

**Vance Charter School 2018-2019**  
**Student/Parent Handbook**  
**Home of the Knights**  
(Approved 8/6/2018)

**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.

## 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 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 an 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 (VCS) was the first charter school 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 through AdvancEd, 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 its opening year, Vance Charter School served students from Vance, Granville, Franklin, and Warren Counties. In the 1999-2000 school year, the student population was 196. Vance Charter School opened a high school, beginning with the school’s first 9<sup>th</sup> grade class in 2016-2017. Enrollment for the 2018-2019 school year is expected to be approximately 820 students in grades K-11.

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 according to the outcome of the lottery process. Once enrolled, a student does not re-enter the application and lottery process. Furthermore, the siblings of current students and children of full time employees have priority in enrollment.

### **Vance Charter School Hours**

<b>Morning Arrival:</b>	7:35-8:00	K-8 Student Arrival
	8:15 – 8:25	High School Student Arrival
<b>Dismissal To Class:</b>	8:00	K-8 students tardy if not present
	8:30	High School students tardy if not present
<b>Afternoon Dismissal:</b>	3:00	K-8 students dismissed
	3:30	High School students dismissed

<b>Faculty:</b>	7:35 to 4:00	
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**Block Schedule**

<b>Block 1:</b>	8:00-9:30 8:30-10:05	K-8 High School
<b>Block 2:</b>	9:35-11:05 10:10-11:45	K-8 High School
<b>Block 3 (Includes Lunch):</b>	11:10-1:20 11:50-1:50	K-8 High School
<b>Block 4:</b>	1:25-2:55 1:55-3:30	K-8 High School
<b>Afternoon Dismissal:</b>	3:00 3:30	K-8 High School

**REPORT CARDS**

Unlike traditional public schools, Vance Charter School does not send report cards home with students or through the mail. 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, lunch, etc., a child's report card will be held until all accounts are cleared. Failure to pick up a child's report card during conference times may 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 receptionist 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**

Vance Charter School offers a before and after school program for the convenience of parents whose schedules do not accommodate the school's scheduled opening and closing hours. 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 supervise our childcare programs with a once-yearly \$10 registration fee required for either weekly or drop-in status. If your child must be dropped off before 7:35 AM (K-8) or 8:15 (High School) or picked up after 3:25 PM (K-8) or 3:40 (High School), he/she needs to be a part of this care system. Parents will be charged the appropriate amount when students participate in the before and after school program. 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 right side entrance of the school once school staff are visible, beginning at 7:35 AM. Upon entering, students are to proceed to their lockers (if applicable) and then directly to their respective homerooms. No students or parents will enter homeroom classes before 7:35 AM unless previously scheduled with teachers.

## **AFTERNOON DISMISSAL PROCEDURES**

### General Information

Parents should plan to arrive for pick up no more than 15 minutes before their students are dismissed. Parents should not plan to pick their children up at the front office between 2:45 and 3:00 unless they have previously communicated with the office staff about a planned early pick up. To ensure the safety of all students, children will not be dismissed between 2:45 and 3:00. Parents must follow these afternoon dismissal procedures.

### K- 8 Dismissal

All students in grades K-8 will be dismissed at 3:00 PM as they are led outside by school personnel on the right side of the building. Students in grades K-3 (and their older siblings) will be located under the mezzanine. Students in grades 4-8 that do not have siblings in K-3 will be located under the carports. K-8 students who will be picked up with siblings in grades 9-11 will report to a designated location until 3:30, when they will be dismissed for pick up with their older sibling.

Those picking K-8 students up in the afternoon must keep in mind which lane they need to be in to pick up their students. Those picking up students in K-4 and their older siblings should be driving in the inside lane. Those picking up students in 5-8 should be driving in the outside lane. Please follow all directions of staff members to ensure the quickest and safest loading and dismissal of students.

### High School Dismissal

All students in grades 9-11 will be dismissed at 3:30 from the right hand side of the building (inside lane). Parents picking up high school students with younger siblings should not plan to arrive before 3:20.

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

- Please do not get out of your car to pick up your child. Teachers and instructional assistants will escort and direct the children to cars.
- Follow the directions given by school personnel.
- When the dismissal line of cars has subsided, students will be assigned to after school care and the appropriate charges (\$7.50) per day, plus a \$10 registration fee, will apply.

## **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 tune 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.

### **TV STATIONS**

**WRAL TV –5**

**WTVD-11**

**VANCE CHARTER SCHOOL WEBSITE: [www.vancecharter.org](http://www.vancecharter.org)**

## **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 School, delayed openings begin at 10:00 AM (K-8) and 10:30 (high school). 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 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.
- Television and website will provide an official announcement.
- Parents who are taking their own and other children must advise the teacher of all students leaving in their vehicle.

