



STUDENT – PARENT HANDBOOK 2020 - 2021

**274 Husky Trail
Tarboro, North Carolina 27886
252-641-0464 ~ 252-641-1816 fax
www.necprepschool.com**

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North East Carolina Preparatory School will teach and inspire through a challenging curriculum that integrates technology, experiential learning, and critical thinking skills; promotes diversity; emphasizes involvement of students, parents, and highly-trained staff; and creates student leaders, all in preparation for postsecondary success.

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Part 1: Introduction

Welcome! The North East Carolina Preparatory School Board of Directors, administration, faculty, and staff welcome students and parents to North East Carolina Preparatory School for the 2020-2021 academic year!

The purpose of the Student-Parent Handbook is to establish clear policies, procedures, and channels of communication for parents, students, and teachers. In the most successful school communities, every member shares a common mission and vision. It is hoped that this handbook will contribute to achieving that mutual understanding and support.

Mission

North East Carolina Preparatory School will teach and inspire through a challenging curriculum that integrates technology and critical-thinking skills; promotes diversity; includes students, parents, and a highly trained staff; and produces student leaders, all in preparation for postsecondary success.

Vision

The vision of North East Carolina Preparatory School is to nurture students' natural curiosity and joy of learning while they achieve academic excellence through a challenging, interdisciplinary, global curriculum. Our students, parents, teachers, and staff will create a stimulating learning community that develops critical and compassionate thinkers, confident and open-minded communicators, resourceful and responsible citizens, and leaders of our local and global communities.

Philosophy

North East Carolina Preparatory School believes in students who are motivated and strive to move from the ordinary to the extraordinary. To that end, the staff and students of North East Carolina Preparatory School will work together with parents, guardians, and community members to achieve true, lifelong learning for all involved. It will provide a challenging curriculum that enhances traditional education with experiential opportunities that emphasize critical thinking and differentiated learning. The school will foster an environment where students, parents, staff, and the community are responsible, involved partners in the educational process and achievement of all children. The specific theme of NECP is to provide a rigorous post-secondary program to prepare students for a competitive higher learning environment.

Each individual has at least eight different intelligences. NECP believes that before a student leaves the school, he or she will have had the opportunity to use and develop each one of those intelligences. Objectives in this area include:

- Emphasizing the different intelligences by providing activities that require the use of each intelligence.
- Explaining to students how they are intelligent, not how intelligent they are, and then helping them to strengthen each intelligence.

- Helping each student to build the intelligence(s) in which he or she is already strong and helping him or her to strengthen the intelligences that are not as well developed.

Life skills are not learned solely out of a textbook. We learn and retain most of which we experience in our daily lives. Therefore, NECP will provide students with the opportunity to experience what they study insofar as is feasible. A student will learn best about plant growth by growing the plant rather than reading about it. A student will learn a math process best by applying it in a real-life situation such as paying bills or setting up accounts. A student retains more about a historical event by visiting the site of that event where possible and reliving it at that site. To that end, NECP will pursue objectives such as:

- Giving students the opportunity to write about experiences and events in their lives that hold meaning for them and use that as a basis for improving writing skills;
- Providing students the chance to apply skills they need to survive with numbers such as understanding bills and personal accounts as well as how the economy affects them; and
- Engaging students in project learning activities.

Technology is a critical part of the world and society of which students of NECP are members and of the workforce they will eventually enter. The school will provide continued access to computers and related technology so that students will be able to use them as often as needed. Research and communication outside of the school can be done on a much more realistic level using the technology the school will provide. Therefore, NECP will strive to:

- Provide students regular access to computers and other technological devices as they require them as well as instruct students in the best and most effective use of technology.
- Provide students the experience of researching a subject using the Internet where they can find, sort, and assemble up-to-date, relevant material.
- Teach students the skill of giving public presentations with the aid of technology and show them how to do so in the most effective manner.

Passively reading or studying a given amount of material and passive responses to standard questions will not allow students to expand their critical thinking skills. Students need to open their minds, engage in thinking abilities, and consider the various elements of what they study. They need to build and make firm their critical thinking skills. For that reason, NECP will:

- Introduce students to the skills involved in critical thinking.
- Teach students how to reason, analyze, and reach conclusions.
- Develop in students the ability to ask sound, open-ended questions; build the ability to communicate with others through meaningful discussion; and present their thoughts in a logical and convincing manner.

Parents or guardians of each student, as well as members of the community, are important contributors to the complete learning of any young person. NECP will:

- Offer parents and community members the opportunity to take part in the instruction of their child where feasible by allowing access to classroom activities both at the school and in the home.
- Call upon appropriate community members to present their knowledge and experience in a given area to students in the classroom.

North East Carolina Preparatory School Students First Core Values

Be Respectful: We will respect others and their property at all times. We will listen to each other, knowing that we have individual differences that make us unique and valuable.

Be Responsible: We will accept responsibility for our words and actions. We will treat others as we would like to be treated.

Be Prepared: We will come to school with our learning supplies at all times. We will honor the motto, “Every Teacher has the right to teach and every Student has the right to learn.”

SCHOOL-PARENT COMPACT

North East Carolina Preparatory School and the parents of students participating in activities, services, and programs funded by Title I Every Student Succeeds Act (ESSA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership that will help children achieve the State’s high standards.

This school-parent compact is in effect during the 2020-2021 school year.

School Responsibilities

North East Carolina Preparatory School Will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet or exceed the State's student academic achievement standards.
2. Schedule parent-teacher conferences twice a year, and additional conferences as needed.
3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows: Every three weeks parents will receive feedback on their child's progress through progress reports. Every six weeks parents will receive feedback on their child's progress through report cards. Standards-based report cards will be sent home with students in Kindergarten through second grade. Traditional report cards (with numeric grades) will be sent home with third through twelfth graders.
4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: teachers are available before and after school by appointment. Parents may also communicate with teachers at any time through written notes, email, or by phone. A translator is available

during school hours or by appointment.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. North East Carolina Preparatory offers many opportunities for parents to volunteer including:

- **Classroom Volunteers**--Parents schedule time with their child's teacher to help as needed.
- **Office Volunteer**--Parents volunteer to greet visitors and answer telephones.
- **P.T.O.**--Parents may assist with various school activities or serve as activity coordinators for their children's homerooms.

Parent Responsibilities:

As a parent, I will support my child's learning in the following ways:

Monitor attendance and late check-ins/early check-outs. Make sure that assigned homework is completed. Ensure that my child is well-rested to fully participate and engage in classroom learning. Participate in my child's education at school, such as attending conferences, volunteering in my child's classroom, and serving on various committees whenever possible. Encourage my student to have a positive attitude towards school. Follow school policies and encourage my child to follow the code of student conduct. Stay informed about my child's education and communicate with the school by promptly reading and responding to all notices from the school, and provide accurate contact information. Communicate my child's learning needs with his or her teacher.

Student Responsibilities:

I, the student, will share the responsibility to improve my academic achievement and achieve the State's high standards. Specifically, I will:

Be prepared for school each day by completing assigned homework, reading outside of school time, and bringing necessary supplies. Follow school policies and the code of student conduct. Give my parents or guardian all notices and information received by me from my school every day. Demonstrate a positive attitude towards my teachers, classmates, and learning at school. Communicate my learning needs with my parents and teacher.

Part 2: School Governance and Administration

The Board of Directors

The NECP Board of Directors is responsible for upholding and fulfilling the mission, philosophy, and goals of the school. The Board establishes policies for governance that uphold the national, state, and local laws governing public charter

schools in North Carolina.

The Board is composed of 5-7 members with three-year renewable terms. Board members are volunteers receiving no compensation for their service. New members are nominated and appointed by a majority vote of the Board. Board meetings are the first Monday of each month at 6:30 pm held at NECP elementary school cafeteria or other designated locations. The location will be announced prior to meetings.

Board Members

For additional information, such as contact emails and board meeting dates, please visit the school's web site at www.necprepschool.com.

The Role of the School Executive Director is to ensure that the policies of the Board are faithfully implemented and that the day-to-day operation of the school is successful. The executive director is responsible for maintaining compliance with all national, state, and local legal requirements and fiscal standards for the operation of the school.

Administrative duties include short- and long-range institutional planning; admissions; development (fundraising); public relations; and the school facility. Further roles of the executive director are managing day-to-day functions of the school, with responsibilities for scheduling, curriculum, instructional support, professional development, licensure, testing, and school discipline.

