

Vance Charter School

Home of the Knights

Vance Charter School Mission Statement

Our mission is to teach and inspire each child to become an independent thinker and a contributing citizen with a life-long desire to learn. Each child will be given a collectively supportive opportunity to reach his or her greatest potential with small class size, a safe and nurturing environment, active parental involvement and a strong curriculum that is enriched with service learning and the *Core Knowledge Sequence*.

To Our Students:
You are our Nation's Future,
The Leaders of Tomorrow.

As teachers, it is our duty, responsibility and honor to help you become the very best you can be. We will always work diligently to guide, teach and promote a healthy, productive and educationally sound foundation from which you will build your future.

It is, therefore, your duty and responsibility to learn, develop and nurture both the positive character examples and enriching educational base that is ready and waiting for you at Vance Charter School.

TO OUR PARENTS:
YOU SHAPE OUR NATION'S FUTURE,
THE GUARDIANS OF THE LEADERS OF TOMORROW.

As parents, it is your duty, responsibility and honor to be your child's best advocate and model at home the respect for knowledge and character attributes that will best serve your child's future. We trust and rely on your good judgment to reinforce, develop and further enrich their academic and moral education.

Together as partners, we will work to the best of our abilities to fulfill our children's bright promise. You are your child's best resource.

Revised 7/19/10

Belief Statements of Vance Charter School

- Parental support is paramount to the education of the whole child.
- We strive for a racially and culturally diverse community of students, parents and staff, together dedicated to creating an environment in which each person is valued and treated with unconditional positive regard and acceptance.
- Students learn by active participation in developmentally appropriate activities. Classroom instruction includes hands-on learning, innovative techniques and experiential, cooperative learning, all of which are enriched with educationally and culturally sound field trips.
- Teachers enhance student success by modeling critical and creative thinking skills; by providing a sound, vibrant curriculum; by utilizing innovative teaching strategies and by engaging in on-going assessment of student outcomes.
- All students are capable of learning. Every student learns best when provided with the proper instructional tools in an academic environment that enables each individual to reach his/her other greatest potential. Teachers target instruction at developmentally and academically appropriate levels.
- All Children have strengths and gifts that we recognize and celebrate.
- Our success is not measured by state mandated tests alone. We educate the “whole child” – academically, morally and socially – while promoting and appreciation for diversity and fostering a mastery of life skills.
- Students evolve as contributing citizens through service learning that integrates interpersonal skills, life experiences and academic subject matters to meet real community needs. The four basic elements of service learning are: preparation, service, reflection and celebration.
- Character education is an integral part of the curriculum, woven daily into lessons and reflected in behavior expectations.
- Selective use of educational best practices, backed by current research and authentic assessment, enhances the quality of instruction.

Vance Charter School is the only charter serving both elementary and middle school students in Vance County. It is a non-profit, non-denominational charter school, which provides quality education for children of all races, creeds and national origins. It is located in the heart of Vance County within the city of Henderson. Accredited in the state of North Carolina and AdvancEd (formerly known as the Southern Association of Colleges and Schools - SACS), Vance Charter School is a public charter school governed by its own Board of Directors.

History of Vance Charter School

Vance Charter School opened in the fall of 1999, serving kindergarten to sixth grade, ages 5-12. The primary focus was to assist in providing children in Vance and surrounding counties with a solid academic background in a stable learning environment.

During the opening year, Vance Charter School served students from Vance, Granville, Franklin, and Warren Counties. In the 1999-2000 school years, the student population was 196. Enrollment for the 2010-2011 school year is expected to be over 500 students in grades K-8.

Enrollment to Vance Charter School begins by submission of an application. Due to the limited number of spaces per class, the school admits students through a blind lottery each year. The remaining students are placed on a waiting list in order of their lottery number. Once enrolled, a student does not re-enter the application and lottery process. Furthermore, the siblings of current students and children of the principal, teachers, and teacher's assistants have priority in enrollment.

Vance Charter School Hours

Morning Arrival:	7:45-8:00	Upper Cafe' (Grades 5-8) Multi-Purpose Room (grades K-4)
Dismissal To Class:	8:10	Tardy if not present
Afternoon Dismissal:	2:40	K-2 (Front Mall)
	2:45	3-4 (Front Mall)
	2:50	5-8 (Rear Exit)
Faculty & Staff:	7:45 to 3:45	

Block Schedule Grades 4-8

Morning Arrival:	7:45-8:00	Upper Cafe' (Grades 4-8)
Dismissal To Class:	8:10	Tardy if not present
Block 1	8:20-9:50	
Block 2	9:50-11:20	
Block 3	11:20-1:20	1st Lunch: 11:20-11:50 2 nd Lunch: 12:30-1:00
Block 4	1:20-2:50	
Afternoon Dismissal:	2:45 (4)	
	2:50 (5-8)	

REPORT CARDS

Parents are required to pick up report cards and conference with a teacher after each nine-week grading period. Notice of conference times will be sent to parents. If there are any unpaid accounts for lost books, Before/After School Program, or any unserved detentions, a child's report card will be held until all accounts are cleared. Since this is a part of our charter, failure to pick up a child's report card during conference times will result in a parent conference with the school's principal.

As you Enter...

For the safety of each and every individual in our building we require the following:

- Every visitor and volunteer must SIGN IN at the front security desk.
- Everyone within the building must wear an ID badge. Staff can be identified by badge; visitor badges will be issued at check-in.
- Every visitor and volunteer must SIGN OUT at the front security desk with the completion of business at VCS.
- For pick-up during school hours, parents must report to the front security desk and wait in the lobby while the attendant calls the classroom. Teachers will not release a child to a parent directly from the classroom.
- No admittance to the building will be allowed through the rear entrance or any side doors. No student or staff member will open the door from the inside for entry into the school.

We welcome your supportive presence in our building. Volunteer service to our children is an important part of what makes VCS a special place to learn. However, safety is our primary concern. We must observe certain rules to ensure a continual safe environment.

BEFORE and AFTER SCHOOL PROGRAM

Charges for Before School are \$10 per week and \$3 for drop-ins. Charges for After School are \$30 per week and \$7.50 for drop-ins. Qualified staff members and volunteers supervise both child-care programs with a once-yearly \$10 registration fee required for either weekly or drop-ins status. If your child must be dropped off before 7:50 AM or picked up after 3:00 PM, he/she needs to be a part of this care system. If a student not enrolled arrives before 7:50 AM, he/she will be charged the appropriate amount. As well, any child left at school after 3:00 will be sent to the After School Program and charged the appropriate amount. Please remember that this is necessary to ensure your child's safety and well being, as staff members are taking care of their other responsibilities during these before and after school hours.