## CURRICULUM & INSTRUCTION

As stated in the Vance Charter School Mission Statement and Beliefs, we provide a strong curriculum, based on the North Carolina Standard 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 system for high school courses (8<sup>th</sup> grade Math I and Spanish I and all high school courses) is based on the following scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Each grading period is nine weeks in length, 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 in grades K-8 shall be made according to local policy and discretion, but shall also include student accountability standards. 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 Curriculum Director, current teachers and a prospective future teacher will hold a retention committee meeting. Criteria to be considered include classroom grades, minimum reading levels (defined by grade level), performance on EOG or other state generated testing, portfolios, attendance, including tardy arrivals, and ITBS scores. A recommendation is presented to the Principal, who will make the final decision. In addition, parents may request a conference with the Principal and the 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.

#### Retention of Special Education Students

The decision to retain a student with a disability is approached with great caution and is determined by the building principal. Information provided in the Individualized Education Program (IEP) should be taken into consideration when making this decision. A student with a disability may not be retained based on their disability, but may be retained for other factors. The parent of a student with a disability may appeal the decision to the school board of directors. If a parent appeals the principal's decision to the school board of directors, the school's special education coordinator and/or Curriculum Director must be contacted for consultation and guidance.

**NOTE: Specific to students in grades K – 2, Vance Charter School has developed Promotion Guidelines in order to explain, in detail, expected academic progress of students and assist in the teachers' decision-making process with regard to promotion. The full document will be distributed to parents during the year by their child's teacher. It is also available on the school's website.**

#### 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 should 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 email 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 it is appropriate for him/her to attend.
- If you have 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, Assistant Principal (K-8) and Curriculum Director are available to discuss parent concerns or clarify questions; however, parents need to first speak with a child's teacher before administrators are 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 or send the teacher an email.

**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/PERSONAL ELECTRONIC DEVICES:** Students are NOT allowed to use cell phones or personal electronic devices of any kind, including Apple watches, anywhere on campus during the school day (7:35 AM – 3:00 PM for K-8, and 8:15 – 3:30 for high school students) unless they have been given specific permission by a teacher. They ARE allowed to have cell phones at school, turned off and secured, out of sight. Cell phone/personal electronic device management is at the discretion of each individual teacher. Each teacher will set expectations in his or her classroom and students are

expected to abide by these expectations. See Cell Phone Policy under Code of Conduct for consequences of misuse.

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

### **EXPECTED VOLUNTEER HOURS**

Each family shall complete **15 hours of volunteer time each semester**. 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 makes Vance Charter School a unique place for your children to learn.

**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 notices of regularly scheduled meetings in fliers and on our website. Attendance counts toward volunteer hours.

### **CLOSED CAMPUS**

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

### **COUNSELING SERVICES**

Vance Charter School provides counseling services to support students, parents, and teachers as needed to 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 when individual or family needs exceed the services that are available at the school. Please speak to the Principal, Assistant Principal (K-8) or Curriculum Director for more information.

### **CHANGE OF ADDRESS/PERSONAL INFORMATION**

It is imperative that we have current phone numbers (in particular, cell phone numbers) to contact parents 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, cell or work numbers change, please contact your child's teacher immediately. For non-emergency contact, especially general communication from Vance Charter School, 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 5-11, unless they are included in an individual health plan, 504 Plan, or IEP. Our staff believes in promoting healthy eating habits, therefore sweets and soft drinks are highly discouraged. More information about our additional meal options will be provided at the beginning of the year. 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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Family Educational Rights and Privacy Act (FERPA)  
Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Vance Charter School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Vance Charter School may disclose appropriately designated "directory information" without written consent, unless you have advised the School to the contrary in accordance with School procedures. The primary purpose of directory information is to allow Vance Charter School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings –

unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. <sup>1</sup>

If you do not want Vance Charter School to disclose directory information from your child's education records without your prior written consent, you must notify the School in writing by September 5, 2018. Vance Charter School has designated the following information as directory information:

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| -Student's name                     | -Participation in officially     |
| -Address                            | recognized activities and sports |
| -Telephone listing                  | -Weight and height of members of |
| -Electronic mail address            | athletic teams                   |
| -Photograph                         | -Degrees, honors, and awards     |
| -Date and place of birth            | received                         |
| -Major Field of study               | -The most recent educational     |
| -Student ID number, user ID,        | agency or institution attended   |
| or other unique personal identifier | -Dates of attendance             |
| used to communicate in electronic   | -Grade level                     |
| systems that cannot be used to      |                                  |
| access education records without    |                                  |
| a PIN, password, etc. (A student's  |                                  |
| SSN, in whole or in part, cannot be |                                  |
| used for this purpose.)             |                                  |

