence
   c. reason for absence, including official documentation
   d. parent daytime phone number(s)

   If a written note is not received within 3 school days of the absence, the absence will be unexcused.

6. All student absences shall be recorded and classified as either excused or unexcused. Any absence which is not excused shall be classified as an unexcused absence.

7. Pursuant to regulations established by the State Board of Education, absences are excused if caused by one of the following reasons:
   a. illness or injury;
   b. quarantine;
   c. death in immediate family;
   d. medical or dental appointments;
   e. court or administrative proceedings;
   f. religious observances; and
   g. Educational opportunities (prior approval of the principal required).
   h. pregnancy and related conditions to parenting, when medically necessary

   Upon the written request of a parent or guardian and in a reasonable period of time in advance of the absence, a student may be excused by the principal to participate in any activity having substantial educational value, such as: (a) a documented educational trip; (b) a visit to a college or military facility; or (c) participation in civic or community events.

8. Absences due to out-of-school suspension are neither excused nor unexcused.
9. Students are only allowed to leave during lunch periods and Trojan Pride Time when a verified Infinite Campus contact personally signs the student out in the office. If a student must leave during lunch or Trojan Pride Time for any reason other than those listed under Excused Absences, the student will receive an unexcused tardy for that period.

C. Early Dismissal

1. Students will be permitted to leave school before the end of the school day only in the company of a parent or guardian or in accordance with specific written instructions from a parent or guardian. If an emergency requires a student to leave during the school day, the school will contact a parent or guardian for instructions.

2. Students must sign out in the office when leaving school before the end of the school day.

3. Students who leave early will be recorded as absent from any classes missed.

4. Absences will be excused or unexcused as defined in B and C above.

5. To be counted present, a student must be in attendance at least 50% of the class period.

D. Extracurricular Activities

1. The value of extracurricular activities to the total curriculum of the school and to the education of the student cannot be denied. Missing class due to a school-sponsored activity, therefore, will not count as an absence.

2. Each student will be responsible for notifying the teacher prior to missing class to participate in a school-sponsored activity. The student will be responsible for obtaining assignments and completing make-up work in accordance with a plan developed with the teacher. If the student fails to notify the teacher prior to missing class, then the missed class will be treated in the same manner as an unexcused absence.

3. Students may not be counted present when away from class/school participating in non- school sponsored activities. Such absences may be recorded as excused based on educational opportunity if approved in advance by the principal.

4. High School Attendance Eligibility Requirements (Established by the NCHSAA)

   In order to be eligible for athletic participation, students must have been in daily attendance 85% of the previous semester. In regards to athletic eligibility, daily absences cannot be made up under any circumstances, even if the student attends Saturday classes, extra help sessions, summer school, and/or any other means to make up academic work.

E. Prom Attendance Policy

Alleghany High School Prom Attendance Policy

The Alleghany High School Prom is a special privilege for students who demonstrate a commitment to academic success, positive behavior, and regular school attendance.
To be eligible to attend prom, a student must meet the following attendance requirement:

- **Students may have no more than eight (8) unexcused absences during the fall or spring semester.**

Attendance eligibility will be determined using official school attendance records as of the established eligibility review date prior to prom.

Students who exceed eight (8) unexcused absences during the applicable semester will not be eligible to attend prom.

Students are encouraged to communicate with the school regarding absences and submit appropriate documentation within **three (3) days** so that absences may be reviewed and coded correctly according to district attendance guidelines. If a written excuse is not received within three (3) school days of the absence, the absence will be unexcused.

The principal or designee will make final determinations regarding eligibility based on official attendance records and school policy.

F. Make-Up Work

1. Upon request from the student or his or her parents, faculty members will assist students in arranging make-up work when absences are excused or unexcused.

2. Within three days after returning to school following an absence, a student and his or her teachers may develop a written plan for the student to make up missed assignments; this plan may outline the work to be made up and include due date(s). (Under extenuating circumstances, the principal or Student Assistance Team may modify this requirement.)

3. Make-up work may not be completed during regularly scheduled instructional time. Any written plan for make-up work should specify that the work must be completed before or after the instructional day or at home, as appropriate to the situation.

4. It is the responsibility of the student or parent to request missed assignments for any absence.

G. Class Participation

1. To emphasize the importance of attendance and the relationship between attendance and achievement, class participation will be considered in the calculation of students' grades in accordance with board policy 3402.

2. The superintendent will develop such procedures as may be appropriate to provide for the inclusion of class participation in the grading process.

H. Attendance Requirement for Receiving Credit

1. In order to receive credit for a course or program of study, a student must attain a passing average and attend a minimum of ninety percent (90%) of scheduled class sessions.
2. All absences will be counted in computing the ninety percent (90%) attendance requirement.

3. Students in grades K-12 may attend make-up sessions for time missed due to absences. Make-up time shall match missed time hour-for-hour. Make-up sessions will be scheduled outside the regular school day by the administrator at each school.