MORNING ARRIVAL PROCEDURES

Students may enter the building at the main entrance in the front of the mall each morning at 7:45 AM. Upon entering, students in grades 5-8 are to proceed to the Upper Café and those in grades K-4 will move to the Multi-Purpose Room. All students will remain in one of these two areas until they are dismissed to classrooms by supervising adults. No students or parents will enter homeroom classes before 8:10 without prior scheduling with teachers.

STUDENTS ARRIVING BEFORE 7:45 MUST BE ENROLLED IN THE PAID BEFORE SCHOOL PROGRAM, LOCATED IN THE LOWER LUCNHROOM.

AFTERNOON DISMISSAL PROCEDURES

K-2 students will be dismissed at 2:40, 3-4 students at 2:45 and 5-8 students at 2:50.

DISMISSAL FOR GRADES K-4

Students will remain in their classroom. K-2 parents may go to their child's classroom at 2:40 to pick up their child. 3-4 parents may go to their child's classroom at 2:45 to pick up their child. Students will not be allowed to leave their classroom without adult supervision. If your child is released from the mall, please be sure to park in a legally designed spot and enter the mall for pick up.

**ILLEGAL PARKING MAY RESULT IN YOUR VEHICLE BEING TICKETED.
THE FIRE LANE MUST NEVER BE BLOCKED.**

DISMISSAL FROM THE REAR OF THE SCHOOL FOR GRADES 5-8

Students in grades 5-8 will be released at the back of the school at their assigned dismissal time. Staff members will be present to assist students as they enter and exit the cars. Your cooperation is asked in following the requirements below when picking up your child.

- Never use the ally on Rose's side to enter the school area. Always enter from the Food Lion alley. Parents driving on the school property should be particularly careful as children do not always look first.
- Please do not get out of your car to pick up your child; teachers and instructional assistants will escort the children to cars.
- Follow the directions given by school personnel.
- After 3:00, your child will be assigned to after school care and the appropriate charges (\$7.50) per day, plus a \$10 registration fee) will apply beginning at 3:10.

EARLY DISMISSAL

The Administration expects that VCS students will be spending an entire school day in their assigned classes. The regular dismissal format is established by equal allotments of time in class. Picking up students prior to regular dismissal disrupts instructional time for students who remain in the class as well as for the student who is being removed. Should the rare occasion arise which requires parents to remove a child early, we ask they notify their child's teacher in advance with a written note or through email. This will allow appropriate time for makeup work to be assigned. Sign your child out at the front security desk, and the attendant will call the classroom for your child. Please pick up your child quickly and quietly. For protection of quality, uninterrupted instructional time, this is not the time for a parent conference. Dental and doctor appointments, illness and family emergencies are the only excused absences for early dismissal. Students must take responsibility to confer with teachers about makeup work completion dates.

INCLEMENT WEATHER RESOURCE GUIDE

In case of severe weather, the ED-CONNECT SYSTEM will be set to automatically call every household with a message. Parents may also turn to the radio, television or website for an official announcement. Please do not call the school. We need to keep phone lines open for emergencies information.

T.V. STATIONS

WRAL TV –5

WTVD-11

TIME-WARNER CABLE CHANNEL 14

RADIO STATION WIZS 1450

VANCE CHARTER SCHOOL WEBSITE www.vancecharter.org

VANCE COUNTY EMERGENCY MANAGEMENT 438-8264

NC HIGHWAY PATROL 438-8101

DELAYED SCHOOL OPENING

A delayed school opening is an alternative to closing on inclement weather days when road conditions show signs of improving later in the morning. At Vance Charter, delayed openings begin at 9:45 AM. The Before School Program will not be available on late opening days, so parents are not to drop off their children at school earlier than 9:45 AM. In the event of such a delayed opening, notification will be broadcast by radio, television, our website and ED-CONNECT.

EARLY DISMISSAL

In the event of an emergency or inclement weather that requires the ENTIRE SCHOOL To DISMISS EARLY, the following procedures will be put into place:

- ED-CONNECT SYSTEM will be set to automatically call every household with a message.
- Radio, television or website for an official announcement.
- Parents who are taking their own and other children must advise the teacher of all students leaving in their vehicle.
- In early dismissal, students should be signed out in office.

CURRICULUM & INSTRUCTION

As stated in the Vance Charter School Mission Statement and Beliefs, we provide a strong curriculum, based on the North Carolina Course of Study, enriched with service learning and the Core Knowledge Sequence. Our success is not measured by state mandated tests alone. We educate the “whole child”-academically, morally, and socially,

while promoting an appreciation for diversity and fostering a mastery of life skills. Character education is an integral part of the curriculum, woven daily into lessons and reflected in behavior expectations. Teachers enhance student success by modeling critical and creative thinking skills; by providing a sound, vibrant curriculum; by utilizing innovative teaching strategies and by engaging in on-going assessment of student outcomes.

We value the pursuit of knowledge; the freedom to question; the chance to explore. Quality instruction is provided and protected at all times. Therefore, no one will be allowed to interrupt a teacher's ability to teach or any student's opportunity to learn.

HOMEWORK

Homework is assigned as an extension of lessons taught, a time for practice and review. It may also be given as preparation before a new area of instruction is introduced. A designated routine, revisiting the events of a school day, is one way to help students build good study habits and reinforce skills; it also keeps parents aware of ongoing studies in their child's learning experience. Rest assured that homework will not be assigned in place of quality instruction nor given as busy work. Expect your child to have homework each night. In order to promote the growth of positive study habits, we encourage you to establish a specific place and set time for your child to do his/her homework. Parents may find it helpful to read over a lesson and talk about it with their child. He or she will appreciate your interest and assistance in reinforcing a positive learning experience.

*** Read with your child every night***

GRADING SYSTEM

Chosen in accordance with our charter's mission to set high academic standards for all students, the grading system for grades 3 through 8 is based on the following scale:

A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70

The grading period is for nine-weeks, with two quarters per semester and a final year-end grade. Grades are calculated with measures from tests, quizzes, homework and daily assignments, along with student self-evaluations, portfolio assessments and long-term research projects.