Teachers and Teacher Assistants

North East Carolina Preparatory School teachers and teacher assistants are dedicated to the mission and vision of North East Carolina Preparatory School. They are responsible for guiding the holistic development of students by implementing the school curriculum and core values and for ensuring that each child feels connected to the school community. Our teachers are dedicated, professional educators that are deemed highly qualified by the State of North Carolina. You will receive contact information for your child's teachers at the beginning of the year. All email addresses at North East Carolina Preparatory School have the same format: last name, first initial, middle initial@necprepschool.com.

Communication

If a parent or guardian or student has a question on school academic programs, policies, or procedures, he or she should speak with the classroom teacher. If the question is not resolved, the parent or guardian or student can speak with the principals, who will work to resolve the concern. Once these avenues have been exhausted, the executive director may be contacted.

The Role of Parents or Guardians

Parental/guardian engagement in the school is essential. Your creativity, intelligence, and caring attention enriches the life of the school and brings valuable

resources for practical needs.

Parent or Guardian Communication

Children progress most rapidly when parents or guardians and the school work together with a common commitment, understanding, and educational approach. We encourage frequent communication between the school and parents via classroom folders, mid-term progress reports, report cards, newsletters, and information on the school's and the teachers' websites, the official NECP Facebook Page, and Husky Happenings.

Parent Teacher Organization (PTO)

To further support the school, the Parent Teacher Organization (PTO) meets regularly to provide information and an open forum for parent input. Much of the work of the PTO is done by its service teams: "service" reflects their purpose and NECP core values and "team" describes the way they work together to meet goals.

Part 3: The Academic Program

Academic Philosophy of the School

North East Carolina Preparatory School has as its academic goals:

- a strong educational experience for each student
- the opportunity for each student to develop his or her talents fully
- a strong instructional program stressing a solid academic foundation that demands high standards
- a positive and motivating learning environment
- making connections between the student's world and the world at large

North East Carolina Preparatory School will strive to use the best educational practices possible. Student learning is first and foremost.

Student Development

Students have a virtually inexhaustible capacity to learn. We believe that every student has a vast inherent potential for learning that is best actualized through a coherent, comprehensive program to achieve academic excellence while addressing the needs of the whole child.

Students are unique and a variety of approaches is necessary to meet the needs of a diverse student population. By accommodating multiple strengths of intelligence and learning styles, NECP helps students know themselves better to develop their unique talents and interests.

NECP faculty works to create a school culture that fosters a sense of safety, acceptance, and harmonious relationships among all sectors of the school community. The NECP faculty is committed to nurturing students' emotional development through individual goal setting, positive classroom management, and modeling cooperation and communication skills.

The North East Carolina Preparatory School Model

North East Carolina Preparatory School will create an educational environment where students are inspired to academic discovery and excellence through an emphasis on experiential learning designed to honor individuality and diversity; nurture respect for self, others, and the environment; and to foster a lifelong love of learning. We will start by getting back to the basics: a strong CTE program, small class size, strong parental support, and the exploration and use of innovative teaching methods will be hallmarks of this school.

The school will foster an environment where students, parents, staff, and the community are responsible, involved partners in the educational process and achievement of all children. It will also provide a rigorous post-secondary preparatory program to prepare students for a competitive higher learning environment.

Students will have the opportunity to use and develop each one of the eight intelligences that every person possesses. The school will present, explain, and help build these intelligences using strategies built on the multiple intelligence theories of Harvard Professor, Dr. Howard Gardner and others. NECP will also offer students the opportunity to experience what they study insofar as is feasible. Focus will be on writing about personal experiences, using numbers in real life situations, growing plants and studying their development, and visiting sites studied in history classes.

Technology will also be a vital part of the school's educational focus. NECP will offer students access to computers and technological devices and give them practice at researching with computers and making presentations using technology.

The school will cultivate critical thinking skills by presenting them to students, teaching them how to analyze reason, reach conclusions, and build the ability to ask open-ended questions. They will engage in meaningful discussion where they will apply their individual reasoning and critical thinking abilities.

NECP will offer staff members sufficient and appropriate professional development so that they may apply knowledgeable teaching techniques and better implement and expand the educational focus of the school in order that all students may benefit from being exposed to this focus and leave the school with what they have learned firmly ingrained in their minds.

Assessments

The purpose of grading at North East Carolina Preparatory School is to provide students and parents with an assessment of student progress in academics and quality of life and to recognize and reward excellence. Report cards help students and parents determine how well the standards established by the North Carolina Standard Course of Study have been mastered for all subject areas. We report students' progress to their families through ongoing communication: classroom folders, agendas, notes from teachers, class websites, midterm progress reports,

report cards, and parent/teacher conferences.

Academic Grading Scale (Grade K-2):

Academic Performance Indicators:

M - Indicates that the student consistently and independently demonstrates mastery/proficiency of the grade level standard.

P - Indicates that the student is progressing toward consistent and independent mastery/proficiency of the grade level standard.

B - Indicates that the student is beginning to progress toward the grade level standard.

N - Indicates that the student is not yet demonstrating progress toward the grade level standard.

Social Skills and Work/Study Habits Grading Scale:

S - Demonstrates proficiency

N - Needs improvement

U - Unacceptable

Electives Grading Scale:

3 - Mastery of required objectives

2 - Mastered most of required objectives

1 - Has not mastered required objectives

Academic Grading Scale (Middle School/High School)

90 - 100 A

80 - 89 B

70 - 79 C

60 - 69 D

Below 60 F

Promotion/Retention

Throughout the school year, parents or guardians are notified if their child is

performing below grade level (i.e., progress reports, report cards, assessment reports, and parent-teacher conferences). High School students will need a minimum of twenty-two through twenty-eight (22-28) credits to graduate.

Students in grades K-2 are required to master 70% of their math standards, read on grade level, have no more than 20 unexcused absences, and have no more than 37 absences total.

For grades 3-8 students are required to pass mathematics, language arts, and either science or social studies to be promoted to the next grade level. Promotion may be considered if a student passes the EOG and half of their electives.

Beginning with the Senior Class of 2017-2018, North Carolina NECP students must meet the graduation requirements described in this section. These requirements will help to make certain that our high school students graduating from NECP are globally competitive for work and postsecondary education and prepared for life in the 21st century.

Graduation Requirements:

- 4 units of English: English I, II, III and IV
- 4 units of Mathematics: Math I, II, and III and a higher-level math course with Math III as a prerequisite.
- 3 units of Science: a physical science course, Biology and Earth Environmental Science
- 4 units of Social Studies: World History, Civics and Economics, American History I and II (or AP US History and an additional Social Studies course.)
- 1 unit of Health and Physical Education
- 6-12 units in electives, of which at least 2 of these electives must be of the same foreign language (which also qualifies for the UNC System)
- Students must successfully complete CPR training.
- 28 total units out of a possible 32 are required for graduation.
- Students must meet the state high school testing standards.
- Students must have a minimum GPA of 1.0 to graduate.

Beginning with the Freshman Class of 2020-2021, the Future Ready Core Graduation Requirements for Social Studies are as follows:

1. World History
2. A Founding Principles Course: Founding Principles, Civics and Economics or Founding Principles of United States of America and North Carolina: Civic Literacy
3. An American History Course: American History I, American History II, or American History
4. Economics and Personal Finance

Note: Courses above are not listed in any recommended order of sequence.

For students entering 9th Grade at NECP prior to the 2019-2020 school year, the promotion requirements are as follows:

In order to be considered a sophomore, students must have met the following criteria:

- Obtained at least six (6) credits towards graduation.
- Successfully passed English I/Pre-AP English I.

In order to be considered a junior, students must have met the following criteria:

- Obtained at least thirteen (13) credits towards graduation.
- Successfully passed English I/Pre-AP English I and English II/Pre-AP English II.

In order to be considered a senior, students must have met the following criteria:

- Obtained at least twenty (20) credits towards graduation.
- Successfully passed English I/Pre-AP English I, English II/Pre-AP English II and English III/Pre-AP English III.

For students entering 9th Grade at NECP during the 2019-2020 school year and beyond, the promotion requirements for grades 9-12 are as follows:

In order to be considered a sophomore, students must have met the following criteria:

- Obtained at least six (6) credits towards graduation.
- Successfully passed English I/Pre-AP English I.
- Successfully passed Math I/Pre-AP Algebra I.

In order to be considered a junior, students must have met the following criteria:

- Obtained at least thirteen (13) credits towards graduation.
- Successfully passed English I/Pre-AP English I and English II/Pre-AP English II.
- Successfully passed Math I/Pre-AP Algebra I and Math II/Pre-AP Geometry.

In order to be considered a senior, students must have met the following criteria:

- Obtained at least twenty (20) credits towards graduation.
- Successfully passed English I/Pre-AP English I, English II/Pre-AP English II and English III/Pre-AP English III.
- Successfully passed Math I/Pre-AP Algebra I, Math II/Pre-AP Geometry and Math III/Pre-AP Algebra II.