4. Students may only make-up time missed due to absences under the procedures established by Alleghany County Schools.

5. Students who fail to meet the attendance requirement in a course or program of study and elect not to attend make-up sessions will receive no credit. If a student has a failing average regardless of the attendance requirement, then the actual grade will be recorded. If a student fails to meet the attendance requirement, but otherwise has a passing average, then a grade of (no credit), will be recorded.

I. Excused Absences

In accordance with NCDPI Attendance Policy, absences that occur as a result of the following circumstances will be excused by the principal. All notes must be turned into the office within 3 days of returning to school.

1. Personal illness or injury - The school may require a doctor's note if it is deemed advisable or if absences are excessive.
2. Quarantine – The absence is limited to the time fixed by the health official.
3. Death in the immediate family – the absence is usually limited to three days unless the parent or guardian contacts the school for an extension.
4. Medical and dental appointments – when possible, medical and dental appointments should be made outside of school hours.
5. Court proceedings.
6. Religious observations.
7. Educational opportunities - Visits to college campuses, traveling to a foreign country, visits to museums or other educational institutions. Artifacts will be required upon return in order for the absence to be excused. Only one educational opportunity will be allowed per student per year. Additional opportunities may be approved upon principal discretion.

J. Excessive Absences

a. If any student accumulates three, six and/or nine absences (either excused or unexcused) in a school year, parents/guardians will be notified.

b. If a student accumulates three unexcused absences in a school year, the principal will notify the student's parents/guardians.

c. If a student, who falls in the compulsory attendance age, accumulates six unexcused absences in a school year, the principal will notify the student's parent/guardian by mail that the parent or guardian may be in violation of the Compulsory Attendance Law and may be subject to prosecution.

d. If students are absent or are expected to be absent for three consecutive days, parents/guardians should notify the school (in writing, email or by telephone) to explain the cause for the absence.

e. Parents of students in PreK – Eighth grade are only allowed to write two parent notes each nine weeks for excused absences. Doctors notes will be required after two per nine weeks:

Grades K-8: Parents of a student who has accumulated 9 absences (excused or unexcused) will be sent a warning notice by first class mail of the student's excessive absences and possible retention. When the student has accumulated 17 absences another notice will be sent to the parent. The student also shall be notified in person. Students who accumulate 17 days of unexcused or excused absences will be required to bring a note from a licensed health care professional for any further absences from school. If no note is provided, all subsequent absences will be counted as unexcused.

High School: After three (3) absences (unexcused) are accumulated a warning notice will be sent by first class mail to the student's parent/guardian. A second notice will be sent after six (6) absences. The student also shall be notified in person. Credit will be denied after a student accumulates 9 unexcused absences in a semester- long class. Five unexcused tardies will count as one absence. The student and his parents shall be notified of credit denial and the appeal procedure. Such notice shall be given in person to the student and by first class mail to the student's parents.

Please see NC General Statutes - Chapter 115C Article 26

K. Review Process

a. Students, who have accumulated excessive absences, may appeal to the student assistance team or attendance committee for a finding of extenuating circumstances (e.g. illness or hospitalization). It is the responsibility of students/parents to file an appeal according to the procedures of the school's attendance waiver plan.

b. Each school's Student Assistance Team (or separate Attendance Committee) will review the academic and attendance records of any student who appeals and who otherwise has a passing average but who receives "no credit" based on failure to meet the attendance requirement.

c. The review panel will take into consideration all factors that may be relevant to each student's situation, including but not limited to, the reasons for the student's absences, quantity and quality of make-up work, exam grades, standardized tests, and teachers' statements.

d. In high school, each teacher who awards a grade of (no credit) will forward to the review panel a statement explaining the reasons for the student's passing average.

e. After considering each case, the review panel will make a recommendation to the principal to award credit, not to award credit, or to require the student to follow the established Alleghany County Schools make-up plan to receive credit.

f. The principal will review the recommendation of the review panel and the basis for its recommendation and make a decision to award credit, not award credit, or to require students to follow the established Alleghany County Schools make-up plan to receive credit. If denial of credit would result in non- promotion, the principal should also consider all factors involved in placement decisions as outlined in the board's "Promotion and Retention of Students" policy.

g. If the principal decides to award credit for a course, then the student's actual passing average will be recorded as the final grade.

h. The superintendent will develop such other procedures as may be appropriate for the conduct of the school-level review process.

L. Appeal Process

1. A student or his or her parents may appeal to the superintendent a principal's decision to deny credit based on the attendance policy. A written request for appeal must be submitted to the superintendent within ten working days following notification of the principal's decision. Any additional documentation in support of the appeal must be submitted in writing with the notice of appeal.

2. The superintendent will review each appeal based on the written documentary record and make a decision to award or not award credit.