In the primary grades, K-2 teachers design a report card with non-traditional markings at appropriate developmental levels. Each teacher will explain his or her grading policies to you and to your child.

RETENTION POLICY

Promotion decisions shall be made according to local policy and discretion, but shall include student accountability standards at grades 3, 5 and 8. At a minimum, procedures shall be adopted to ensure that students are treated fairly. Once a student is recommended for retention by faculty members in that child's grade, the Principal, Curriculum Director, current teachers and a prospective future teacher will hold a

retention committee meeting. Criteria to be considered include classroom grades, results on EOG testing, portfolios and ITBS scores. In addition, parents may request a conference with the Principal and child's teachers before a final decision is rendered by the Principal, who is recognized by the State Board of Education as the statutory authority to make promotion/retention decisions. The Principal's authority is documented in 16 NCAC 6D .0505 of the North Carolina State Board of Education Policy Manual.

CONFERENCES

We recognize Parent-Teacher-Student Conferences as a very important contact between home and the school. Conferences with parents are required at the end of every nine-week grading period. However, parents must feel free to schedule a conference with their child's teacher any time there are questions or concerns about a student's performance. Parents may e-mail the teacher as appropriate with simple questions but more complex issues or issues of ongoing concern should be addressed in person or by telephone. Visitors may not drop-in for a conference during the protected instructional school day since teachers have student responsibilities at this time. Below are a few helpful suggestions for you regarding a Parent-Teacher-Student conference:

- Schedule conferences with advance notice.
- Write down questions in advance. Take notes.
- Ask your child if there is anything he or she would like to discuss. Determine if appropriate for him/her to attend.
- If you have come with a concern, be certain you have had the chance to discuss the issue thoroughly before leaving.
- Feel free to ask the teacher, Principal or Curriculum Director any questions about your child and the school.

The Principal and Curriculum Director are always available to discuss parent concerns or clarify questions; however, parents need to follow the chain of command, first speaking with a child's teacher before either administrator is contacted.

PROTECTION OF INSTRUCTIONAL TIME

We value the pursuit of knowledge; the freedom to question; the chance to explore. Quality instruction is provided and protected at all times. Therefore, no one will be allowed to interrupt a teacher's ability to teach or any student's opportunity to learn.

CALLS to TEACHERS and ASSISTANTS: Teachers and assistants are unavailable for calls during the school day. Please leave a message with the office, send the teacher an email or leave a message on their voicemail.

STUDENT TELEPHONE CALLS: Only in an emergency will students be allowed to make or receive telephone calls during the instructional school day. Forgotten money, supplies, lunch, homework or projects are the responsibility of each student, not the parent, and are considered lessons in progress, not emergencies. In the case of "forgotten lunches," students will be able to charge their lunch for a limited period of time.

CELL PHONES: Students are NOT allowed to use cell phones anywhere on campus during the school day. They ARE allowed to have cell phones at school if turned off and secured in a locker, book-bag or purse. See Cell Phone Policy under Code of Conduct for consequences of misuse.

CLASSROOM DISRUPTION: Parents are not allowed to enter classrooms without prior arrangement made with a teacher or staff member. Classroom delivery of flowers, balloons, or other gifts for students will be refused.

VOLUNTEERS

Volunteers enrich the lives and educational experience of every child at VCS. Working individually or through the Friends of Vance Charter (FOVC), volunteers provide hundreds of hours of service. Activities may range from tutoring and chaperoning field trips to scooping ice cream or supervising a weekend workday. Parental volunteerism is one of the things that make Vance Charter School a unique place for your children to learn. Please sign up to meet our expectation that each family will complete *7.5 hours of volunteer work each nine weeks*.

PARENTS: Please remember that when you are completing volunteer hours at school, your own child must remain under the supervision of his or her teacher or teaching assistant in the assigned class. It is inadvisable and highly discouraged to remove a child when volunteer service is completed if school is still in session.

FRIENDS OF VANCE CHARTER

Friends of Vance Charter (FOVC) is the parent/ teacher /friend organization dedicated to the support of Vance Charter School. Families are strongly urged to attend meetings and become involved in the many good works generated by the group throughout the year. Please watch for notice of regularly scheduled meetings in fliers and on our website. Attendance counts towards your volunteer hours.

CLOSED CAMPUS

Vance Charter School is a closed campus. No student is allowed to leave campus for lunch or outings other than parental accompanied doctor appointments. Students should return to school after completion of activities. During lunch, students are not to leave either lunch area without permission from the staff on duty.

COUNSELING SERVICES

Vance Charter School contracts counseling services as needed to help students, parents and teachers develop and maintain positive learning experiences. The program consists of a variety of services and activities, including individual counseling, parent and teacher consultation, information services, and referral assistance to other programs and services in the community. Please speak to the Principal or Curriculum Director for more information.

CHANGE OF ADDRESS/PERSONAL INFORMATION

It is imperative that we have current phone numbers to contact parents **at home and/or work** in case of emergency. Please be sure to fill out your child's emergency form completely and return it to the school no later than the date indicated on the form. If your home or work numbers change, please contact your child's teacher immediately. For non-emergency contact, please be sure we have your **current email** on file as well.

LUNCH PROGRAM

Vance Charter School does not host a formal lunch program. As such, we ask that parents provide a healthy lunch for their child. Information on mid-day snacks for lower grades will be provided by a child's individual teacher. Snacks are not allowed for upper and middle school grades 5-8. Our staff believes in promoting healthy eating habits, therefore candy and soft drinks are highly discouraged. Gum is not allowed. More information about our additional meal options will be provided to you at year's beginning. Please remember not to pack any glass containers or utensils.

CUSTODY CONCERNS

A student may be picked up from school only by a legal parent/guardian or by persons approved by the custodial parent. A copy of the custodial agreement must be on file in the school office. If one parent is not allowed to pick up the child or have access to student academic information, we must have in our possession a signed court order (restraining order) to be allowed to prevent it. Likewise, in the event that a person other than the custodial parent/guardian or persons listed on the emergency form arrives to pick up a child, a written statement authorizing the school to release the child must be filed at the school. Otherwise, the legal parent/guardian will be contacted for authorization.