On January 14, 2013, the Uninterrupted Scholars Act (USA), which amended FERPA, was signed into law. The regulations guiding the implementation of FERPA have not yet been revised. Until the time they are revised, the US Department of Education has provided a guidance document for implementation of the USA. The guidance document is available at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/uninterrupted-scholars-act-guidance.pdf>

<sup>1</sup> These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

### **ASBESTOS NOTIFICATION**

In accordance with the Environmental Protection Agency, Asbestos Hazard Emergency Response Act (AHERA 40CFR 763), Vance Charter School has been inspected for the presence of asbestos containing building materials (ACBM). With the exception of

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schools built after 1990, most have non-friable materials present, materials which cannot be crushed, crumbled, or reduced to powder by hand pressure (i.e. floor tile). An Asbestos Management Plan has been developed and implemented to provide a system for controlling the release of asbestos fibers. This plan sets forth the requirement for the schools to be inspected semi-annually by someone trained in the asbestos regulations. In addition, a three year re-inspection is conducted by a third party to ensure that records are being kept correctly and that materials are properly classified. Semi-annual inspections will continue to ensure that ACBM is maintained in excellent condition.

If there are any questions or concerns regarding the asbestos in your child's school, please see the Principal for a copy of the plan located in the school office. If you have questions or concerns regarding the information in the plan, please contact the Local Education Representative, Dr. Brian Mathis, at (252) 431-0440.

### **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 7<sup>th</sup> grade students have specific, state-mandated inoculation requirements that must be completed within thirty days of the beginning of the school year.

### **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° F taken by mouth, 99° F taken under the arm, or 101° 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.

## FIELD TRIP POLICIES

Each field trip should be well planned with all decisions approved by appropriate teachers first and then by the administration. Upon approval and delegation by appropriate teachers, parents may assist with various logistical needs, such as purchasing of tickets, arranging for transportation and lodging, etc. if the teachers determine it is necessary. If a parent is asked to assist, and said parent agrees to provide such assistance, the parent receives no benefit. In providing this assistance, the parent volunteer does not have an automatic right to attend said field trip.

Money collected for field trip fees WILL NOT be refunded. An attempt will be made to refund admission fees but that is not guaranteed as possible. Teachers are to inform parents in advance of this policy.

All students are expected go with their classes on field trips. If there is a question on an exceptional child, administration will meet with the involved parties before the field trip. The Principal will make the final decision in case of disagreement.

If a parent prefers their child *not* to go on a field trip, the child will be expected to complete all assigned work as an alternative to participating in the trip. The State Board of Education's list of lawful absences (See Excused Absences section of this Handbook) will be applied to students who are not present on field trip days. Students will be counted absent if they do not attend either the field trip or school during field trip days.

Teachers/administration will find a place for the student, who is at school and not participating in the field trip, to be during the day and will provide a work folder for the student. Work should be appropriate for the child.

Use of private cars for out-of-town field trips is allowed within 80 miles. Teachers will submit a list of vehicles being utilized for the trip.

Field trips that are more than 80 miles from the school will require the use of activity buses or chartered vehicles, unless determined otherwise by administration.

### **The following will apply to field trips.**

- All students will report to the school before departing on a field trip, unless prior approval has been obtained from the teacher.
- All students will return to the school after a field trip and then be dismissed to parents, unless parents have signed the student out prior to leaving the field trip.
- No field trips should be scheduled to return to campus between 2:50 PM and 3:30 PM because of regular school traffic.
- Use of private cars for trips will be allowed.
- The Board must approve overnight field trips on an annual basis.
- Adult chaperones or staff members attending a field trip may not bring their own or other children not in the class on the trip. In the event that the spouse of a staff member is needed on the field trip – prior approval must be obtained from the Principal and/or the Board. Attendance of said spouse will not prevent the appropriate number of parent chaperones on the trip and will not take the place of a parent chaperone.

- If parents and their other children attend, the parent may not be used as a chaperone. Siblings enrolled in other classes at VCS will not be allowed to join the class taking the trip.

### **OVERNIGHT FIELD TRIPS**

Students in grades 5-12 that participate in an overnight field trip will provide a non-refundable deposit in an amount that will be determined for each trip. Chaperone costs will be determined when the destination is finalized. Chaperones will be provided a copy of this policy and will agree in writing to be bound by these rules prior to final acceptance.

#### **The following will apply to overnight field trips.**

- For overnight trips that require students to stay in a “cabin” type setting, female chaperones will stay with female students. Male chaperones will stay with male students.

- For overnight trips that require students to stay in a hotel type setting, female chaperones will stay with female students. Male chaperones will stay with male students.

- If a male is chosen to chaperone an overnight field trip and he has a female child, he will not be staying in a room with his female child. If a female is chosen to chaperone an overnight field trip and she has a male child, she will not be staying in a room with her male child.