3. A decision by the superintendent will be considered final. Any further action on the part of the parent or student should follow the grievance procedure outlined in Board Policy 4010.

Please see NC General Statutes - Chapter 115C Article 26

M. Exam Exemptions

Students may be exempt from classroom final exams if they maintain a "B" average or higher AND have no more than 3 absences (either excused or unexcused). This does not apply to state-required End-of- Course or CTE assessments.

In addition, the principal has the authority to adjust the policy on an individual basis in the event of extenuating circumstances.

a. Students whose behavior results in out-of-school suspension will automatically lose exam exemption privileges for the semester in which the suspension occurs.

b. Students who are assigned to in-school suspension more than once during a school semester will lose exam exemption privileges for the semester in which the suspension occurs.

c. Students are encouraged to take all exams, regardless of their exam exemption status. Students who meet exam exemption criteria may choose to take the exam in that course. If a student chooses to take the exam, the exam grade will be counted as 20% of the semester grade only if it improves the student's grade. A student's grade cannot be lowered because he/she chooses to take an exam if exemption is granted and not taken.

Section VII

Tardiness/Early Departure Guidelines

A. Tardiness

The Alleghany County Board of Education expects all students to be on time for each class and to participate in the entire school day. In order to benefit from the instructional program, students should develop habits of punctuality, self-discipline and responsibility.

B. Tardiness: Grades 6th – 12th

1. Alleghany County Schools believe that each student should receive uninterrupted instruction each class period. Each student, therefore, is expected to be in class and prepared to receive instruction. Each student should arrive at each class by the designated start time. Any student who has to go to the Counseling Center, Administrative Offices, or any other area must report to their assigned class to receive permission and a visible hall pass to be dismissed from class. Students will be readmitted to class with an appropriate pass for the school-related appointment. A student is considered tardy if they arrive to class after the appointed start time or leaves before the appointed end of the class period.

2. Sufficient warnings have been placed throughout this policy to cover unexpected emergencies. Disciplinary consequences for tardiness are cumulative for each semester. After the first semester, a student's tardy record will be cleared.

3. "Tardiness" or "tardy" is defined as arriving to class or school after the scheduled time for class or school to begin. A tardy is considered "unexcused" unless there is a valid reason for being late. Valid reasons for being late include, but are not limited to, the reasons for an excused absence as defined in Section VI, Paragraph B, #7 (pg. 93) and Paragraph H (pg. 95). "Unexcused early departure" is defined as the removal of a student from school prior to the end of the instructional day without a valid reason for an excused absence as defined above. B. Tardiness or early departure constituting an absence If a student misses more than fifty percent (50%) of a school day, the student will be considered absent from school, except as provided in Section VI, paragraph E.

4. When a student accumulates 5 **unexcused** tardies per class, **per semester**, they will be assigned to 2 days of lunch detention. Continued excessive tardiness may result in a loss of driving privileges, PBIS reward activities, and/or other disciplinary action. As students accrue more tardies, lunch detention time is added. See below:
   5 Tardies – 1 absence
   10 Tardies - 2 absences –
   15 Tardies - 1 day of ISS and 3 absences
   20 Tardies or more - 2 day of ISS and 4 absences

5. Excessive Tardiness and Unexcused Early Departures: An accumulation of five (5) unexcused tardies/early departures, shall be equal to one unexcused absence for the purpose of enforcing the compulsory attendance law and the provision of this regulation for addressing a student's excessive absences.

   Sufficient warnings have been placed throughout this policy to cover unexpected emergencies. Disciplinary consequences for tardiness are cumulative for each semester. After the first semester, a student's tardy record will be cleared.

Tardy to Class

Responsibility --- A. Students, B. Parents, C. Teachers and D. Administration

Consequences -

1st Offense---Warning by the teacher and documentation

2nd Offense---Warning by the teacher and documentation

3rd Offense---Parent Notification by Teacher or his/her designee

4th Offense---Parent Notification by Administrator or his/her designee

5th Offense---School detention during non-instructional time (may include before school, after school, lunch or Saturday) as determined by school administrators and loss of exam exemption.

Any offense after the 5th will result in additional assignments to detention.

Procedures:

1. Teacher notifies student and administrator of each tardy.
2. Administrator carries out disciplinary action.
3. Due process

Tardy to School (Drivers): If a student drives and is tardy to school, the discipline actions listed above will be in effect as well as the following consequences:

1st Offense---Warning by teacher/Administrative notification

2nd Offense---Warning by teacher/Administrative notification

3rd Offense---Parent Notification by Administrator

4th Offense---5 Days—Loss of Parking Permit

5th Offense---Warning by Administrator

6th Offense---10 Days—Loss of Parking Permit

7th Offense---Warning by Administrator

8th Offense---Loss of Parking Permit for the semester

Procedures:

1. Office writes tardy slips and gives copy to student.
2. Administrator carries out disciplinary action.
3. Due process

Section VIII

In-School Suspension Rules after Placement (Grades 6-8 and High School)

A. Objectives:

1. To serve as an alternative to out-of-school suspension.
2. To provide a highly structured environment conducive to instruction and learning.
3. To help each student change inappropriate behavior prior to re-entry into the regular classroom.