STUDENT RECORDS

As the legal parent/guardian of a student in VCS, you have certain rights with regards to your child's educational records. Each student's record contains academic achievement, health, and family background information, attendance records and standardized test results. This file may also contain assessment reports and written observations. The Family Educational Rights and Privacy Act of 1974 gives parents and students some rights and privileges with regard to student records. A parent/guardian may read, inspect and copy the school records. You are also entitled to receive an explanation of the records. You may request a copy of your child's records. A student's record is reviewed and updated annually. Unnecessary or outdated information may be deleted from the student's records at any time except when a parent/guardian request for review is pending. Reviewing or copying your child's record will be done by appointment only. For more information, please contact the main office.

SENDING MONEY TO SCHOOL

Except for small change, it is preferable to send money to school in check form. When paying in cash, it is recommended that you place the money in an envelope and indicate

on the front what the money is for, the child's name, and the teacher's name. When paying for more than one child, please send a separate envelope for each child. This is necessary for accuracy in accounting. Also do not combine money; for instance field trip and lunch money in one check or money order. Keep money separated.

STUDENT HEALTH IMMUNIZATIONS

A record of immunizations is required by law within 30 days of enrollment for all students. Failure to provide a complete immunization record within that time frame will result in the student being suspended from school. This action will continue until such a time as the immunizations are complete, or a schedule authorized by a physician is presented for the completion of the required immunizations. If you should have any questions, or are unsure if your child's health record is up-to-date, please contact the main office.

HEALTH ASSESSMENTS

As with immunizations, a health assessment or physical is required for all students entering Kindergarten. A Health Assessment Form can be obtained at school in the main office and returned there after completion by your child's medical doctor. Kindergarten and 6th grade students have specific, state-mandated inoculation requirements that must be completed before the school year starts.

EMERGENCY INFORMATION

Please help us protect your child by giving complete information on the emergency form and promptly providing us with updated information. It is our sincere hope that we will not have to utilize any emergency information, but as with every important document, it is better to have and not need than to need and not have.

HEALTH CARE POLICIES

If a child presents any of the following conditions or symptoms, a staff member will contact a parent to pick the child up from school in order to prevent contagion to other children, faculty and staff:

- Fever accompanied by other symptoms. Temperatures of 100 degrees F taken by mouth, 99 degrees F taken under the arm or 101 degrees F taken by ear using the rectal equivalent.
- Any rash suspicious of contagious childhood disease.
- Vomiting accompanied by other symptoms such as fever, rash, diarrhea, crankiness, etc.
- Diarrhea accompanied by other symptoms such as fever, rash, nausea, crankiness.
- Any skin rash, lesion or wound with bleeding or oozing of clear fluid or pus.
- Conjunctivitis with white or yellow discharge, also called pink eye.
- Any condition preventing the child from participating comfortably in usual program activities.

- Constant, uncontrolled nasal discharge or constant, uncontrolled productive cough that raises phlegm.
- Scabies, head lice or other mite infestations.

NO-NIT HEAD LICE POLICY

Children deemed to be infested with head lice may not return to school until a designated, trained staff member confirms complete removal of all live, adult head lice and the presence of nits. This will prevent infested children from transmitting head lice to others.

VANCE CHARTER SCHOOL (VCS) STUDENT CONDUCT AND DISCIPLINE POLICIES

At Vance Charter School, our first goal is to meet the needs of the student. To do this, there must be an environment conducive to academic pursuits and respect for one's self, other people, and property. The purpose of this code is to provide in a single document those policies relating to the conduct of students in Vance Charter School. The policies presented here are judged to be necessary for the safe and effective operation of this school. All students must comply with all rules and regulations governing behavior and conduct. The student and the parent must understand that neither school administrators nor our Board of Directors can anticipate every type of offense. On those occasions, school administrators will apply reasonable judgment to formulate policy for the new offense.

This Code of Student Conduct shall apply to:

1. Any student in any school building or on school premises at any time;
2. Any student on any bus or other vehicle on which the student is being transported as part of any school activity as well as at any bus stop;
3. Any student during any school function, activity or event;
4. Any student at any time when he/she is subject to the authority of school personnel; and
5. Any student whose conduct at any time or place has a direct and immediate effect or maintaining order and discipline in the school.

The development of well-disciplined students/young adults is the ultimate goal of these policies. Violation of any of the rules set forth by the school will result in disciplinary action, which may include expulsion of the student from VCS.

School administrators shall inform students or the school Board of any infractions not listed in this Code of Conduct that may result in short-term suspension or expulsion. During the period that the student is suspended, he/she is prohibited from entering the grounds of VCS or from attending any school-related function without the express permission of the Principal or his/her designated representative.

When a school official learns or reasonably believes that any student has violated any Board or school policy, rule or regulation that may also be a criminal violation of the law of the United States or the State of North Carolina, he/she shall determine whether it is necessary or appropriate to report such violation to the proper law enforcement agency. In such cases, school officials shall cooperate fully with the law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.

CLASSROOM CODE OF CONDUCT

1. I will come to school on time, be prepared and be ready to learn.
2. I will be in my seat ready to work, when class begins.
3. I will be responsible for my actions and respectful of others.
4. I will be honest.
5. I will take pride in using good manners.
6. I will be recognized before speaking and leave my seat only with permission.
7. I will be respectful of authority and school rules.
8. I will demonstrate compassion, integrity, intelligence and determination.
9. I will cooperate with fellow students and compete only against myself.
10. I will strive for excellence in what I do. Anything worth doing is worth doing well.
11. I will work towards my dreams and be encouraging of the dreams of others.
12. I will not make excuses.
13. I will respect other people, their space, rights, and property.
14. I will respect the property of the school.

ACTIVITY/CHARTER BUS RULES AND REGULATIONS

1. Obey the bus driver concerning conduct on the bus.
2. Observe classroom conduct, while getting on or off, and while riding on the school bus.
3. Weapons and objects such as chains, sticks, rocks, pets, etc. are not allowed on the school bus.
4. Be at the place designated both morning and afternoon ready to board the bus. The driver is responsible for maintaining this schedule and cannot wait for tardy pupils.
5. Help keep the bus clean, sanitary, and orderly and refrain from damaging or abusing the cushions or other bus equipment.
6. In case of emergency, ask the driver to stop the bus.
7. Drugs, alcohol, tobacco and profane language are prohibited.
8. Only assigned students can ride the bus.
9. Do not delay the departure from any location.
10. Keep all objects out of your mouth, e.g. pencils, pens, suckers etc.
11. All food and drink must be put away. Eating or drinking is not allowed on the bus.
12. Leaving any trash on the bus is not allowed.
13. The "Student Code of Conduct" extends to the bus. All rules and regulations for classroom behavior are extended to the bus.