- ***Chaperoning extends beyond the room itself. A chaperone is responsible for his or her students throughout the entire field trip.*** It is fully acceptable and understandable for a female chaperone to be responsible for female students while staying in a hotel room but to be responsible for a group of male children during the field trip’s day activities. It is fully acceptable and understandable for a male chaperone to be responsible for male students while staying in a hotel room but to be responsible for a group of female children during the field trip’s day activities.

- Male chaperones with male children may be able to stay in a room with their child and female chaperones with female children may be able to stay in a room with their child.

- If a chaperone is not in a room with his or her child, he or she will be expected to sleep on a cot in the hotel room, if necessary. If a chaperone is in a room with his or her child, he or she will be able to share a bed.

- All chaperones will be subjected to a background check according to Vance Charter School policy.

- A random and transparent lottery system will be used for determining chaperones for overnight field trips. Both parents of a child may enter their name into the lottery.\* In the event of multiple birth siblings, each parent’s name may be entered into the lottery according to the number of siblings in said lottery and in the relevant grade. However, only one parent per family will be permitted the opportunity to be a chaperone. Those chaperones not chosen to go will be placed on a waiting list in the event that a chosen chaperone finds out later that he or she is unable to attend the field

trip. In the event a child's disability will prevent him/her from attending a field trip without a parent present, said parent will automatically be a chaperone on the trip.

\*Parents who did not complete volunteer hours from the previous year, and/or parents who owe school fees will be prohibited from entering overnight field trip lotteries. Additionally, faculty reserves the right to prohibit parents from entering the lottery if said parent did not fulfill chaperone duties on previous field trips.

- If chosen for the field trip, parents will be required to attend a chaperone training session. The mandatory training session will be conducted by the staff representative(s) of the grade and/or trip.

- Certain circumstances may result in a modification of these guidelines. Such circumstances will be determined by the Principal, and/or the Board.

### **VOLUNTEER CRIMINAL RECORD CHECK**

Anyone who directly or indirectly has contact with children holds a unique position of trust. The criminal history of a volunteer may affect these goals and responsibilities and will be considered in any and all decisions. All individuals who plan to provide volunteer service at Vance Charter School must agree to undergo a criminal background check.

Volunteers must notify the Principal of Vance Charter School and/or the Chair of the Vance Charter School Board of Directors immediately if they are arrested, charged with, or convicted of a criminal offense (including entering a plea of guilty or nolo contendere) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts, and must be delivered to the Principal or Chair of the Board of Directors no later than the next scheduled business day following the arrest, charge, or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the Principal or Chair no later than the next business day following adjudication.

A criminal history check and a check of sex offender registries must be conducted on all volunteers. Criminal history checks must be conducted in accordance with state law and any procedures established by the Principal and/or Board of Directors. School officials shall not require volunteers to disclose expunged arrests, charges, or convictions and shall not ask volunteers to voluntarily disclose such information without first advising that disclosure is not required.

If a volunteer is found to have been convicted of a criminal offense, other than a minor traffic violation, the superintendent shall determine whether the individual is qualified for employment despite the criminal history by considering, among other things,

whether the individual poses a threat to the safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. The following factors will be considered in making this determination: 1) the nature and gravity of the offense or conduct; (2) the time that has passed since the offense or conduct and/or completion of the sentence; and (3) the nature of the volunteer's duties. Before the Principal may exclude a volunteer based on his or her past criminal convictions, the Principal must give the individual the opportunity to demonstrate that the exclusion does not properly apply to him or her.

The Board has determined that every position with the school system, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender subject to the provisions of policy 5022, Registered Sex Offenders, will be hired for any position with the school system.

In addition, each contract executed by the board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries as specified in policy 5022, Registered Sex Offenders.

### **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 on 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 permanent exclusion and/or expulsion of the student from VCS.**

School administrators shall inform students and the school Board of any infractions not listed in this Code of Conduct that may result in short-term suspension (1-10 days), long-term suspension (11 or more days), exclusion, 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 expressed 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, teachers, and administrators concerning conduct on the bus.
2. Observe classroom conduct, while getting on or off, and while riding on the bus.
3. Weapons and objects such as chains, sticks, rocks, pets, etc. are not allowed on the 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 products, vaping, 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 Suspended For:**

1. Fighting, use of tobacco or vaping, eating or drinking, using or possessing drugs or a weapon, using profanity, or refusing to obey the driver or teacher.
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 a bus window.

### **SILENT BUS RULE**

A school administrator, teacher, 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 <sup>st</sup> Offense | Conference with Parent                                                            |
| 2 <sup>nd</sup> Offense | Three-day suspension of bus privileges                                            |
| 3 <sup>rd</sup> Offense | Permanent removal of privilege to travel on bus for remainder of the 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 otherwise vandalize 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 Class 2 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. Discipline of students with disabilities will be implemented in a manner that is consistent with their IEPs or 504 Plans and in compliance of the requirements of the Individuals with Disabilities Education Act.