Parents will be notified of the committee's decision about promotion or retention.

Exceptional Children

It is the goal of NECP to provide educational opportunities for children with disabilities who are served by the charter. NECP will have available to all children with disabilities a variety of educational programs and services as deemed necessary

by the Individual Education Plan (IEP). NECP provides services determined appropriate and necessary by the child's IEP Team to ensure that children with disabilities have an equal opportunity to participate in academics and extracurricular activities.

EXCEPTIONAL CHILDREN PARENT RIGHTS HANDBOOK

It is important that parents understand the procedural safeguards (legal rights) provided for you and your child with a disability. In this document the procedural safeguards are on the left side of the page, and explanations in more user-friendly language are on the right side of the page. Acronyms and terms often used in special education and resources for parents are in the appendices.

Links for Parent Rights handbook, these resources are in English and Spanish:
<https://ec.ncpublicschools.gov/parent-resources/parents-rights-handbook>

If you have any questions or concerns, please contact the EC Director: Mrs. Bernadine Lewis, 252-641-0464 or by email: lewisbp@necprepschool.com.

Child Find

The Individuals with Disabilities Education Act includes the Child Find mandate. Child Find requires all school districts to identify, locate, and evaluate all children with disabilities, regardless of the severity of their disabilities. This obligation to identify all children who may need special education services exists even if the school is not providing special education services to the child. The IDEA requires all states to develop and implement a practical method of determining which children with disabilities are receiving special education and related services and which children are not. (20 U.S.C. 1412(a)(3); Wrightslaw. Special Education Law, pages 72, 206-207).

Who is Covered by Child Find?

Schools are required to locate, identify, and evaluate all children with disabilities from birth through age five.

The Child Find mandate applies to all children who reside within a state, including children who attend private schools and public school, highly mobile children, migrant children, homeless children, and children who are wards of the state. U.S.C. 1412(a)(3)). This includes all children who are suspected of having a disability, including children who receive passing grades and are "advancing from grade to grade." (34CPR300.III(c)). The law does not require children to be "labeled" or classified by their disability. (20 U.S.C. 1412(a)(3)(B); 34 CPR 300.III(d)).

K-7 Lunch Schedule

K	12:00 - 12:30 (Eat in the classroom)
1st	12:00 - 12:30 (Eat in the classroom)
2nd	11:00 - 11:35

3rd	11:35 - 12:10
4th	12:45 - 1:20
5th	12:20 - 12:55
6th	12:05 - 12:40 (Eat in the classroom)
7th	12:15 - 12:50 (Eat in the classroom)

6th Grade Daily Schedule

7:30 - 8:00	Morning Work/Smart Start
8:00 - 9:30	Block 1
9:35 - 10:35	Block 2 (split)
10:40 - 11:25	Electives (A/B day)
11:30 - 12:00	Block 2 (continued)
12:00 - 12:05	Block 3 (split)
12:05 - 12:35	Lunch
12:35 - 2:50	Block 3 (continued; recess)
2:50 - 3:00	Prepare for dismissal

7th Grade Daily Schedule

7:30 - 8:00	Morning Work/Smart Start
8:00 - 9:15	Block 1
9:18 - 10:35	Block 2
9:50 - 10:35	Electives (A/B day)
10:40 - 11:25	Block 2 (continued)
11:28 - 12:10	Block 3
12:15 - 12:50	Lunch
12:50 - 1:20	Block 3 (continued)
1:23 - 2:50	Block 4
12:50 - 3:00	Prepare for dismissal

8-12 Bell Schedule

Students who arrive prior to 7:42 am will report to the gym. At 7:42 am the daily schedule is as follows:

Time	Assignment
7:42 - 7:57	Homeroom
7:57 - 8:00	Transition to 1st Block
8:00 - 9:33	1st Block
9:33 - 9:36	Transition to 2nd Block

9:36 - 11:09	2nd Block	
11:09 - 11:12	Transition to 3rd Block	
11:12 - 1:17	3rd Block & Lunch	
	11:12 - 11:42	A Lunch
	11:47 - 12:17	B Lunch
	12:22 - 12:52	C Lunch
1:17 - 1:20	Transition to 4th Block	
1:20 - 3:00	4th Block & Dismissal	

**Students who are not in their classrooms prior to the tardy bell for each class will be sent to ISS to maintain the integrity of the classroom environment. The tardy bell rings at the beginning time for each period listed above. Excessive tardiness and/or absences will be taken into consideration when making determinations regarding promotion and retention.*

NECP Athletics Program

The purpose of the athletic program is to advance the educational philosophy of the school in interscholastic athletics.

The mission of NECP is to provide a competitive athletic program, while promoting and embodying the ideals of teamwork, sportsmanship, hard work, and self-discipline. Developing the student-athlete's character through a positive and supportive environment increases self-confidence and, therefore, is essential to personal success.

Participation in interscholastic athletics is open to every student meeting the criteria of academics, character, and athletic skill necessary to compete. The athlete is provided an opportunity for individual skill development while competing inter-scholastically with other schools. Participation in athletics is a privilege, and students will try out early in the season to earn a slot on the roster. The coach is responsible for evaluating each prospective athlete based on objective criteria. Coaches are expected to communicate with each student the specific reason why he or she did not make the team. This will enable the student to target areas for improvement. The coach has an on-going responsibility to evaluate and communicate to each athlete his or her role on the team. The Athletic Department at North East Carolina Preparatory School strives to teach our athletes that they are

students first and athletes second.

Students are encouraged to participate in one sport during each season. However, a student may petition the school for dual sports during the same season. If a student wishes to participate in dual sports, he or she must have parental permission and meet with the athletic director and academic team to develop a plan to ensure the success of the student.

Each sport will have a non-refundable registration fee. The fee will be collected once the athlete has made the team and accepted the commitment to play.

Transportation

All student athletes will be required to ride a school approved vehicle to and from all athletic events (practice and games). With proper parental authorization, a student-athlete may transport himself or herself, but under no circumstances may a student transport another student to athletic events. Parents may transport a student athlete from away games if they communicate this with the coach. If a parent is transporting another student, written permission is required from the parent or guardian.

Sports Offered

Fall	Winter	Spring
Cross Country	Basketball	Girls' Soccer
Boys' Soccer	Swimming	Baseball
Volleyball	Wrestling	Softball
		Golf

Medical Information

All students participating in Interscholastic Athletics must have an updated participation form and a current physical on file in the school office. These forms are available on the school website.

Sportsmanship

Athletes and coaches at North East Carolina Preparatory School are to be exemplary in their display of sportsmanship during practices and games. Physical and/or verbal abuse aimed at an opponent, official, coach, or teammate will result in immediate discipline by the coach, and possibly the administration. Taunting and/or inappropriate language directed toward an opponent or to a teammate is not “part of the game” and is inconsistent with the mission of North East Carolina Preparatory School. An athlete ejected from a contest is automatically suspended for the next game. Athletes are to demonstrate sportsmanship and an attitude of cooperation with coaches and teammates.

Uniforms

NECP provides uniforms for the athletic teams. In some circumstances student

athletes will be required to purchase their own uniforms. In these situations, athletic fees will be adjusted to allow for the extra expense.

Dismissal

Athletes will be dismissed at a designated time to their coaches to ensure they have adequate time to arrive safely at their destination. All athletes will be responsible for collecting assignments and making up any work that will be missed. Siblings and carpool members will not be dismissed early from class to attend athletic events. Prior arrangements will need to be made by the parents for siblings to be picked up at the end of the school day.

Student-Athlete Requirement

Student-Athletes at NECP must meet the following requirements to be eligible to participate on a sports team:

- Athletes must be a positive role model in the school's community.
- Athletes must have a combined "C" average.
- All classwork and homework assignments must meet semester deadlines.

Probation

An athlete will be placed on probation if his or her academic work falls below a combined "C" average. If an athlete does not meet academic expectations, he or she may be put on probation for a duration of time. While on probation, the student athlete should attend extra academic support sessions and should see progress in his or her academic class(es) within a reasonable period of time (ideally a three (3) week period). If progress is not made in a timely manner, then his or her placement on the team may be in jeopardy. During this probationary period, an athlete may practice but not participate in games until the next grading period shows a combined "C" average.

Dismissal from a Team

Athletes who display unsportsmanlike conduct at practices or at games may have to sit out game(s) and/or be subject to dismissal from the sport dependent upon the severity of the unsportsmanlike conduct. If an athlete consistently misbehaves in the classroom, he or she may be dismissed from the team and will not be refunded the athletic fee.