Safety Rules

1. Wait until the bus has come to a complete stop before attempting to get on or off.
2. Leave the bus only with the consent of the driver.
3. Enter or leave the bus only by the front door, except in case of emergency.
4. Do not lean out the windows. Keep head and hands inside the bus.
5. When crossing a street at a bus stop:

- Make sure the bus is stopped, the door is open and the stop signal is out.
- Cross in front of the bus within sight and hearing of the driver.
- Look both ways and do not run across the street.
- On a signal from the driver; walk quickly and directly to the safety of the curb.

Students Riding Privilege May Be Taken Away For:

1. Fighting, smoking, drinking anything, using or possessing drugs or a weapon, using profanity or refusing to obey the driver.
2. Entering or leaving the bus without permission;
3. Refusing to be seated or not allowing others to be seated;
4. Using the emergency exit without permission;
5. Not leaving the bus at the right time and place;
6. Delaying the bus departure as a result of misbehavior;
7. Distracting the bus driver; or participating in any inappropriate behavior while riding the bus.
8. Throwing any object out of the school bus window.

Silent Bus Rule

Either a school administrator or the bus driver may enact “Silent Bus” rules. This will apply to buses containing students who have displayed unsafe behavior and unruly conduct. A silent bus means that no student is allowed to talk or play with any other student while on the bus. Failure to follow silent bus rules will result in a parent conference and may result in immediate suspension of riding privileges for one week. Parents or legal guardians will receive a notice from school administration as to the improper behavior displayed by their child on the bus.

School bus rules and actions of school bus drivers are for the safety of our children. Any student exhibiting inappropriate behavior may be removed from a bus by the administrative staff at Vance Charter School at any time. All VCS bus drivers feel a great responsibility to parents and the community for the safety of our school bus passengers. We will do whatever is necessary to maintain a safe bus program and superior safety record.

1 st Offense	Conference with Parent
2 nd Offense	Three day suspension of bus privileges
3 rd Offense	Permanent removal of privilege to travel on bus for remainder of school year.

School Property

Public School Laws of North Carolina-GS. 14-132 concerns disorderly conduct and injuries to public building and facilities.

1. It is a misdemeanor if any person shall:
 - a. Make any rude or riotous noise, or be guilty of any disorderly conduct, in or near any public building.

- b. Unlawfully write or scribble, or make, deface or injure the walls of any public building or facility.
2. The term “public building or facility” as used includes any building or facility Which is:
 - a. One to which the public or portion of the public has access and is owned or controlled by the State or any subdivisions of the state, etc.
3. Any person who violates any provision of this statute is guilty of a misdemeanor punishable by a fine and payment of damages.

General Disciplinary Information

Discipline Policy

The consequences listed are provided as examples of what would be the normal sequence for infractions. Individual circumstances may require the delivery of *accelerated* consequences, at the discretion of the Principal. Repeat offenses, or more than one offense among any level, will *automatically* result in a higher level consequence.

Compliance with school rules Legal Reference: G.S. 115C-47, -288, -307, -390,391

Disruptive behavior Legal Reference: G.S. 14-132, -288.2; 115C-47, -288, -307, -390, -391

Bullying and Insubordination Legal Reference: G.S. 14-132.2; 115C-47, -288, 307, -390, -39

Trespassing Legal Reference: G.S. 14-132, -134; 115C-47, -288, -307, -390, -391

Assault Legal Reference: G.S. 14-33; 115C-47, -288, -307, -390, -391

Threats Legal Reference: G.S. 14-33; 115C-47, -288, -307, -390, -391

Weapons Legal Reference: G.S. 14-33; 115C-47, -288, -307, -390, -391

Property damage, theft Legal Reference: G.S. 14-54, -60, -67, Art. 16; 115C-47, -288, -307, -390, -391

Tobacco Legal Reference: G.S. 14-313; 115C-47, -288, -307, -390, -391

Sexual Harassment Legal Reference: Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; G.S. 115C-47,-391

Level 1 Consequences:

1st Offense: Classroom Teacher Intervention: Conference with student (must be documented) and may include: behavioral contract, after school detention, letter of apology and/or time after class. (Failure to comply with Teacher Intervention will result in ISS/After School Detention.)

2nd Offense: Classroom Teacher Intervention: Documented Teacher/Parent Conference (can be carried out by telephone) and will include any combination of the Level 1 Teacher Interventions.

3rd Offense: Principal Intervention: 1 day In School Suspension /After School Detention- (Documented Parent Contact- can be carried out by telephone)

4th Offense: Principal Intervention: 2 days In School Suspension/After School Detention

5th Offense: Principal Intervention: Up to 5 days Out of School Suspension

Level 2 Consequences:

1st Offense: Principal Intervention: 2 days In School Suspension/After School Detention

2nd Offense: Principal Intervention: 2 days Out of School Suspension

3rd Offense: Principal Intervention: 3 days Out of School Suspension

4th Offense: Principal Intervention: 5 days Out of School Suspension

5th Offense: Principal Intervention: 5-10 days Out of School Suspension- May recommend Long Term Suspension to the Board

Level 3 Consequences:

1st Offense: Principal Intervention: 5 days Out of School Suspension

2nd Offense: Principal Intervention: 10 days Out of School Suspension with recommendation to Board for Long Term Suspension

May result in criminal prosecution.

Offenses: The following are examples of various offenses and are not intended to be a complete listing.

Level 1:

Dress Code Violation

Unauthorized Possession of Electronic Device: MP3 player, cell phone, etc.

Minor Class Disruptions: out of seat without permission, talking without permission, making noises, attempting to distract classmates, blurting out responses, sleeping, food /drink/gum in class, littering, etc. *(Repeated Minor Class Disruptions among any classes will automatically result in accelerated consequences.)*

School Locker Rule Violation

Outside Classroom Decorum

Tardy: 3 per nine week period equal level one offense

Unprepared for Class

Unkind Words or Gestures

Littering

Horseplay

Being in Prohibited Area on Campus

Failure to return report cards, progress reports, letters, etc.