B. **Procedure for Admission**:

1. Only the principal or assistant principal may assign a student to the in-school suspension center.
2. When a student is assigned to in-school suspension, he is considered present.

B. Classroom Guidelines:

1. Students assigned to the in-school suspension program must bring the Disciplinary Action Form signed by their parents and submit it to the principal or assistant principal.
2. Students must bring pencils, paper, notebooks, books and any other necessary materials when they report to in-school suspension.
3. Students assigned to the in-school suspension program are expected to cooperate with the staff of the in-school suspension program. If a student refuses to cooperate, it will result in suspension from the in-school suspension program with no re-admittance to that program for the remainder of the school year.

C. Teachers are required to put assignments and any other study aids in the box for in school suspension prior to the beginning of school on the day (s) the student is assigned to the in-school suspension program.

D. The in-school suspension staff will be responsible for collecting completed assignments and returning them to the respective teachers' boxes.

E. Each student will be assigned a desk.

F. Each student is responsible for the cleanliness of his assigned area.

G. Each student must remain quiet in the in-school suspension center as well as on those occasions when he is in the hallways, bathrooms, or cafeteria.

H. Students shall be accompanied to the bathroom at times designated by the principal.

I. Students shall be accompanied to lunch at a time designated by the principal and the principal may direct that the lunches are to be eaten in the in-school suspension center.

J. Students are not allowed to participate in athletics, clubs, assemblies or other school activities during school hours while assigned to in-school suspension, but they will be allowed to resume these activities on the day their (ISS) in-school suspension ends. Student- athletes in (ISS) in-school suspension for more than one period during a school day will be allowed to practice, but they will not be allowed to participate or attend their athletic event. They will be allowed to resume their activities on the day their (ISS) in-school suspension ends. Student athletes who are suspended (OSS) out-of-school suspension will not be allowed to practice or play.

K. The in-school suspension staff shall keep a written behavior chart as well as a record of time spent on each assignment.

Section IX

Appeals Process

A. Short-Term Suspensions

The principal has the authority to short-term suspend a student. For the duration of a suspension of 10 days or less, students will have the opportunity to take textbooks home and to inquire about homework assignments. Students suspended for less than 10 days will also have the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period {G.S. 115-c391 (b)}. Students and parents have no right to appeal a short-term suspension except as provided in Alleghany County Grievance Procedures.

B. Long-Term Suspensions

1. Parents will be notified by registered mail of the principal's recommendation to the Superintendent to long-term suspend the student.
2. Within 5 days following the receipt of the letter, parents may give written notice to the superintendent or the superintendent's designee of their intention to appeal the principal's recommendation.
3. Upon notification of appeal, the superintendent or his/her designee shall convene a central office appeals committee to hear the appeal, establish a date and time agreeable to the parent for the appeals hearing, and give notification of the appeals hearing date and time to all parties involved.
4. The appeals hearing committee shall allow the school to present a summary report regarding the nature of the offense(s), provide the results of the school's investigation and outline the penalties the principal has recommended. The student and his/her parents will have access to all the information shared with the appeals committee and will be provided opportunity to present evidence and be allowed to call witnesses and ask questions of the school's staff. The school's staff may ask questions of any witnesses called by the parent or student.
5. The "Rules of Evidence" of the North Carolina Rules on Civil Procedures shall not apply. The hearing committee may admit, consider and give probative weight to any evidence or information that is relevant to the matter at issue and is the kind of information commonly relied upon by reasonably prudent persons in the conduct of serious affairs. The hearing committee may refuse to admit evidence or information that is irrelevant, repetitive or the kind not commonly relied upon when making serious decisions.

6. An audio recording shall be made of the hearing.

7. The central office appeals committee, after hearing all the evidence and witnesses, shall decide whether or not the grounds for the principal's recommendation are true and have been substantiated by the greater weight of the evidence or information presented at the hearing. It will make findings of fact and render one of two decisions: (a) to affirm the decision of the principal or (b) to make a recommendation to the Superintendent for an alternative.

8. If the committee affirms the principal's recommendation, it will be forwarded to the superintendent for approval. The parent will be notified by letter of the central office appeals committee's findings and superintendent's decision.

9. If the superintendent approves the principal's and appeals committee's recommendation to long-term suspend, the parents will be notified and advised of their right to appeal the superintendent's decision to the board of education. Parents shall, within 5 days, give written notice to the superintendent of their intention to appeal the superintendent's recommendation to the Board of Education.