Field Trips

North East Carolina Preparatory School encourages academic field trips that support the North Carolina Standard Course of Study. To participate in field trips, a Field Trip Permission Form must be completed by a parent or guardian and turned into the classroom teacher by the designated due date. A telephone call from a parent or guardian is not sufficient and does not satisfy the school's legal and insurance requirements. If the signed Field Trip Permission Form is not returned **prior** to the due date, the student will not be permitted to participate in the field trip. Completed forms will be taken by a staff member on each trip. If a child reports to school after the field trip departure time, assignments will be provided by the classroom teacher,

and students will be assigned to a classroom setting.

If the date of a field trip is changed, new Field Trip Permission Forms must be completed, given to the students, and returned to the teacher before the students can go on the field trip. Possible “rain dates” are acceptable on the permission form.

Students must ride with the school to the field trip destination. Students may ride home with their parents from the field trip, but the parent must inform the school in writing before the field trip of their intent for the child to ride home with the parent instead of riding back with the school.

North East Carolina Preparatory School Field Trip Chaperone

To enhance classroom learning experiences, NECP supports and encourages academic field trip experiences. The purpose of the field experiences is to demonstrate the practical applications of what students are learning, to connect knowledge and everyday life, and to engage students’ interest and motivation.

Siblings are *not* permitted to attend field trip experiences. This poses supervision problems for teachers and chaperones, affects the shared experience of the participating class, and causes the siblings to miss valuable class time of their own.

By agreeing to be a chaperone, our parents or guardians understand the responsibilities of being a chaperone and will abide by decisions made in the best interest and safety of the students at NECP under the teacher’s direction according to school policy and/or the policy of the field trip’s destination.

Parents/Guardians may not show up on a field trip unless they are *designated chaperones* for a particular field trip. Chaperone responsibilities and duties include:

- Under the direct supervision of the teacher(s), the chaperone is responsible for assisting in the safety, welfare, and conduct of all students at all times on a field trip or activity.
- Students are expected to abide by all school rules and specific field trip rules that may apply for a particular field trip or activity.
- The chaperone should have with him or her the student’s name, phone number, emergency medical release, and a signed parent permission slip.
- The chaperone is expected to monitor the behavior of the students at all times. In case of overnight trips, the teacher and chaperones will establish reasonable curfew and lights out rules, enforce these rules, conduct bed checks or room checks, and monitor the behavior of the students.
- Prior to the trip, parents/guardians should be given an itinerary including addresses, phone numbers, dates, and times of the field trip. The chaperone should have a copy of the itinerary with him or her at all times.
- Transportation arrangements will be verified with the bus garage or bus charter company at least three days prior to any overnight trip. The chaperone will be responsible for helping the teacher(s) to monitor proper bus behavior

- and passenger safety rules.
- At all times when the chaperone is supervising, he or she is expected to behave in a professional manner emulating our school's core values.
 - The chaperone is expected to remain with the students/teachers at all times.
 - The chaperone is to refrain from use of alcohol, smoking, and inappropriate behavior during all school events.
- Major conduct violations such as the use of drugs, alcohol, tobacco, vandalism, theft, and violence will result in the chaperone immediately notifying the teacher who will isolate the offender, provide for his or her safety, and the safety of others. The teacher will contact a member of North East Carolina Preparatory School Administration immediately who will advise as to the appropriate disciplinary action. A parent should be notified as soon as possible.
- Inappropriate behavior will not be tolerated.
- Parents or guardians who chaperone a class where their child is in attendance must chaperone all children specified by the teacher and not just their own children
- A background check fee may incur if applicable.

Part 4: SCHOOL POLICIES

School/Class General Academic Supplies

It is the responsibility of every NECP student to have his or her class supplies each day.

Lunch

Children may bring their own lunches to school in an appropriate lunch box to store their food. NECP will provide students with an option to purchase from the school's cafeteria. There is a \$6.00 maximum lunch charge. If charges are excessive, food restrictions may apply.

Punctuality and Attendance

It is important that your child be prompt for instruction. Walking in late while instruction is taking place or assignments have been distributed interrupts another child's learning time and diminishes your child's instructional time as well.

Students are required to be **on time** for all classes. Students in all grades begin their academic instruction promptly at the start of the school day. Students who accumulate repeated tardies (6 or more) may be asked to provide evidence of a doctor's appointment or other medical reason for being tardy or leaving early. Early checkouts are coded as tardies as well as late check-ins. For excessive tardies/early pick-ups, as well as excessive absences, the problem will be turned over to our guidance counselor for further investigation. **The school has the option to pursue legal action through DSS and/or the court system.**

The state of North Carolina requires that every child in the state between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school each day.

Attendance Policies and Procedures

Regular attendance in all classes is essential to the educational progress of the student and the school. Parents and students are asked to support the school's policies of providing a coherent and continuous education program for all students. With absences, not only is the educational progress for the absent student at risk, but the educational progress for the group becomes interrupted when teachers become burdened with providing individualized instruction schedules before, during, and after each absence takes place.

Students in grades 9-12 must not have more than 10 unexcused absences for a semester course, and cannot have more than 18 absences combined (excused and unexcused) to receive credit for a semester long course. For students who have an A/B elective course schedule during a semester cannot have more than 9 total absences (excused or unexcused) to receive credit for either each of their respective elective courses. Students in grades K-8 must not have more than 20 unexcused absences or 37 total absences (excused or unexcused) for a yearlong course.

Students must be present at least 80% of the instructional time for a semester or yearlong course in order to receive credit for a course. If the minimum attendance requirement is not met OR the student exceeds the number of allowable unexcused absences or total absences for a course, he or she will not receive credit for the course and no numerical grade shall be recorded for or applied toward the student's grade point average. Any student missing ten (10) consecutive days may be withdrawn without proper notification from parent or guardian.

Note of Explanation from Parent or Guardian

Absences are considered **unexcused** until the front office receives signed documentation from the parent or guardian the day of the student's return certifying the reason for the student's absence. Notes must include the student's name, date(s) absent, reason for absence, and parent or guardian signature. **A physician must certify absences of three or more consecutive days.** Failure to submit appropriate documentation will result in an unexcused absence (e.g., family vacations or trips without prior approval, students lacking proper immunizations, student's willful absence from school with or without the knowledge of the parent). This documentation should be turned in within five days of the student's return to school, or the absence will be considered unexcused.

Excused Absence

In accordance with State policy, absences from school will be **excused** for the following reasons:

- Student illness or injury (not other family members)

- Death in the immediate family
- Court or administrative proceedings for the student
- Quarantine
- Medical or dental appointments for the student
- Religious observance
- Educational opportunities approved in advance by the school administration

School-Related Activities

If a student is participating in a school-related activity, he or she will not be considered absent. Examples of school related absences include, but not limited to, the following:

- Field trips
- Athletic and/or Academic competitions
- School scheduled activities
- College visits - These visits must be scheduled and sponsored by the school. Any such activity that a student attends that is not scheduled and sponsored by the school will be considered an absence. That absence may be excused at the discretion of the administration, but it would still be considered an absence.

Family Travel Requests

Families planning educational trips during the school year may obtain a “Form to Request Absence for Valid Educational Opportunity.” The absence will be excused by faculty and administration if it has legitimate educational value, if the student is in good academic standing, and if the student is responsible for all missed assignments. **Requests should be made at least one month prior to departure. No excused absences for educational opportunities will be granted during the first month of school.**

Early Dismissal with a Parent or Guardian

A student must be in attendance for at least **one-half of the day (until 11:30 am) to be counted present for the day for grades K-7. For students in grades 8-12, the student must be in attendance for at least one-half of each class period to be counted as present for that particular class.** If a student is to be checked-out prior to the end of the instructional day, a parent or guardian must sign his or her student out at the main office (a reason must be submitted). Note: The student will still receive a tardy for leaving early and will not be eligible for perfect attendance.

Medical appointments will be considered excused. Other reasons will be assessed by the administration to determine whether the absence is excused or unexcused. Students found to be using this privilege excessively will have a parent conference immediately. **Excessive use of this privilege takes away too many hours of instructional time. If you are checking a student out, please do so prior to 2:30 pm.**

Custody/Student Release Policy

A student will not be released to any non-school personnel without the prior approval of the custodial parent or legal guardian. If the parents are divorced or separated, the student may be released to either parent, unless the school has been provided with a copy of a court order or agreement that specifies otherwise.

Make-up Work for Absences

Students are required to make up missed assignments due to absences. The make-up work will be completed **within 5 days** following the student's return to school unless the teacher and/or administration determine there are extenuating circumstances that merit an extension. The student is responsible for completing his or her assignments, including quizzes, daily work, homework, tests, projects, etc.