Failure to comply with directions- Students shall comply with all directions of administrators, teachers, substitute teachers, teacher assistants, contract employees and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such personnel.

Level 2:

Flagrant Disobedience
Disrespect of Staff member
Cutting/Skipping Class
Profanity or vulgar language or gestures
Gambling
Major or Repeated Class Disruptions: Repeated disruptions will automatically result in accelerated consequences.
Failure to attend ISS/After School Detention
Destruction of School Property (automatic restitution for damages)
Lying
Wedging/Shanking
Fighting (may be level 3 offense)
Forgery or Cheating
Computer hacking/violation of privacy
Offensive literature/language/media and/or actions
Making False Accusations/Providing False Testimony
Public Displays of Affection
Inappropriate Personal/Physical Contact
Serious Misbehavior on School Sponsored Field Trip

Level 3:

Possession of Dangerous Weapon
Sexual Impropriety
Gang Paraphernalia
Drug Violation
Consumption of Alcoholic Beverages
Threats of Bodily Harm to any student or school employee
Leaving School Grounds without Permission
Use of Tobacco Products
Fighting
Stealing
Intimidation/Threats-to include sexual
Bullying/Harassment/Intimidation: (Repeat offense will automatically result in accelerated consequences).

Prohibition of Harassment, Intimidation, and Bullying

Vance Charter School is committed to a safe and civil educational environment for all students, employees, volunteers and visitors, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or

- Is severe, persistent, or pervasive such that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this policy requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying, “other distinguishing characteristics” can include but not limited to:

- Physical appearance, clothing or other apparel,
- Socioeconomic status,
- Gender identity, and
- Marital status.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the actions(s). This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

It shall be a violation of this policy for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any person based upon any of the differences listed above. It shall also be a violation of the policy for any teacher, administrator or other school personnel to tolerate such harassment, bullying, or discrimination of any person by a student, teacher, administrator, other school personnel, or by any third parties subject to supervision and control of Vance Charter School.

This policy is a component of Vance Charter School’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and the community. The policy is to be implemented in conjunction with the Comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact of the victim. This includes appropriate interventions(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Principal is authorized to direct the development and implementation of procedures addressing the element of this policy, and to provide specific consequences for bullying in the school’s Discipline Plan. The Principal shall develop policies and procedures to prevent, intervene, document and report all forms of harassment, bullying and discrimination, and shall designate a staff member to participate in the Department of Public Instruction’s training pertaining to anti-bullying, anti-harassment and anti-discrimination.

Staff will be trained to identify and prevent harassment and bullying and will be made aware of the State Board of Education and the Vance Charter School Board's emphasis on this issue.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation or bullying, and their rights and responsibilities under this and other policies and rule at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of the policy and procedure and appropriate materials on the recognition and prevention of harassment, intimidation and bullying through the student handbooks.

Reference: State Board of Education Policy No. SS-A-07

Adopted by VCS Board: June 20, 2005

1. In-School Suspension/After School Detention (Assigned by Principal):

Students that reach this phase of the disciplinary process will be required to serve their suspension/detention time in a designated isolation area. Students will not be allowed to participate in other school activities while in in-school suspension/after school detention status. For in-school suspension/after school detention purposes, the student will need to report to school as usual, equipped with books, papers, and writing instruments. Multiple assignments will be given at that time which will need to be completed by the end of the day. If the work is not completed, it must be completed and brought to the teacher or person served the next day. Community service (school clean-up) may also be a component of the in-school suspension/after school detention process.

2. Out-of-School/Home Suspension:

Students that commit serious violations of the school's disciplinary policies will be required to serve out-of-school suspensions in their home settings. Short term out-of-school suspensions may range from 1-10 days in length, while long term suspensions encompass 10 days or more. If a student accumulates ten or more days of out-of-school suspension time during the school year, the Principal has the authority to recommend long-term suspension and/or expulsion of the student to the Board of Directors.

***** Note: Any one serious violation of the school's disciplinary policy, as determined by the Principal, may result in the Principal recommending long-term suspension and/or expulsion of the student to the Board of Directors before ten days of out-of-school suspension have been reached.***

3. Lost Textbooks:

Students are responsible for the security of their assigned textbooks both at school and between home and school. If a student suffers a loss or has damaged a book beyond repair, he/she should immediately inform his/her teacher(s) so that a replacement(s) may be ordered. Students will be provided with an invoice advising them of the replacement cost(s). Failure to reimburse the school in a timely manner (within thirty days) will result in "administrative probation" in the form of a "freezing" of the release of school records and progress reports and the child will not be allowed to use school property (i.e. books) until the school receives reimbursement for the lost or damaged textbook(s).

4. Extracurricular events:

Students may be ineligible for any/all extracurricular events (sports, cheerleading, field trips, hold student office, etc.) when their behavior has reached the out-of-school suspension phase in the semester in which the infraction occurs.

DRESS CODE

General Description

Dress code: Clothing should be clean and not be torn. The students' general appearance should be crisp, clean, and sharp. At no time are pants to be worn below the waist or hanging from the hips. It is the parents' responsibility to buy pants that fit properly. Hats may be worn outside during fall and winter months. Girl's skirts and shorts must reach 1" below their fingertips when their hands are placed on their thighs. Girl's should not show any midriff area, undergarments (including bra straps) and shall not wear clothing with spaghetti straps or any other apparel that shows cleavage. Clothing that has offensive or distracting language or graphics is not permitted. Tattoos must be covered and body piercings limited to girl's ear piercing. Teachers are responsible for enforcement of the dress code at all times.

Absentee and Tardy Policy

Promptness is expected. Each student at VCS is expected to attend classes regularly and be on time. Students are to check in through the front desk if they come to school tardy--any time after 8:10 AM. Three unexcused tardies equal one unexcused absence. The teacher of the tardy student will handle tardiness to class as stated in the discipline policy. The Principal shall be notified of excessive tardies. Students who are habitually tardy will receive stronger consequence as described elsewhere.

A parent's verbal and written explanation is required for a student to check in or check out early. No notes will be accepted without parent's signature. Students coming to school after 11:30 or checking out before 11:30 are to be counted absent that day and will not be allowed to participate in extracurricular activities, to include practices and games. In order to be counted present, a student must attend school for one half the time covered by the school day (at present, the school day is 6 ½ hours).