10. The decision of the board of education is subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes.

C. 365-Day Suspension and Expulsion Recommendations

1. Parents will be notified by registered mail of the principal's recommendation to the Superintendent, to suspend the student for 365 days or to expel the student.

2. The due process procedures for a long-term suspension set forth above shall apply to the recommended disciplinary action.

3. The superintendent shall suspend for 365 days any student who brings a weapon, as defined in G.S. 14-269.2 (b) and (g), on school property. The board may modify the suspension upon recommendation of the superintendent. The board may also elect to provide educational services in an alternative setting. (G.S. 115C-391(d1))

4. The local Board of Education may, upon the recommendation of the principal and superintendent, expel any student 14 years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students and employees. (G.S. 115C-391 (d))

5. The superintendent's decision may be appealed to the Board of Education.

6. The decision of the Board of Education is subject to judicial review in accordance with Article 4 of Chapter 150B of the General Statutes.

D. Procedures for Appellate Review Hearings by the Board

1. An appeal must be submitted in writing to the superintendent within three (3) days of the receipt of the superintendent's decision. The appeal shall state the reason(s) why the student and/or the student's parents/guardians are appealing the superintendent's decision. Within 10 days of the receipt of an appeal, the Chairperson of the Board shall appoint a hearing panel of not less than three members of the Board to hear the appeal in the name and on behalf of the Board as authorized by N.C.G.S. § 115C-45. The hearing shall be scheduled as soon as practicable but in no event more than 30 days after the receipt of the appeal. The decision of the hearing panel shall be final. There shall not be a right of appeal to the full Board.

2. The appeal shall be based on the record of the hearing before the hearing committee appointed by the superintendent. A copy of the record shall be compiled by the superintendent or school attorney and submitted to the parents/student and hearing panel in advance of the hearing.

3. The appeals hearing shall be conducted as follows:

   a. The school administrator and the student or the student's parent/representative each shall be allowed up to 15 minutes to make an oral presentation to the hearing panel.

   b. Members of the panel may ask questions of the school administrator and the student and/or the student's representative.

   c. Both parties may then make brief concluding or rebuttal statement not to exceed five minutes.

   d. The school attorney shall act as legal advisor to the hearing panel.

   e. No new or additional evidence may be presented at the hearing unless a written request is made not less than three days prior to the hearing. The hearing panel, at its discretion, may permit either party to submit new or additional evidence or information at the hearing that was not known or available at the time of the hearing before the hearing committee. Any witnesses presented may be cross-examined by the opposing party and questioned by the hearing panel.

   f. At the conclusion of the hearing, the hearing panel shall determine based on a review of the whole record whether or not there was substantial evidence in the record to support the decisions of the hearing committee and superintendent.

Alleghany High School Field Trip Eligibility Policy

Purpose

The purpose of this policy is to ensure that participation in school-sponsored field trips is a privilege earned through responsible behavior and consistent attendance. Field trips are intended to extend learning beyond the classroom, and students are expected to demonstrate academic responsibility and good citizenship to represent Alleghany High School positively.

Policy Statement

To be eligible to participate in any school-sponsored field trip, a student must meet the following criteria:

1. **Attendance Requirement:**
   - The student must have **no more than eight (8) unexcused absences** in the current semester in any class.
2. **Behavior Requirement:**
   - The student must have **no more than two (2) minor disciplinary incidents** during the current semester.
   - **No office referrals** during the current semester.
   - The student must have **no out-of-school suspensions** during the current semester.
3. **Administrative Discretion:**
   - The principal or designee reserves the right to review individual cases and make final determinations regarding eligibility.
   - Exceptions may be considered for extenuating circumstances (e.g., verified medical issues or family emergencies).
4. **Teacher Approval:**
   - Teachers may also deny participation based on academic performance, incomplete assignments, or other concerns. Students must be passing the course when permission is granted.

* Students participating in school-sponsored clubs or other organizations in which students are competing in events (Envirothon, FFA, SkillsUSA, Battle of the Books, etc.) will be exempt from the field trip policy while representing the school in those activities. Those students are still expected to complete any missing assignments or coursework in accordance with teacher expectations.

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ALLEGHANY COUNTY SCHOOLS

All Pre-K -8 Schools will observe the following schedule for students:
Monday - Friday 8:00am - 3:00pm

High School Schedule
Monday - Friday 7:45am - 2:45pm

2026-2027

JULY 2026						
S	M	T	W	T	F	S
			1	2	3 H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10 R	11 R	12 R	13 R	14 1	15
16	17 2	18 3	19 4	20 5	21 6	22
23	24 7	25 8	26 9	27 10	28 11	29
30	31 12					

12
16

SEPTEMBER 2026						
S	M	T	W	T	F	S
		1 13	2 14	3 15	4 16	5
6	7 H	8 17	9 18	10 19	11 20	12
13	14 21	15 22	16 23	17 24	18 25	19
20	21 26	22 27	23 28	24 29	25 30	26
27	28 31	29 32	30 33			