Students who do not make-up work after the 5-day make-up time will receive a zero for that work. Documentation for the absence itself should also be submitted within 5 days of the student's return to school.

Retention Hearing for Excessive Absences

Any student with more than 20 absences in a school year, 10 absences for semester courses, or does not meet the minimum attendance requirement (80%, or 148 days for yearlong courses and 72-74 days for semester courses depending on the length of the semester) may be subject to failure of the grade level or course and retention. Written notification will be provided to the family listing the absences. NECP is required by law to conduct a formal hearing with the family and school officials during the last two weeks of the school year to determine the consequences from the excessive absences. Participants will include an administrator, classroom teachers, specialists, and other personnel who can comment on the student's academic performance during the year. At the hearing the parent or guardian should submit documentation that describes the reason for missing school and efforts by the student to compensate for instructional time lost.

A parent or guardian may submit documentation for unexcused absences due to extenuating circumstances. The waiver must be written and should be accompanied with any documentation that would apply. The waiver may be submitted after a student has had 20 or more absences. The documentation is to be submitted to the attendance committee, who will meet and review the information and provide written notification to the parent or guardian of the school's decision.

Parking on Campus

All parents or guardians and visitors to our campus are required to park in the proper areas designated for parents/visitors.

Homework Policy

The purpose of home study is to enrich and reinforce what the students are learning in the classroom, to develop study skills, and to encourage parental involvement.

Students are expected to complete all assignments and homework on time. **Failure to do so may result in partial or total loss of credit for the assignment**

concerned. Absent students must turn in homework assignments on the day they return to school, unless prior arrangements are made with the teacher.

Academic Advising and Counseling

Questions about instruction, curriculum, homework, tests, and other course matters can first be directed to the teacher. In addition, parents are always welcome to contact the teacher and/or school counselor with any questions relating to the student's progress.

Tutoring

Teachers may schedule time for tutoring students throughout the week. Students selected by teachers assist in peer tutoring during the year. We highly recommend that arrangements are made for your child to take advantage of these tutoring sessions. This is an additional support for students who may just need that additional attention to improve their grades and prevent them from failing a subject or course.

Information Technology: Acceptable Use Agreement

NECP uses various forms of technology to enhance the educational experience for students, faculty, and staff. Access to technology, including the Internet, is a fundamental right and expectation of lifelong learners and global citizens. Use of computers is a privilege, not a right. Although certain risks are inherent when using technology, it is the opinion of the educational community that the wealth of information and interaction available via electronic resources far outweigh the potential for damage or access to objectionable material. The NECP electronic network will be guarded with firewall and content filtering capabilities. However, it is impossible to protect the network against every potential threat. Unforeseen events may include, but are not limited to, students accessing material that may be found offensive and inconsistent with educational goals, unauthorized users gaining access to materials and information, and loss or corruption of data stored on the network servers.

All users, including parents of students under age 18, of the NECP network are expected to read and acknowledge the acceptance or denial of the NECP Acceptable Use Policy for Electronic Access. Denial of or conditional agreement to the NECP Acceptable Use Policy will result in restricted use of the electronic network. A signed agreement, a username and password will be assigned to all network users prior to accessing the NECP electronic network

Network/Internet User Agreement and Parent Information

We are pleased to offer students of NECP access to the computer network resources, electronic mail, and the Internet. To use these resources, all students and parents must agree to the guidelines stated below. Any questions or concerns about these guidelines or any aspect of the computer network should be referred to an administrator.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others.

Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Access is a privilege--not a right. As such, general school rules for behavior and communications apply and users must comply with school standards and honor the agreements they have signed. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. A network administrator may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

Internet/E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to gather educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end NECP will support and respect each family's right to decide whether to apply for access.

Publishing to the World Wide Web

Student work may be considered for publication on the teacher's website, Facebook, and any other form of school publication. Such publishing requires parent or guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent or guardian.

Unidentified photos of students may be published on school websites, illustrating student projects and achievements. If you do not want your child's photo to be published on the website, this should be indicated on the Acceptable Use Agreement form distributed to all NECP families at the beginning of the school year.

The North East Carolina Preparatory School Acceptable Use Policy is designed to protect the rights and privileges of all electronic network users. NECP supports and respects each family's right to decline network privileges for any student.

The following activities are prohibited on school technological devices:

- Transmission of any material in violation of any U.S. or state regulations, including, but not limited to copyrighted material; threatening, harassing, or obscene language or material; pornographic material; or material protected by trade secret. Any traffic from this network that traverses another network is also subject to that network's acceptable use policy.
- Playing or downloading music or games, unless the activity is authorized and supervised by a teacher or administrator as part of a school program
- Using the school's internet access for emailing and for business purposes

If a student is found in possession of any of the above items, such items will be confiscated and delivered to the office. The teacher will notify the parent or guardian that the item has been taken from the student. The student may retrieve the item from an administrator after school is dismissed. The second offense will result in parent contact.

Failure to adhere to these expectations will result in administrative action.

There may be occasions when teachers grant students permission to use personal electronic devices for classroom activities. Any violation of the school's internet policy may result in a suspension or cancellation of network privileges. Administrators, teachers, and system administrators will deem what is inappropriate and their decision is final.

Student Care and Concern Regarding Child Abuse

In North Carolina everyone, including school teachers, school administrators, and all other school employees, has a statutory duty under G.S. 78-301 to report when there is cause to suspect that a child is abused, neglected, or dependent, or has died because of maltreatment. The reporting requirement also applies to doctors, social workers, therapists, court counselor, law-enforcement officers, and judges, as well as relatives, friends, neighbors, co-workers, and even strangers. G.S. 78-301 is commonly called the child abuse "reporting law" even though the statute also includes within its scope children who are neglected or dependent and those who have died because of maltreatment.

According to the statute: Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by the Juvenile Code, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found.

Another statute, G.S. 115C-400 ("School personnel to report child abuse"),

reiterates this requirement in the chapter of the General Statutes that addresses elementary and secondary education.

Abuse

A variety of resources are available to students who need assistance either as victims of abuse or in reporting concerns about other students experiencing abuse. An administrator or staff member can provide confidential support and direction.

In consideration of the best interest and well-being of our students and in compliance with governmental regulations, the school will communicate to the proper authorities, such as law enforcement and the department of social services, any suspected cases of child abuse, molestation, or neglect.

Tardy Policy & Early Departure

Grades K - 7

If a student arrives to school after 8:00 am, a parent or guardian must accompany the student to sign the student in using the student/visitor management system. The student will be given a tardy slip to present to his/her teacher.

Excused tardies include (K-12):

- Medical or dental appointments, court date, illness or injury to the student
- Death in immediate family (parent(s), siblings, grandparents)
- Quarantine
- Religious Observances

Otherwise, an unexcused tardy will be noted. Parents are encouraged to start early from home to ensure a student's prompt arrival to school. This policy remains the same for early departures. Early departures are coded as tardies.

When a student accumulates two unexcused tardies, an unexcused absence will be recorded (two unexcused tardies will create an unexcused absence).

If a student accumulates two unexcused tardies, which will be coded as one unexcused absence, the parent, guardian, or custodian will be contacted (via phone, email, letter in the mail) to explain the tardy policy and the compulsory attendance law. Once a student accumulates three unexcused absences, the school will follow compulsory attendance law:

- Three unexcused absences - notify parent, guardian, or custodian by mail, email, phone, etc.
- Six unexcused absences - notify parent, guardian, or custodian by mail that he/she may be in violation of the Compulsory Attendance Law and may be

prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education.

- After ten unexcused absences, the parent, guardian, or custodian will be notified by certified mail, and the principal's designee will conduct an investigation (conference with the parent) to determine if the parent, guardian, or custodian has received notification that he/she may have violated the Compulsory Attendance Law, and determine if the parent, guardian, or custodian has made a good faith effort to comply with the law. The principal or designee shall notify the district attorney.

Class Tardy Policy for Grades 8-12

If a student does not get to their class by the beginning of the period, the student(s) will be asked to spend the duration of that class period in ISS to maintain the integrity of the learning environment. If a student is tardy to class two or more times in one day, they will spend the duration of the school day in ISS. Perpetual tardiness will be dealt with on a case-by-case basis.

Early Dismissal Policy for Grades 8-12

Students in grades 8-12 must be in attendance for at least half of the period to receive credit for being present during each instructional block. This includes signing in late for the instructional block, or leaving the instructional block early.