Students who are dismissed under the early release policy must attend 3 ¼ hours to be counted present for the day. A student absent for any reason or who checks out cannot participate in or attend any school function on the day of the absence without permission from the principal. A student who misses 22 or more days of an individual class at the end of the academic school year will be in jeopardy for not receiving academic credit for that year. A committee appointed by the Principal will be formed to review parent appeals. If the parent (s) does not agree with the Principal's committee, they may appeal the decision to the School Board. Each case will be reviewed on an individual basis. Three tardies equal one absence.

Being in class on time and prepared is the only way a student can reap the greatest benefits of his or her education. Absences from school are detrimental to the student. Students who are late disrupt class, miss instruction and interfere with the education of students who were in class on time. In the event of any absence, it is the responsibility of the student to be prepared upon returning to class. The procedures below should be followed when absenteeism is necessary.

All absentees must have a signed and dated note to be excused and/or readmitted to class, even for missing part of a day. The student has one day for each day missed to make up work due to confining illness or an unforeseen event, e.g., funeral. Unauthorized absences (without parental consent) result in a one-day in-school suspension and a penalty on all work missed.

Students must attend a full day of classes to be eligible to participate in extracurricular activities that day, unless an authorized family emergency or medical appointment keeps them out of school or for a portion of the school day. When missing a class is necessary due to involvement in an extracurricular activity, a student should notify subject teachers of planned absence and obtain assignment. Students are responsible for taking tests and turning in any written work as directed by the teacher; priority should be placed on completing makeup work in a timely manner.

Excused Absences

Students who miss one or more classes for the reasons below will receive an excused absence and will be allowed to make up work without penalty:

- Personal Illness
- Illness in the immediate family
- Death in the family
- Doctor's appointment (Must bring note from doctor)
- Quarantine
- Severe weather
- Transportation breakdown
- School sponsored

Leaving School:

Students who need to leave school must be accompanied by a parent, guardian or parent-authorized **ADULT** (defined as 18 or over). All students leaving the school campus for any reason must sign out at the school office. It is absolutely forbidden to leave the classroom without a permission form from a teacher. Failure to obtain such permission in writing will result either in home suspension or other appropriate consequence.

Truancy:

Absence without the knowledge and permission of the parents is considered truancy. Work and tests will be graded as a zero.

Student Valuables:

Student should not bring large amounts of currency to school, electronic devices (other than calculators and watches), radios, CD's, MP3 players, IPODS, cameras, or other valuables to school. Students may bring cell phones to school, however; they must be kept either in the student's locker or book bag in an "off status". Cell phones that are in an active mode and disrupt instructional time will, upon first offense, be confiscated for the day and returned to the student's parent. A second or subsequent violation of the cell phone policy will result in confiscation of the cell phone for the remainder of the school year. If the teacher or administrator finds a student in possession of one of the other cited unauthorized item, it will be confiscated and held in the administrative office for parent pick up. The student's parent may pick up the item from the teacher or administrator who confiscates the item. Subsequent offenses will result in the item(s) remaining in school possession until the end of the school year, at which time the parent may pick up the item to take it home. (See discipline policy on page 16 for additional consequences.)

Visitation/Conference Policy:

All visitors to VCS who wish to speak to their child's teacher need to make an appointment for a parent-teacher conference in advance. When parents do come to school for a conference, they need to sign-in, with identification, when requested. The key to the success of any of these meetings is, of course, giving each party (parent and teacher(s)) the opportunity to adequately prepare questions, answers, etc. In conclusion, our primary goal in establishing these policies is to ensure the safety of everyone on campus. We simply cannot expose your children to unauthorized people, who could include non-parents, thus the possible (if we do not recognize you) request for identification. Thank you for your cooperation in helping us to promote our "Safety First" philosophy.

Athletic Eligibility Policy:

All middle school students are eligible to participate in interscholastic athletics, to include those who have modified grading/assignments. To wit: if a student has an IEP, is in the seventh grade and they are doing work at a fifth grade level as a result of a learning disability, the grade they receive for their academic performance at the level for their modified grading/assignments will be given the same validity for athletic eligibility as a student in seventh grade who receives a grade for doing on-grade level work.

The standard for athletic eligibility is a "C" average on each Progress Report or Report Card.

Eligibility will be determined from one Progress Report or Report Card to the next (every 4 ½ weeks). Changes, either positive or negative, in academic achievement, between Progress Reports and/or Report Cards, will not be used as a determining factor for eligibility. A "C" average is required for students to remain eligible for the next 9 week grading period. If students do not achieve a "C" average on a Report Card, they will remain ineligible until they again achieve a "C" average on the next Report Card.

Policy on Use of Technology

The Internet is provided for school-related purposes only. No right of privacy exists in any communication sent or received via the Internet which may or may not be saved to a hard drive or other media device. VCS reserves the right, at the sole discretion of the Board of Directors, to log, monitor, examine and evaluate all usage of its network including, but not limited to, its email system and users mailboxes as a part of ensuring compliance with board policy and applicable laws and regulations. All users waive any right to privacy with respect to their files and communications and consent to access and disclosure of them to authorized school personnel. In the event of any violations of Board policy or law, VCS and school based disciplinary guidelines will be followed. This may include revocation of access to the network and appropriate disciplinary or legal action.

Individual users are expected to abide by the generally accepted rules of network etiquette, the School's rules as stipulated in its technology policy, and all relevant state and federal laws in the use of Vance Charter School networks. The following activities, for example, will not be permitted:

- Sending or displaying offensive messages or pictures or sound files
- Using obscene language
- Harassing, insulting, bullying, or attacking others
- Damaging computers, computer systems, software, or computer networks
- Violating copyright laws
- Copying software to or from School computers
- Using anyone else's identify, user ID, or password or otherwise gaining unauthorized access to computer or network sources
- Intentionally wasting limited resources
- Using the School's computer or networks for commercial purposes

Violations may result in the loss of access privileges as well as other disciplinary or legal action.

THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL PERMISSION FORM

Vance Charter School is pleased to offer students access to a computer for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the form. Should a parent prefer that a student not have e-mail and Internet access, use of the computer is still possible for more traditional purposes such as word processing.

What is Possible?

Access to e-mail and the Internet will enable student to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory,

inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive education goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of a minor are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer just as they are in a classroom or on a school playground. Communications on the computers are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the computer is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy-Computer storage may be treated like school lockers. Administrators may review communications to maintain system integrity and insure that students are using the system responsibly.