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

Offense Levels with Examples	Consequences
<b>Level 1 Offences</b> <ul style="list-style-type: none"> <li>• Dress Code Violation</li> </ul>	<b>1<sup>st</sup> Offense</b> (Classroom Teacher Intervention): Conference with student (must be documented) and may include consequences

<ul style="list-style-type: none"> <li>• Unauthorized Use of Any Personal Electronic Device: MP3 player, cell phone, tablet, headphones, Apple watches, etc.</li> <li>• Minor Class Disruptions: out of seat without permission, talking without permission, making noises, attempting to distract classmates, blurting out responses, sleeping, food or drink in class, littering, etc. <i>(Repeated Minor Class Disruptions among any classes will automatically result in accelerated consequences.)</i></li> <li>• School Locker Rule Violation</li> <li>• Outside Classroom Decorum</li> <li>• Unprepared for Class, which can include not having assigned homework</li> <li>• Unkind Words, Gestures, and Actions</li> <li>• Littering</li> <li>• Horseplay</li> <li>• Being “Out of Place”</li> <li>• Being in Prohibited Area on Campus</li> <li>• Failure to return report cards, progress reports, letters, etc.</li> <li>• 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.</li> </ul>	<p>or interventions such as: behavioral contract, after school detention, letter of apology, and/or time after class. Failure to comply with Teacher Intervention may result in ISS/After School Detention.</p> <p>Unauthorized use of electronic devices will result in confiscation of the device for the school day, and returned to the student. Dress code violations will result in the student’s removal from the classroom. The student may return to class when s/he has changed into clothing that complies with the dress code.</p> <p><b>2<sup>nd</sup> Offense</b> (Classroom Teacher Intervention): Documented Teacher/Parent Conference (can be carried out by telephone) and will include any combination of the Level 1 1<sup>st</sup> Offense Consequences. Second and subsequent instances of unauthorized use of electronic devices will result in confiscation of the device for the school day, and returned to the parent.</p> <p><b>3<sup>rd</sup> Offense</b> (Principal Intervention): Up to 2 Days In School Suspension</p> <p><b>4<sup>th</sup> Offense</b> (Principal Intervention): 1 Day Out of School Suspension</p> <p><b>5<sup>th</sup> Offense and Beyond</b> (Principal Intervention): Up to 5 days Out of School Suspension with recommendation for Exclusion/Long Term Suspension/Expulsion to the Board</p>
<p><b>Level 2 Offenses</b></p> <ul style="list-style-type: none"> <li>• Flagrant Disobedience</li> <li>• Disrespect of Staff member</li> <li>• Cutting/Skipping Class</li> <li>• Profanity or vulgar language or gestures</li> <li>• Gambling</li> <li>• Major or Repeated Class Disruptions: Repeated disruptions will result in</li> </ul>	<p><b>1<sup>st</sup> Offense</b> (Principal Intervention): Up to 2 days In School Suspension</p> <p><b>2<sup>nd</sup> Offense</b> (Principal Intervention): Up to 3 days Out of School Suspension</p> <p><b>3<sup>rd</sup> Offense</b> (Principal Intervention): Up to 4 days Out of School Suspension</p>

<p>accelerated consequences</p> <ul style="list-style-type: none"> <li>• Failure to attend ISS/After School Detention</li> <li>• Destruction of School Property (automatic restitution for damages)</li> <li>• Lying</li> <li>• Wedging or Shanking</li> <li>• Forgery, Cheating, or Plagiarism</li> <li>• Computer hacking/violation of privacy</li> <li>• Violation of Policy on Use of Technology</li> <li>• Offensive literature/language/media and/or actions</li> <li>• Making False Accusations/Providing False Testimony</li> <li>• Public Displays of Affection</li> <li>• Inappropriate Personal/Physical Contact</li> <li>• Serious Misbehavior on School Sponsored Field Trip</li> <li>• Selling or Attempting to Sell Items to Another Student on School Grounds</li> </ul>	<p><b>4<sup>th</sup> Offense</b> (Principal Intervention): Up to 5 days Out of School Suspension</p> <p><b>5<sup>th</sup> Offense</b> (Principal Intervention): 5-10 days Out of School Suspension with recommendation for Exclusion/Long Term Suspension/Expulsion to the Board</p>
<p><b>Level 3 Offenses</b></p> <ul style="list-style-type: none"> <li>• Sexual Impropriety</li> <li>• Gang Paraphernalia</li> <li>• Threats of Bodily Harm to any Student or School Employee</li> <li>• Assault and/or Battery</li> <li>• Leaving School Grounds without Permission</li> <li>• Fighting</li> <li>• Hazing</li> <li>• Persuading/Goading others to Break Rules</li> <li>• Intimidation/Threats-to include sexual or gender based actions or remarks</li> <li>• Bullying/Harassment/Intimidation: Repeat offense will result in accelerated consequences</li> </ul>	<p><b>1<sup>st</sup> Offense</b> (Principal Intervention): Up to 5 days Out of School Suspension</p> <p><b>2<sup>nd</sup> Offense</b> (Principal Intervention): Up to 10 days Out of School Suspension with recommendation for Exclusion/Long Term Suspension/Expulsion to the Board</p> <p>Level 3 offenses may result in criminal prosecution.</p>
<p><b>Level 4 Offenses</b></p> <ul style="list-style-type: none"> <li>• To Be Charged with a Felony</li> <li>• Possession of Dangerous Weapon</li> <li>• Drug Violation</li> <li>• Consumption and/or Possession of Alcohol</li> <li>• Use of Tobacco or Vaping Products</li> <li>• Stealing</li> </ul>	<p><b>1<sup>st</sup> Offense</b> (Principal Intervention): Up to 10 days Out of School Suspension with recommendation for Exclusion/Long Term Suspension/Expulsion to the Board</p> <p>Level 4 offenses may result in criminal prosecution.</p>