21
22

OCTOBER 2026						
S	M	T	W	T	F	S
				1 34	2 35	3
4	5 36	6 37	7 38	8 39	9 40	10
11	12 41	13 42	14 43	15 44	16 45	17
18	19 R	20 PTC	21 46	22 47	23 48	24
25	26 49	27 50	28 51	29 52	30 53	31

20
22

NOVEMBER 2026						
S	M	T	W	T	F	S
1	2 54	3 55	4 56	5 57	6 58	7
8	9 59	10 60	11 H	12 61	13 62	14
15	16 63	17 64	18 65	19 66	20 67	21
22	23 68	24 69	25 AL	26 H	27 H	28
29	30 70					

17
21

DECEMBER 2026						
S	M	T	W	T	F	S
		1 71	2 72	3 73	4 74	5
6	7 75	8 76	9 77	10 78	11 79	12
13	14 80	15 81	16 82	17 83	18 84	19
20	21 85	22 86	23 AL	24 H	25 H	26
27	28 AL	29 AL	30 AL	31 H		

16
23

JANUARY 2027						
S	M	T	W	T	F	S
					1 H	2
3	4 AL	5 R	6 87	7 88	8 89	9
10	11 90	12 91	13 92	14 93	15 94	16
17	18 H	19 95	20 96	21 97	22 98	23
24	25 99	26 100	27 101	28 102	29 103	30
31						

17
21

FEBRUARY 2027						
S	M	T	W	T	F	S
	1 104	2 105	3 106	4 107	5 108	6
7	8 109	9 110	10 111	11 112	12 113	13
14	15 114	16 115	17 116	18 R	19 PTC	20
21	22 117	23 118	24 119	25 120	26 121	27
28						

18
20

MARCH 2027						
S	M	T	W	T	F	S
	1 122	2 123	3 124	4 125	5 126	6
7	8 127	9 128	10 129	11 130	12 131	13
14	15 132	16 133	17 134	18 135	19 136	20
21	22 137	23 138	24 139	25 140	26 H	27
28	29 H	30 AL	31 AL			

19
23

APRIL 2027						
S	M	T	W	T	F	S
				1 AL	2 AL	3
4	5 141	6 142	7 143	8 144	9 145	10
11	12 146	13 147	14 148	15 149	16 150	17
18	19 151	20 152	21 153	22 154	23 155	24
25	26 156	27 157	28 158	29 159	30 160	

20
22

MAY 2027						
S	M	T	W	T	F	S
						1
2	3 161	4 162	5 163	6 164	7 165	8
9	10 166	11 167	12 168	13 169	14 170	15
16	17 171	18 172	19 173	20 174	21 175	22
23	24 176	25 177	26 178	27 179	28 180	29
30	31 R					

20
21

JUNE 2027						
S	M	T	W	T	F	S
		1 O	2 O	3 O	4 O	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

0
4

Optional Workdays	
1	06-01-27
2	06-02-27
3	06-03-27
4	06-04-27
Required Workdays	
1	08-10-26
2	08-11-26
3	08-12-26
4	08-13-26
5	10-19-26
6	01-05-27
7	02-18-27
8	05-31-27
Required Parent-Teacher Conferences	
1	10-20-26
2	02-19-26
Holidays	
1	09-07-26
2	11-11-26
3	11-26-26
4	11-27-26
5	12-24-26
6	12-25-26
7	12-31-26
8	01-01-27
9	01-18-27
10	03-26-27
11	03-29-27
Annual Leave	
1	11-25-26
2	12-23-26
3	12-28-26
4	12-29-26
5	12-30-26
6	01-04-27
7	03-30-27
8	03-31-27
9	04-01-27
10	04-02-27
Half-Day for Students	
1	12-22-26
2	05-28-27
End of Nine Weeks	
1	10-14-26
2	12-22-26
3	03-18-27
4	05-28-27

ERD Release Times AHS - 11:45, Glade, Piney, and Sparta 12:00 noon

Beginning of new nine weeks

180 Student Days
215 Teacher Days

Inclement Weather Make-up Days:
(15 Remote Learning Days will be an option for inclement weather make-up during any week that is less than a 5 day week)

There is a possibility that inclement weather could impact spring break.

Order of Days used for Inclement Weather:
June 4, June 3, June 2, June 1, April 2, April 1, March 31, March 30 and possibly Remote Learning Days

Aug 10 - Protected Workday (teachers in room)
Aug 11 - PreK-12 PD @ Alexander Hall - All Day (Amie Dean Behavior Queen)
Aug 12 - 1/2 Principal/Staff Meeting & Open House
Aug 13 - 1/2 PD for K-8 in A.M. (High Leverage Practices by DPI) and P.M. in rooms
Jan 5 - 1/2 PD for K-8 in A.M. (High Leverage Practices by DPI) and P.M. in rooms

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ALLEGHANY COUNTY SCHOOLS

Our Schools. Our Community. Our Future.