STUDENT CODE OF CONDUCT AND DISCIPLINE

School Jurisdiction

Students are under the jurisdiction of NECP at any time they are on the school campus. This means that students are subject to the school policies, rules, and guidelines. Also, included under the school's jurisdiction are all school-sponsored activities, whether on or off campus, such as field trips, student clubs, and school-sponsored social and recreational events.

In certain circumstances, a student's conduct outside of school campus or school-sponsored activities may be subject to discipline if the executive director determines that the student's presence at school poses a danger to persons or property or an ongoing threat of disrupting the academic process.

Student Behavior Policy

NECP is based on three core values: (1) Be Respectful, (2) Be Responsible, and (3) Be Prepared. We will take pride in respecting others and their property always. We will listen to each other. We will accept responsibility for our words and our actions. We will treat all members of the community with respect. We will encourage others to do their best. We will resolve conflicts with maturity and respect. We will honor the dress code and the policies and procedures of the school. We will ask for help when it is needed and encourage others to do their best. We will create a positive environment. We will actively seek ways to help others in our school, our community, and our world. We will honor individual differences. We will take

responsibility for our own actions. When a student is subject to in-school suspension, after-school suspension, or loss of other privileges, the student shall be informed of the school's intended action and shall have the opportunity to respond. This communication may be informal and completed without written notice or response required.

Student Behavior Expectations

It is important that every student at NECP feels safe and respected. Toward this purpose, every student must follow the NECP student code of conduct and other school policies. NECP believes that the following practices promote a safe, orderly, and positive atmosphere:

- The teacher and students establish positive relationships
- Curriculum content and instructional methods are relevant and student-centered
- The teacher and staff have high expectations for student behavior
- The teacher establishes clear classroom policies and procedures and consistently enforces them

Behavior Interventions: NECP provides interventions that are age appropriate and behavior specific for students whose behavior issues are continual or involve serious incidents.

CHOICES (K-7) - Students who are disrupting class, refusing to cooperate, not following directions, disturbing others, disrespecting the teacher or other students, or using inappropriate language may be sent to CHOICES for a maximum of 30 minutes. During this time, the student will work on his/her assignments and discuss with the CHOICES coordinator how the situation might be handled differently. The principal can assign students to ISS; if this happens, the student will remain in CHOICES for the entire day. All classwork must be completed while the student is in ISS.

The following consequences will apply if students are sent to CHOICES multiple times:

- 5 times = 1 day ISS
- 10 times = 2 days ISS
- 15 times = 1 day OSS
- 20 times = 2 days OSS
- If a student is sent to CHOICES more than 20 times in a semester, additional consequences will be given at the administrator's discretion.

Bounce System (8-12) - Students who are disrupting class, refusing to cooperate, not following directions, disturbing others, disrespecting the teacher or other students, or using inappropriate language may be "bounced" to ISS by the classroom teacher for the duration of the class period. If a student is "bounced" twice in one day, they will remain in ISS for the duration of that school day. If continued disruptions persist to where a student is having to be "bounced" to ISS on a consistent basis, the student will receive a consequence of OSS at the

administrator's discretion.

Contract: A written statement may be prepared that lists steps to be taken to improve behavior. The statement also describes the support to be provided by school staff and/or parent or guardian as well as the date the contract will be reviewed. The contract must be signed by the student and parent or guardian.

Referral: A student may be referred to the MTSS (Multi-Tiered System of Support) to address a child's academic or social concerns.

Restricted Activity: In accordance with federal and state laws, a student may be denied the opportunity to participate in a school activity/event or specific areas on campus.

Specialized Intervention: A student may be considered for an accommodation, counseling, escort to and from class or change of schedule, review for possible 504 Plan, review for possible EC placement, revisit IEP for additional modifications, tutoring, mentoring, limited movement (provide supervision), and/or parent shadow the student at school.

Use of Physical Restraint

In accordance with the state law, NECP has determined that the physical restraint of a child will occur if the behavior of a child poses a threat of imminent, serious, physical harm to him or herself and/or others and if non-physical interventions would not be effective. The use of physical restraint shall not be used as a means of punishment or as a response to property destruction or verbal threats that do not constitute a threat of imminent, serious, physical harm. As a matter of policy, NECP will notify the appropriate public safety officials in a case of physical restraint.

Bullying/Harassment

Harassment includes communications such as jokes, comments, innuendos, notes, display of pictures or symbols, gestures, or other conduct which improperly offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability when such communication or conduct is sufficiently serious to deny or limit the ability of a student to participate in or benefit from the educational program or the ability of a staff member to perform his or her duties. Harassment is one sided with the target not participating.

Bullying is a form of harassment by an individual, who may possess physical and/or social power, in a manner of dominance over another person. Bullying can be verbal, physical, and/or emotional.

Reporting harassment: A student who believes that he or she is the victim of harassment should report the matter to a teacher, counselor, or administrator, who will notify the executive director. North East Carolina Preparatory School will

promptly hear and investigate a complaint of harassment. If it is determined that harassment has occurred, North East Carolina Preparatory School will follow the policies and procedures according to our established discipline policy. All incidents of harassment will be documented by the person receiving the report. Continuing or more serious problems will be brought to the attention of an administrator, who will investigate the situation to determine a response. In extraordinary circumstances, the executive director may suspend a student from school immediately if the student's presence at school poses a danger to persons or property or an ongoing threat of disrupting the academic process. An administrator shall give the student and parent notice of the charges against the student and an opportunity to respond as specified under the procedures for short- or long-term suspension as soon as possible and no later than two days after the emergency suspension. If the administrator determines that emergency circumstances require that a student be suspended immediately and sent home during the day, and if a parent or guardian or other responsible adult designated by a parent or guardian is unable to come for the student or cannot be reached, the student must remain at school under the administrator's supervision until the close of the school day, unless circumstances make it unsafe for the student to remain at school. The executive director may arrange for the student to be in a safe setting away from school. The age of the student and the seriousness of the offense should be considered.

Use of Electronic Devices

Students may possess cellular phones on campus; however, they must not be visible, turned on, or used on school property during school hours or on school buses transporting students to and from home without permission from a school official. The school is not responsible for lost or stolen phones.

If a student has their cell phone out without permission from a school official, they will be asked to put it away. If the student refuses, this will be considered insubordination and will be assigned consequences listed below. If a student must continually be asked to put their cell phone away, this will be considered non-compliance, and the consequences listed in the discipline matrix will apply.

Consequences (K-7):

- 1st Occurrence -- Teacher keeps the phone in his or her possession until the end of the day; returned to student at the end of the day.
- 2nd Occurrence -- Teacher takes the phone away and the parent has to come to the school to pick up the phone or the phone will be given to the parent at the end of the day.
- 3rd Occurrence -- ISS (1-5 days).

There may be occasions when teachers grant students permission to use personal electronic devices for classroom instruction.

Failure to adhere to any NECP expectations will result in administrative action.

School Dress Code Policy

It is valuable for students to have a sense of orderliness and respect for themselves and the school. The school's Board of Directors and administration believe that there are important reasons for a school dress code, including:

- Reduced costs for parents, compared with multiple outfits and frequent style changes
- Convenience in getting ready for school
- Coherence within the student body and school environment, de-emphasizing economic difference, reducing conflict among students, and promoting social harmony
- Increases school safety by allowing for easy identification of potential intruders
- Allows students to better focus on educational objectives

Every student must be in full uniform upon entering the school premises. All clothing must be well fitted, professional, and appropriate. Clothing must not reveal undergarments, and students are not permitted to wear visible non-dress code clothing underneath their school attire, such as jeans, underneath skirts, or designer shirts underneath logo polo shirts.

Students must be in uniform for all school-sponsored activities, whether on or off campus, such as field trips, academic competitions, and school-sponsored social and recreational events unless alternate clothing is specified by the teacher or administration. The wearing of a uniform will not prohibit students from wearing particular attire that is part of their religious practice.

Students whose appearance does not meet acceptable standards will be asked by the faculty to make immediate improvements. Teachers take a leading role in correcting uniform policy infractions.

Dress Code Guidelines

A student's attire is both a personal and parental responsibility. NECP requires students to be in uniform daily. School uniforms must be clean, pressed, and without emblems of any kind other than the NECP logo. All students will wear the designated school uniform unless otherwise specified by the school administration for special events, activities, or Dress Down Day. Students may wear appropriate non-school uniforms by paying \$2.00 on designated days (usually Fridays). Clothing must be well-fitted and appropriate. Any student not following these guidelines may be disciplined until a change of clothing is secured.