<ul style="list-style-type: none"> <li>• Sexual Misconduct</li> </ul>	
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**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, 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 rules 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/parent handbook.

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

Adopted by VCS Board: June 20, 2005

### **In-School Suspension/After School Detention (In-School Suspension Assigned by Principal, After School Detention Assigned by Teacher)**

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 the next day. Community service (school clean-up) may also be a component of the in-school suspension/after school detention process.

### **Out-of-School/Home Suspension**

Students that commit serious violations of the school's disciplinary policies or repeated less serious violations 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 11 days or more. If a student accumulates more than ten days of out-of-school suspension time during the school year, the Principal has the authority to recommend long-term suspension, exclusion, or expulsion of the student to the Board of Directors.

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

### **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).

### **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 torn or ripped above the knee to the point where skin is visible. 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 or any other types of head coverings are not permitted inside the building unless done so in accordance with religious or other cultural customs. Should anyone be in possession of a hat, the presence of a fishing hook on the hat visor is not permitted, as this can be used as a weapon. Girls should not show any midriff area and shall not wear clothing with spaghetti straps (straps must be at least 1” wide) or any other apparel that shows cleavage. Skirts and shorts should be of mid-thigh length or longer. No middle or high school student is permitted to wear a tank top. Further, no undergarments of boys or girls (including bra straps) shall be visible. Clothing that has offensive or distracting language or graphics is not permitted. Clothing may not reference or advertise those products which a student may not possess, such as tobacco or alcohol. Sleepwear is not permitted except as authorized by administration. Everyone is responsible for enforcement of the dress code at all times.

### **ABSENTEE AND TARDY POLICY**

Promptness is expected. Each student at Vance Charter School 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 8:00 AM (K-8) or 8:30 (high school). 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. *Persistent tardiness will significantly affect students' academic performance and has potential to negatively affect their grades.*

A parent's verbal and written explanation is required for a student to check in late or check out early. No notes will be accepted without a parent's signature. Students first arriving to school after 11:25 AM (K-8) or 11:40 AM (high school) or checking out before 11:25 AM (K-8) or 11:40 AM (high school) are counted absent that day and will not be allowed to participate in extracurricular activities, to include practices and games on that day. 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 approximately 7 hours).

Students who are dismissed under the early release policy must attend 3 1/2 hours to be counted present for the day. A student who is absent cannot participate in or attend any school function on the day of the absence without permission from the Principal or Assistant Principal (K-8). A student who misses 16 or more days of an individual year-long class or 8 days of a one semester class will be in jeopardy of not receiving academic credit for that class (high school) or year (K-8<sup>th</sup> grade). In cases where credit for the class/year is not granted, 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.

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.

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 for the school day 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 assignments. 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**

The State Board of Education has recognized the following as lawful absences. The Principal has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause. Below are the valid/lawful excuses for temporary nonattendance of a student at school.

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Board of Directors can be considered an administrative tribunal.
6. **Religious Observance:** When the student is absent due to a religious observance in accordance with board policy.
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for

such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.

8. **Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies, provided that the student has been in attendance for at least one-half of a school day during the current school year.
9. **Absence related to deployment activities:** A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115c-407.5, Article V (E))

Students who are absent due to reasons on this list may make up all work missed without penalty if it is completed and turned in within the time line established by the teacher.

### **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 permission from a teacher. Failure to obtain such permission will result in out of school suspension or another appropriate consequence.