Illegal copying- Students should never download or install any commercial software, shareware, or freeware onto a computer hard drive or disks, unless they have written permission from the Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate material or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers and parents to see. Should students encounter such materials by accident, they should report it to their teacher immediately.

Guidelines

These are guidelines to follow to prevent the loss of computer privileges at school.

1. Do not use a computer unless under the supervision of an adult.
2. Do not use a computer to harm other people or their work.
3. Do not damage the computer or the network in any way.
4. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.

5. Do not violate copyright laws.
6. Do not view, send, or display offensive messages or pictures.
7. Do not share your password with another person.
8. Do not waste limited resources such as disk space or printing capacity.
9. Do not trespass in someone else's folder, work, or files.
10. Do notify an adult immediately if, by accident, you encounter materials which violate the rules of appropriate use.
11. Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Supervision

Students may not use computers unless an adult (parent or staff member) is present.

Student Grievances

The grievance procedure may be used for any situation occurring within the operation or normal procedures of the school which causes a student, parent or guardian to believe that a student has been wronged, except in cases of long-term suspension or expulsion, when the provisions for Board review set forth in state law and the Student Code of Conduct shall apply. A student, parent, or guardian may initiate the procedure when they believe that a violation, misapplication, or misinterpretation of school or Board policy or state or federal law or regulation has occurred.

If students or parents have concerns that involve classroom teachers, the Board strongly encourages the concerned persons first to contact the teacher directly to resolve such matters informally whenever possible. If the concern is with the Principal, the Board strongly encourages concerned persons to attempt direct contact with the Principal to reach a satisfactory resolution, if possible.

A. Step 1 – Principal Conference

A student, parent or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal to discuss the grievance and seek resolution. The request shall describe the grievance and name the specific policy, rule or law believed to have been violated. The following additional guidelines shall be observed in Step 1:

1. A grievance shall be filed as soon as possible, but no longer than thirty (30) days after disclosure of the facts which give rise to the grievance.

2. The principal shall grant the conference within five (5) school days following receipt of the request. The principal will state in writing his/her position on the question to the student, parent or guardian within five (5) school days following the principal conference.

3. Only the parent, guardian, or someone acting in loco parentis shall be permitted to join or represent the student in the conference with the principal. If a teacher is involved, he or she must also be present.

B. Step 2 - Appeal to Board

If the grievance is not resolved by step 1 or, if the grievance involves the principal, the student, parent or guardian may appeal the principal's decision in writing to the Board of Directors. A written notice of Appeal to the Board must be made within ten (10) school days following the action of the principal which gives rise to the grievance, or receipt of the written response from the principal (if the grievance involves a teacher). The Board shall review the principal's decision at the next regular Board meeting which occurs more than four (4) school days after receipt of the Grievance Notice from the parent and shall provide notice and an opportunity to be heard to the parent, guardian or student invoking the grievance written response to the student, parent, guardian and principal within ten (10) school days following the review by the Board. (There will be a 20 minute time limit for each party to present their case. A ten minute extension may be granted by the Board.)

Legal Reference: G.S. 115C-45; G.S. 115C-391; Title IX of the Education Amendments of 1972

Vance Charter School
Grievance Notice

Name of Person (s) invoking procedure: _____

Address: _____ City _____ State _____ Zip _____

Phone # _____

Students Name: _____

Teacher: _____

Nature of Grievance:

Give a brief written summary of the facts and events, which have resulted in the grievance

Attach an additional page if needed.

Specific Policy, Rule or Law believed to have been violated:

Principal's/Board Decision

Notice of Appeal

I hereby give notice of appeal of the foregoing decision to the Board of Directors, this _____ day of _____, _____.

Date Grievance filed: ____/____/____

Appealed to Board: ____/____/____

Date Decision Rendered: ____/____/____

Please print pages 29-32 complete and return to your child's homeroom teacher by August 27, 2010.

Vance Charter School
TECHNOLOGY

PARENT PERMISSION FORMS * STUDENT USER
AGREEMENT**

As a parent or guardian of a student at Vance Charter School, I give my permission for my child to use email and the Internet while at school. I have read the information in the Student-Parent Handbook about the appropriate usage of computers and understand this agreement will be kept on file in the main office of the school.

_____ My child may use email and the Internet while at school, according to the rules and guidelines set forth in the Student-Parent Handbook.

_____ My child may not use email and the Internet while at school, according to the rules and guidelines set forth in the Student-Parent Handbook.

Student Name (print): _____
Parent Name (print): _____
Parent Signature: _____
Date: _____

As a **student** at Vance Charter School and a user of computers at school, I agree to comply with the stated rules and guidelines of appropriate email and Internet usage found in the Student-Parent Handbook.

Student Name (print): _____
Student Signature: _____
Homeroom Teacher: _____
Date: _____

As a parent, I give permission for official school personnel to publish examples of my child's student projects, photographs of my child with other VCS students and other school-related work on an Internet accessible World Wide Web server.

_____ I give my permission to the above agreement.

_____ I do not give my permission to the above agreement.

Student Name (print): _____
Parent Name (print): _____
Parent Signature: _____ date _____

(Print and return)

Vance Charter School

Our signatures below acknowledge that, together, we have read and understood the policies stated in the Parent-Student Handbook. We agree to support and abide by these standard guideline and the discipline procedures adopted by the Vance Charter School.

Parent's Signature

Student's Signature

_____/_____/_____
Date

_____/_____/_____
Date

(Print and return)

Vance Charter School

AUTHORIZATION FOR PICK-UP

Please list the individuals authorized to pick up your child from school.

Name

Relationship

_____	_____
_____	_____
_____	_____

CHILD'S NAME _____

PARENT'S NAME _____

PHONE# _____ DATE ____/____/____

EMAIL ADDRESS _____

(print and return)

Vance Charter School

Student Change form

Date: ____/____/____

Student's Name: _____

Complete Below:

Type of Change: Address Phone Email Name

1. Old Address: _____

Current Address: _____

2. Old Phone: _____

Current Phone: _____

3. Old Email: _____

Current Email: _____

Note: If you are requesting a name change, you must attach legal documentation (I.e. adoption papers.)

Parent's Signature: _____

For Office Use Only

Date received: ____/____/____

Date changed: ____/____/____