ADDRESSING ISSUES/CONCERNS PROCEDURE

Start at the level closest to the concern.

ALLOW EACH LEVEL THE OPPORTUNITY TO HELP BEFORE MOVING FORWARD.

AHS ALLEGHANY HIGH SCHOOL

GLADE CREEK SCHOOL

PINEY CREEK SCHOOL

SPARTA SCHOOL

1 START WITH THE TEACHER

Discuss your concern directly with the teacher involved.

Most concerns are best and quickly resolved at this level.

2 NEXT, CONTACT THE PRINCIPAL OR ASSISTANT PRINCIPAL

If you are not satisfied after speaking with the teacher, share your concern with the principal or assistant principal.

PRINCIPAL WILL ASK: Have you already discussed this concern with the teacher?

NO → If not, we will ask that you speak with the teacher first.

We will return the concern to this level.

3 THEN, CONTACT CENTRAL OFFICE

If the concern is still not resolved, contact the appropriate Central Office department.

- Academic Director
- Student Services Director
- Accountability Director
- Human Resource Director
- Transportation Director
- Food & Nutrition Director

CENTRAL OFFICE DIRECTORS WILL ASK: Have you already discussed this concern with the teacher, principal or assistant principal?

NO → If not, we will ask that you speak with the teacher or principal/assistant principal first.

We will return the concern to this level.

4 THEN, CONTACT THE SUPERINTENDENT

If the concern remains unresolved after working with Central Office, contact the Superintendent.

SUPERINTENDENT WILL ASK: Have you already discussed this concern with the teacher, principal/assistant principal or Central Office Director?

NO → If not, we will ask that you speak with the teacher, principal/assistant principal or Central Office Director first.

We will return the concern to this level.

5 LAST, CONTACT THE BOARD OF EDUCATION

The Board of Education is the final level of appeal. Contact the Board only after all steps above have been completed.

BOARD OF EDUCATION WILL ASK: Have you already discussed this concern with the teacher, principal/assistant principal, Central Office Director and the Superintendent?

NO → If not, we will ask that you speak with the previous levels first.

We will return the concern to the appropriate level.

WHY WE FOLLOW THIS PROCESS:

- ✔ Concerns are often resolved quickly at the level closest to the issue.
- ✔ It ensures clear communication and gives each level the opportunity to help.
- ✔ It allows us to work together efficiently and focus on what matters most—our students.

Thank you for partnering with us and following this process.

Together, we can make a difference!

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ADDRESSING ATHLETIC CONCERNS

The Appropriate Chain of Command for Middle & High School Student Athletes

Open communication and respect strengthen our school and our programs. When a concern arises, please follow the appropriate chain of command in an orderly and respectful manner.

MEETINGS WITH COACHES SHOULD NOT BE ATTEMPTED IMMEDIATELY PRECEDING OR FOLLOWING GAMES AND/OR PRACTICES. THEY MUST BE HELD AT A SEPARATE TIME AND WITH AT LEAST 24 HOURS NOTICE TO THE COACH.

1 DISCUSS THE CONCERN WITH THE COACH

Schedule a meeting or conversation with the coach involved.

Most concerns can be resolved at this level.

Allow 24–48 hours for a response.

CONCERN RESOLVED Thank you for working together!

CONCERN NOT RESOLVED If the concern remains unresolved, proceed to Step 2.

2 CONTACT THE ATHLETIC DIRECTOR

Schedule a meeting with the Athletic Director to discuss the concern.

Allow 24–48 hours for a response.

CONCERN RESOLVED Thank you for working together!

CONCERN NOT RESOLVED If the concern remains unresolved, proceed to Step 3.

3 CONTACT THE PRINCIPAL

Schedule a meeting with the building Principal to discuss the concern.

Allow 24–48 hours for a response.

CONCERN RESOLVED Thank you for working together!

CONCERN NOT RESOLVED If the concern remains unresolved, proceed to Step 4.

4 CONTACT THE COUNTY ATHLETIC DIRECTOR AT THE CENTRAL OFFICE

Schedule a meeting with the County Athletic Director to discuss the concern.

Allow 24–48 hours for a response.

CONCERN RESOLVED Thank you for working together!

CONCERN NOT RESOLVED If the concern remains unresolved, proceed to Step 5.

5 CONTACT THE SUPERINTENDENT

Schedule a meeting with the Superintendent to discuss the concern.

Allow 24–48 hours for a response.

CONCERN RESOLVED Thank you for working together!

CONCERN NOT RESOLVED If the concern remains unresolved, proceed to Step 6.

6 CONTACT THE ALLEGHANY BOARD OF EDUCATION

CONCERN RESOLVED Thank you for working together!