### **COMPULSORY ATTENDANCE**

North Carolina compulsory attendance laws require all children between the ages of 7 and 16 to attend school and forbid anyone from discouraging children from attending school every day. Vance Charter School must comply with state laws and administrative requirements established by the Department of Public Instruction, including enforcement of compulsory attendance laws.

Parents/guardians of students who accumulate 10 unexcused absences in a school year will be required to confer with the Principal or Curriculum Director, who must determine whether the parent has made a good faith effort to comply with the law. In situations when the Principal or Curriculum Director determine that a good faith effort has not been made, the Principal will notify the district attorney and the director of social services where the student lives.

In the event of unexcused absences, the student's work and tests for that day may be graded as a zero.

### **STUDENT VALUABLES**

Students should not bring large amounts of currency, electronic devices (other than calculators and watches), radios, CDs, MP3 players, iPods, headphones, cameras, iPads, tablets, Apple watches, or other valuables to school. Students may bring cell phones to school. However, they must be kept turned off, secured, and out of sight. 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. A second or subsequent violation of the cell phone policy will result in the confiscation and return of the cell phone to the student's parent. If the teacher or administrator finds a student in possession of one of the other cited unauthorized items, it will be confiscated and held in the administrative office for parent pick up. **VCS is not responsible for any lost, damaged, or stolen electronic devices/cell phones. Students bring these items at their own risk.**

### **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, which 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 who have a "C" average at the end of each semester are eligible to participate in the Vance Charter School athletic program during the following semester. Students whose semester averages are below "C" will not be eligible to participate in interscholastic athletics the following semester. Students must meet the standards for promotion each year to maintain athletic eligibility the following year. Students who are working below grade level because of a disability for which they

receive a modified grading accommodations in a 504 Plan or an IEP will be eligible to participate in school sports, providing the average of those grades is “C” or better.

### **ATHLETIC DISCIPLINE POLICY**

Although athletics are considered by staff and administration to be a vital, rewarding part of a child’s academic experience, it is imperative that those students (and their parents) wishing to participate in Vance Charter School’s athletic programs understand that they are students first and athletes second. As such, student-athletes will be held to the following standards as each sport begins its season: any student-athlete that receives a detention for an infraction other than “No Homework” will serve a one game suspension. He or she will still need to attend the game in question but will not be allowed to dress out or participate in the contest. Any student athlete that receives a referral to the office, and is found guilty, will serve a two game suspension. Again, he or she will need to attend the games in question but will not dress out or participate. Any subsequent offenses in either category may result in dismissal from the team.

### **SMOKING/TOBACCO USE**

Smoking, vaping, and the use of smokeless tobacco is both a health and fire hazard. Vance Charter School has been designated as a “smoking, vaping, and smokeless tobacco free zone.” Any student found smoking, vaping, or using smokeless tobacco will be subject to appropriate disciplinary action. Parents and volunteers are expected to comply with this policy.

### **VANCE CHARTER SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY (VCS-P-0005)**

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 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.

Students in grades K-8 may not use cell phones or other personal electronic devices or equipment (cell phone, smart phone, Ipad, tablet, Ipod, MP3 Player, headphones, etc.)

unless they are used in classrooms for instructional purposes as authorized by teachers. Students with IEPs or 504 Plans may have access to personal electronic devices as specified in their accommodations. Students who need a device for access to the Internet during instruction will be provided with one for use on camps.

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
- Taking pictures or videos of any kind

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

### **USE OF ELECTRONIC DEVICES, THE INTERNET, AND EMAIL PERMISSION FORM**

Vance Charter School is pleased to offer students access to a computer or similar device 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 Acceptable Use form. Should a parent prefer that a student not have email and internet access, use of the computer is still possible for more traditional purposes, such as word processing.

#### **What is Possible?**

Access to email and the internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other internet users around the world. Although Vance Charter

School uses a number of content filters, 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 or other electronic device 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 an 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 shall 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 electronic device privileges and avoid disciplinary action at school.

1. Do not use an electronic device unless under the supervision of an adult (parent or staff member).
2. Do not use an electronic device to harm other people or their work.
3. Do not damage the electronic device 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 take pictures or videos unless specifically directed to do so by a Vance Charter School staff member.
8. Do not share your password with another person.
9. Do not waste limited resources such as disk space or printing capacity.
10. Do not trespass in someone else's folder, work, or files.
11. Do notify an adult immediately if, by accident, you encounter materials which violate the rules of appropriate use.
12. Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

### **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.

### **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.

### **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 procedure. If a teacher is involved, he or she must also be present. The Board shall make a written response to the student, parent, or 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; 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:

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*Attach an additional page if needed.*

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

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**Principal's/Board Decision**

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**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: \_\_\_\_/\_\_\_\_/\_\_\_\_

## HEALTH INFORMATION

North Carolina charter school legislation requires that the following information be provided to students in grades 7 through 12 annually.