Dress Code Violations (Teacher should send students in violation to the office immediately)

- 1st Occurrence--Administration will send student to ISS until parent comes to pick up student or brings proper uniform
- 2nd Occurrence-- ISS 1-2 days
- 3rd Occurrence-- ISS 3-5 days

Allowed Uniform Clothing:

Tops

- Color choices are: white, burgundy, black, gold and grey
- Collared shirts are preferred
- Shirts must have sleeves (long or short) and a school logo
- Layered shirts must comply with Dress Code colors and logos
- Sweaters, pullovers, vests, and sweatshirts must comply with the colors and logos and may be worn over shirts
- Tops should fit properly to cover the torso and must be tucked in as appropriate for the style

Bottoms

- Color choices are: Solid Navy Blue, Black, or Khaki
- Pants should be in a traditional plain style with hems at the shoe and fitted properly at the waist
- Pants with belt loops must be worn with a belt at the waistline
- Skirts, jumpers, or shorts may be pleated or straight
- Skirt hemlines should fall below fingertips when arms are extended down and end above mid-calf

Shoes

- Athletic shoes, loafers, oxfords, and mid-calf or lower boots are acceptable
- Heels of one inch or less are acceptable
- No flip-flops, sandals, crocs, slides or shoes with wheels
- Appropriate athletic shoes are required for Physical Education classes
- Kindergarten to grade 5 – no open toe shoes

Outerwear

- Coats and jackets of any design may be worn outside the school building
- Hats, hoods, scarves, and gloves of any design may be worn outside (Not in the building)
- Fleece jackets, sweatshirts, sweaters and other cold-weather items must be in school colors with an NECP logo when worn inside the building
- All students from Kindergarten through 12th grade and all teachers, staff, and adult visitors are required to wear masks or face coverings when they are or may be within 6 feet of another person, unless the person (or family member, for a student) states that an exception applies, is eating, or is engaged in strenuous physical activity and able to maintain 6 feet distance from other people. Cloth face coverings must be worn according to these parameters by all students from Kindergarten through 12th grade and all teachers, staff, and adult visitors on buses or other school transportation vehicles, inside school buildings, and anywhere on school grounds, including outside. This mask or face covering does not have to be any specific color, but should not be offensive to other students and should not cause an interruption in the school day. If a mask or face covering is deemed to be offensive by the administration, or if it causes an interruption in the school day, a student may be asked to remove said mask or face covering and replace it with an

alternative that the administration deems appropriate. These requirements are in effect until terminated by one or more of the following: (1) executive orders issued by the Governor's Office, (2) North Carolina Department of Health and Human Services, (3) North Carolina General Statutes, (4) North Carolina State Board of Education Policy, and/or (5) NECP Board of Directors. When no longer mandated, students, teachers, and staff may choose to wear a mask or face covering in accordance with the above guidelines.

The administration reserves the right to ask students wearing any inappropriate item of clothing and/or jewelry/accessories not covered in this handbook to remove it.

Unacceptable and Not Permitted

- Blue jeans or any clothing of blue-jean denim material, except on Dress Down Friday
- Baggy, sagging, or oversized pants
- Ripped or cut jeans/pants
- Sweatpants or athletic pants, except on Dress Down Friday
- Form-fitting, extremely tight, or revealing clothing items
- Tops that expose the midriff or torso when sitting or raising arms
- Visible underwear
- Clothing items tied around the neck, shoulders, or waist
- Hoods, hats, bandanas, scarves, or head-coverings
- Gang symbols in any form
- Military or camouflage clothing items except on Dress Down Friday
- Clothing with non-school colors, logos, symbols, pictures, or words except on Dress Down Friday
- Over-sized, long-hanging, clanging, or noisy jewelry
- Cargo Pants
- **Leggings** of any type (even if the bottom is covered)
- Tank tops
- Sleeveless tops or dresses
- Strapless tops or dresses

Academic Honor Code

Academic integrity is a fundamental value for any educational institution, and at NECP students are expected to honor and uphold this value by acting honestly in every aspect of their academic life, whether in school or studying at home. Violations of academic integrity such as cheating on tests or copying another student's homework are a serious matter and are dealt with according to the school discipline policies.

Plagiarism

Deliberately using someone else's ideas, words, phrases, even in paraphrased form, and/or designs without giving credit is plagiarism. If students are uncertain about a

research source and how to credit it, they should ask their teacher before submitting assignments. Completing assignments oneself and always crediting sources will develop qualities of self-sufficiency and responsibility. Plagiarism may result in failure of the assignment or the course.

Discipline Guidelines

The following charts provide guidelines to administrators, parents, and students regarding potential discipline for violating the NECP Student Code of Conduct, the School Policies as published in this Handbook, or additional school policies otherwise published by NECP. These charts reflect guidelines and are not necessarily the minimum or maximum disciplinary measures for each offense. Each situation will be evaluated by the principal or the executive director, or both, on a case-by-case basis.

Possible consequences for misconduct include, but are not limited to, the following: conference with an administrator, parent conference, lunch detention, in-school suspension (ISS), and out-of-school suspension (OSS), which can be either short-term (1-10 days), long-term (more than 10 days) or expulsion. Disciplinary actions also may include a combination of these consequences. All disciplinary actions are subject to administrator discretion, and the administration believes that OSS is the most severe of consequences.

The charts are split into the two different schools (K-7 and 8-12). The potential consequences for the same offenses may be different between the schools due to the age of the students. If a student has a fourth occurrence of the same offense, the principal and executive director will use their discretion in determining the appropriate disciplinary action.

The list of offenses is not exclusive. Any conduct, including conduct occurring away from school, that has the potential or does actually cause substantial disruption to the school may be subject to disciplinary action.

Kindergarten – Grade 7 Discipline Guidelines

Offense	1st Occurrence	2nd Occurrence	3rd Occurrence
Disrespect: Non-Compliance Insubordination Profanity	Lunch Detention (1-3 days)	1-3 days ISS	1-2 Days OSS
School/Class Disruption: Horseplay Talking Profanity	Lunch Detention (1-3 days)	2-4 Days ISS	3-5 Days OSS

Theft			
Assault*	1-5 Days OSS	10 Days OSS— Recommend long-term suspension	10 days OSS Recommend long-term suspension and/or expulsion
Vandalism: Graffiti	1-2 days ISS	3-5 days ISS	5 days OSS—long-term suspension
Skipping Class	2 days ISS	1-3 days OSS	5-10 days OSS
Bullying	Refer to Counselor 1-3 days ISS	1-5 days OSS	5 days OSS—long-term suspension
Possession/ Under Influence Of Controlled Substance (Marijuana; Prescription Drugs)	5 days OSS— recommend long-term suspension Involve law enforcement	10 days OSS— recommend long-term suspension Involve law enforcement	10 days OSS— recommend long-term suspension and/or expulsion Involve law enforcement
Alcohol: Possession or Under the Influence	5 days OSS— recommend long-term suspension Involve law enforcement	10 days OSS— recommend long-term suspension Involve law enforcement	10 days OSS— recommend long-term suspension and/or expulsion Involve law enforcement
Possession of a Weapon Not Including Firearm	5 days OSS— recommend long-term suspension Involve law enforcement	10 days OSS— recommend long-term suspension Involve law enforcement	10 days OSS— recommend long-term suspension and/or expulsion Involve law enforcement
Possession of a Firearm	Involve law enforcement 365-day suspension per Gun-Free Schools Act		

Cheating/Plagiarism	Parent/Teacher phone call No credit	1-3 days ISS	3-5 days ISS
Dress Code Violation	Contact parent Student remains in ISS until appropriate clothing arrives	1-2 days ISS	3-5 days ISS
Gang/Gang-Related Activity	Up to 10 days OSS Parent conference Involve law enforcement	10 days OSS Recommend long- term suspension Involve law enforcement	10 days OSS Recommend long- term suspension and/or expulsion Involve law enforcement

** A student who is attacked may use reasonable force in self-defense but only to the extent to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.*

Grade 8 – 12 Discipline Guidelines

Offense	1st Occurrence	2nd Occurrence	3rd Occurrence
Disrespect: Non-Compliance Insubordination Profanity	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS
School/Class Disruption: Horseplay Talking Profanity Theft	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS
Assault*	5 days OSS	10 days OSS	10 days OSS Recommend long term suspension and exclusion/expulsion.