IMPORTANT REMINDERS

Always approach conversations with respect and a solutions-focused mindset.

Allow appropriate time for the person you contacted to respond.

Keep the focus on what is best for the student-athlete and the team.

Following the chain of command helps ensure concerns are handled fairly and effectively.

FOR ALL PARENTS

Thank you for supporting our student-athletes, coaches, and schools. Your partnership makes a difference!

ALLEGHANY COUNTY SCHOOLS

85 Peachtree Street, Sparta, NC 28675
336-372-4345
www.alleghanyschools.org

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NORTH CAROLINA PARENTS' BILL of RIGHTS

The North Carolina General Assembly recently passed Senate Bill 49-Parents Bill of Rights. This act was voted on to enumerate the rights of parents to direct the upbringing, education, healthcare, and mental health of minor children. Pre-existing Board Policy and ACS practices address many of these rights. Citations to existing Board policies on the same subject matter are included below.

As more information and guidance about the Parents' Bill of Rights is made available from the North Carolina Department of Public Instruction, we will post it on this page.

Overview of SB 49 in Alleghany County Schools:

According to the "Parents' Bill of Rights (Senate Bill 49)," parents have legal rights with regard to their child's education, including the following:

1) The right to consent or withhold consent for participation in reproductive health and safety education programs, consistent with the requirements of G.S. 115C-81.30.

- **ACS Practice:** Parent permission letter sent home
- **Corresponding ACSSB Policies:** 3540 Comprehensive Health Education Program

2) The right to seek a medical or religious exemption from immunization requirements, consistent with the requirements of G.S. 130A-156 and G.S. 130A-157.

- **ACS Practice:** School nurses work with parents and NCDHHS
- **Corresponding Policies:** G.S. 130a-440 Health Assessments for Children in the Public Schools, SCSSB 4110

3) The right to review statewide standardized assessment results as part of the State report card.

- **ACS Practice:** Share results on district website and school websites via School Improvement Plans, via press release, present results to the Board of Education and School Leadership, link to school report cards available on NCDPI website
- **Corresponding ACSSB Policies:** 3410 Testing and Assessment Program

4) The right to request an evaluation of their child for an academically or intellectually gifted program, or for identification as a child with a disability, as provided in Article 9 of this Chapter.

- **ACS Practice:** Meet with parents to address the request.
- **Corresponding ACSSB Policies:** 1310/4002 Parental Involvement, 3101 Dual Enrollment, 3420 Student Promotion and Accountability

5) The right to inspect and purchase public school unit textbooks and other supplementary instructional materials, as provided in Part 3 of Article 8 of this Chapter.

- **ACS Practice:** Parents can access teacher resources and lesson plans on our learning management system (Canvas)
- **Corresponding ACSSB Policies:** 3210 Parental Inspection of and Objection to Instructional Materials

6) The right to access information relating to the unit's policies for promotion or retention, including high school graduation requirements.

- **ACS Practice:** Parent Orientation, Parent Conferences, Report Cards, Progress Reports, At-Risk Letters
- **Corresponding ACSSB Policies:** 3420 Student Promotion and Accountability, 3460 Graduation Requirements, 3400-R Evaluation of Student Progress

7) The right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.

- **ACS Practice:** Quarterly Progress Reports, Report Cards, Parent Conferences, At-Risk Letters, Attendance Letters
- **Corresponding ACSSB Policies:** 1310/4002 Parental Involvement, 3400-R Evaluation of Student Progress

8) The right to access information relating to the State public education system, State standards, report card requirements, attendance requirements, and textbook requirements.

- **ACS Practice:** Report Cards, Attendance Letters, Student Handbook Information
- **Corresponding ACSSB Policies:** 1310/4002 Parental Involvement, 3400-R Evaluation of Student Progress, Parent Student Handbook

9) The right to participate in parent-teacher organizations.

- **ACS Practice:** Set up parent sign-up stations at orientation, Provide notices of PTO/Booster meetings
- **Corresponding ACSSB Policies:** 1310/4002 Parental Involvement, 1320/3560 Parent and Family Engagement, 5010 Parent Organization

10) The right to opt in to certain data collection for their child, as provided in Part 5 of this Article and Article 29 of this Chapter.

- **ACS Practice:** Parent Permission Form Reviewed at Orientation
- **Corresponding ACSSB Policies:** 4720 Survey of Students

11) The right for students to participate in protected student information surveys only with parental consent, as provided in Part 5 of this Article.

- **ACS Practice:** Parent Permission Form Reviewed at Orientation, Survey Questions made available on SCS Website
- **Corresponding ACSSB Policies:** 4720 Survey of Students

12) The right to review all available records of materials their child has borrowed from a school library.

- **ACS Practice:** Parent can request a report from Media Specialist
- **Corresponding ACSSB Policies:** 3210 Parental Inspection of and Objection to Instructional Materials