### **Preventable Risks of Preterm Delivery**

What is preterm delivery?

A full-term pregnancy is one that lasts at least 37 weeks. Preterm delivery is when the baby is born too early. Preterm delivery is a concern because babies that are born too early may not be fully developed, which can lead to a lifetime of health problems. Preterm delivery is sometimes called “premature delivery,” “preterm birth” or “premature birth.”

Facts about Preterm Birth

- One out of every nine babies born in the United States is a preterm birth. This increases rates of infant deaths and lifelong problems for premature babies.
- About \$13.6 billion each year is spent on premature births, about half of all birth related expenses.
- Babies born before 34 weeks are at greatest risk, but babies born between 34 and 37 weeks are also at risk.

It is important to be in good physical and mental health and to visit a doctor prior to becoming pregnant.

- Alcohol and drug use seem to be associated with an increased risk of preterm delivery. Alcohol use is also associated with an increase in the risk of a baby being born with birth defects.
- Smoking tobacco has been shown to be associated with an increased risk of preterm delivery. Smoking around half a pack per day is associated with an almost 45% increase in the risk of preterm delivery. Stopping smoking early in pregnancy seems to be associated with a reduction in the risk of preterm birth.
- Weighing too much (or too little) is associated with a higher risk of preterm birth. Maintaining a healthy Body Mass Index (BMI) – between 18 and 30 – is associated with a lower risk of preterm birth.
- Other medical conditions, such as diabetes or high blood pressure, are associated with an increased risk of preterm birth. Sexually transmitted diseases and other infections, such as urinary tract infections, may also increase the risk of premature delivery. Getting medical conditions treated early is important.

- Stress, sadness and worry seem to be associated with an increased risk of preterm birth. Pregnant women should try to avoid stressful situations as much as possible.
- Pregnant women should begin receiving medical care as soon as possible. During “prenatal” care the doctor will provide important treatment and information. Getting early prenatal care is associated with a lower risk of premature birth.
- Some studies show that having an abortion is associated with an increased risk of preterm birth in later pregnancies.
- Having babies too close together may also be associated with an increased risk of preterm birth. In general, babies should be at least 18 apart to improve the chances of a full term pregnancy.

Reference:

<https://www.nhaschools.com/schools/forsyth/Lists/School%20Newsletters/Preventable%20Risks%20of%20Preterm%20Delivery%20Information%20Sheet.pdf>

**Please print pages 45-52, complete/sign pages 48 – 51, and return them to your child’s homeroom teacher by Friday, August 24, 2018.**

## Vance Charter School Acceptable Use Policy Agreement Form

**In accordance with the Vance Charter School Acceptable Use Policy (contained within the Student/Parent Handbook) and the following guidelines:**

### **Guidelines**

These are guidelines to follow to prevent the loss of electronic device privileges and avoid disciplinary action at school.

1. Do not use an electronic device unless under the supervision of an adult (parent or staff member).
2. Do not use an electronic device to harm other people or their work.
3. Do not damage the electronic device 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 take pictures or videos unless specifically directed to do so by a Vance Charter School staff member.
8. Do not share your password with another person.
9. Do not waste limited resources such as disk space or printing capacity.
10. Do not trespass in someone else's folder, work, or files.
11. Do notify an adult immediately if, by accident, you encounter materials which violate the rules of appropriate use.
12. Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

# Dance Charter School

## Acceptable Use Policy and Guidelines Agreement

Our signatures below acknowledge that, together, we have read and understood the Acceptable Use Policy and Guidelines stated in the Student/Parent Handbook.

\_\_\_\_\_  
Parent (Print)

\_\_\_\_\_  
Student (Print)

\_\_\_\_\_  
Parent Signature

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

\_\_\_\_\_  
Date

Homeroom: \_\_\_\_\_

# Vance Charter School

## Parental Permission for Internet Publication

As a parent, I give permission for official school personnel to publish examples of my child's student projects, photographs of my child involved in school activities and other school-related work on the Internet.

\_\_\_\_\_ I give my permission to the above agreement.

\_\_\_\_\_ I do not give my permission to the above agreement.

Student Name (print): \_\_\_\_\_

Homeroom: \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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 guidelines and the discipline procedures adopted by Vance Charter School. We also understand that the families of each student enrolled at Vance Charter School are expected to donate 15 hours of volunteer time to the school each semester.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

# Dance 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 \_\_\_\_\_

# Vance Charter School

## Student Information Change form

PLEASE USE THIS FORM TO INFORM THE SCHOOL OF IMPORTANT CHANGES AS  
NEEDED

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Student's Name: \_\_\_\_\_

Complete Below:

Type of Change:	Address	Phone	Email	Name
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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: \_\_\_\_/\_\_\_\_/\_\_\_\_