Fighting*	10 days OSS	10 days OSS Recommend long-term suspension.	10 days OSS Recommend long-term suspension and exclusion/expulsion.
Instigating a fight.	Up to 3 days OSS	Up to 5 days OSS	10 days OSS Recommend long-term suspension.
Failure to report. - <i>If a student fails to report something transpiring that could result in harm being done to another student.</i>	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS
Vandalism: Graffiti Destruction of school property	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS
Skiping Class	ISS (Remainder of day)	3 days ISS	5 days ISS
Bullying	3 days OSS	5 days OSS	10 days OSS Recommend long-term suspension.
Possession/Under Influence of Controlled Substance (Marijuana; Prescription Drugs)	10 days OSS Involve law enforcement.	10 days OSS Recommend long-term suspension. Involve law enforcement.	10 days OSS Recommend long-term suspension and exclusion/expulsion. Involve law enforcement.
Alcohol: Possession or Under the Influence	5-10 days OSS Involve law enforcement.	10 days OSS Recommend long-term suspension Involve law enforcement	10 days OSS, Recommend long term suspension and/or expulsion Involve law enforcement

Possession of a Weapon Not Including Firearm	5 days OSS— Recommend long-term suspension Involve law enforcement	10 days OSS Involve law enforcement	10 days OSS Recommend long term suspension and/or expulsion Involve law enforcement
Possession of a Firearm	365-day suspension per the Gun Free Schools Act		
Cheating/Plagiarism	Parent phone call, no credit	Up to 3 days OSS	Up to 5 days OSS
Dress Code Violation	Conference/parent phone call, student asked to change clothes	Up to 3 days OSS	Up to 5 days OSS
Unauthorized Use of Electronic Device	Conference/parent phone call	Up to 3 days OSS	Up to 5 days OSS
Gang / Gang Related Activity	Up to 10 days OSS Parent conference Involve law enforcement	10 days OSS Recommend long-term suspension Involve law enforcement	10 days OSS Recommend long-term suspension and/or expulsion Involve law enforcement
Communicating threats of bodily harm.	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS Recommendation for long-term suspension
Communicating threats of the use of a firearm on school property.	Up to 10 days OSS Possible recommendation for long-term suspension.	10 days OSS Recommend long-term suspension.	10 days OSS Recommendation long-term suspension and exclusion/expulsion.
Public displays of affection (kissing, excessive touching, etc.)	Student conference. Parent contact.	Up to 3 days ISS	Up to 5 days OSS

Lewd/sexual misconduct	10 days OSS	10 days OSS. Recommend long-term suspension.	10 days OSS Recommendation for long-term suspension and exclusion/ expulsion.
Sexual harassment	5 days OSS	10 days OSS Recommend long-term suspension.	10 days OSS Recommend long- term suspension and exclusion/ expulsion.
Making false accusations against students or staff	Up to 3 days OSS	Up to 5 days OSS	Up to 10 days OSS

Possible consequences for all disciplinary infractions are: conference with an administrator, parent conference, in-school suspension (ISS), and out-of-school suspension (OSS). It is the opinion of the 8-12 administration that OSS is the most severe of the consequences. The maximum consequence for each infraction is listed in the table above. All consequences are subject to administrator discretion on a case-by-case basis.

** A student who is attacked may use reasonable force in self-defense but only to the extent to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.*

Any student in Grades K-12 who accumulates 5 total referrals of any type that are processed by our administrative team will be recommended for exclusion. The exclusion procedures allow for the student to receive a due process hearing in the presence of the School Discipline Team. If the School Discipline Team decides to exclude a student, that means that he or she is no longer allowed to attend NECP and must change his or her enrollment to another school.

School Bus Discipline Policy

The following rules and regulations are enforced to provide safe transportation to and from school for students. Students should be at the bus stop at least 5 minutes prior to the scheduled time. **It is a privilege, not a right, to ride school buses.**

I. BUS DISCIPLINE POLICY

Students who can ride NECP buses may do so if they display behavior that is

reasonable and safe. Choosing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The transportation director is available to give assistance to the driver and will determine consequences of misbehavior and the reinstatement of bus service for the offending students should a suspension become necessary. A suspension applies to all buses unless otherwise designated by school officials. The responsibility for student supervision by the school shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day.

II. TRANSPORTING OF SCHOOL RELATED/NONRELATED ITEMS

No materials, including guns, loaded or unloaded; gasoline cans, empty or full; animals, or any other item deemed dangerous or of an objectionable nature are transported on the school bus when children are being transported.

Band instruments that will be allowed on the bus are those that are small enough to be held in the student's lap. Instruments may not be in the aisle or take the space of a student. Baseball and softball bats or any other unacceptable recreational equipment will not be allowed on regular buses. Tape recorders/ CD players used for instructional purposes should be appropriately packaged. Damage to personal items is not covered by the school's insurance coverage.

III. BEHAVIOR GUIDELINES AND CONSEQUENCES

A. Level I Offenses--including, but not limited to

- Eating or drinking (sodas, fruit drinks, etc) on bus. Bottled water will be allowed during hot months.
- Excessive noise
- Excessive horseplay
- Spitting
- Leaving seat/standing while bus is in motion
- Squirt guns/liquid containers in any form, except those intended for lunch box use
- Radios, tape recorders, and electronic games are not allowed on the bus (permitted with principal approval on long trips)
- Riding unassigned bus without permission or using unassigned bus stop.
- Other Level I offenses as reported by the driver or transportation director
- Hanging out of window
- Throwing/shooting of any object inside or out of bus
- Holding onto/or attempting to hold onto any portion of the exterior of the bus
- Unauthorized (a) entering or leaving bus, (b) use of emergency door, (c) tampering with bus equipment
- Other Level I offenses as reported by driver or transportation director

B. Level II Offenses—including, but not limited to

- Physical aggression against any person
- Use of tobacco or any controlled substance
- Vandalism to bus (restitution will be made)
- Lighting of matches, fireworks or any flammable object or substance
- Profanity, verbal abuse, harassment, obscene gestures, or possession of unacceptable material
- Other Level II offenses as reported by driver or transportation director

Listed below are consequences for behavior problems encountered on the bus. Consequences may include, but are not limited to, the schedule listed below. Severe and habitual problems may also carry further disciplinary action as outlined in the Student Code of Conduct.

C. Consequences

Class I:

- 1st Offense—Warning
- 2nd Offense— 1-3 days bus suspension and parent contact
- 3rd Offense— 3-5 days bus suspension and parent contact
- 4th Offense— 5-10 days bus suspension and parent conference
- 5th Offense— Parent conference and permanently removed from bus for remainder of school year

Class II:

1 st Offense—	1-5 days out-of-school suspension and parent contact
2 nd Offense—	5-10 out of school suspension and parent conference
3 rd Offense—	Parent conference, 5-10 days out-of-school suspension, and permanently removed from bus for remainder of school year

PARENTS ARE ALSO REMINDED IT IS A CHARGEABLE OFFENSE TO BOARD A SCHOOL BUS. IF YOU HAVE ANY ISSUES WITH A DRIVER OR STUDENTS, PLEASE CONTACT TOM WOOTEN, DIRECTOR OF TRANSPORTATION.

First Aid

If a student becomes ill or injured at school, he or she should obtain a health assistant pass and report to the clinic. The school health assistant will assess the student and determine a course of action. In the event a student is too ill to remain in school, the parent or guardian will be notified to arrange for early pick-up.

Signs of Illness in Children

If a student has a fever or any of the below symptoms, we will separate the student and call the parent or an emergency contact to come pick up the child from school. Symptoms include: severe cough, breathing trouble, yellowish skin or eyes, pinkeye, unusual spots or rash, infected skin patches, diarrhea, gray or white stool, unusually dark, tea-colored urine, sore throat or trouble swallowing, severe

headache, vomiting, and/or loss of appetite. If a child becomes sick at school or if there is any concern an injury might require a doctor's attention, parents will be asked to pick up the child. **It is urgent that we have updated telephone numbers in case of illness, injury, and emergencies.**

Keeping Students at Home for Illness

Students need to be sent home from school or stay home from school under the following conditions:

- Child should be fever free without medication before returning to school
- Temperature of 100 F or higher with signs of beginning illnesses such as:
 - Extreme tiredness--unable to sit-up and participate in the regular classroom activities
 - Runny nose or eyes, cough, or sore throat
 - Consistent coughing
- Diarrhea and/or vomiting-child should be symptom free for 24 hours from the last episode before returning to school
- Eye discharge-thick mucus or pus remaining from eye
- Pink eye
- Impetigo (oozing sores)
- Contagious rashes with fever
- Sore throat with fever and swollen glands
- Persistent nagging or deep cough

Communicable Disease Prevention and Control

Students are excluded from school in cases of communicable diseases. When a student is suspected of having one of the following communicable diseases, it is the responsibility of the parent or guardian to take the student to the local health department or family physician for verification and treatment before that student can return to school.

- Chickenpox: Student is excluded for at least 5 days after the rash appears or until all blisters have formed scabs.
- Measles (Rubeola or Rubella): Student is excluded until physician's approval is given and student is no longer contagious.
- Scabies: Student is excluded until one treatment with prescription medication for 8 to 24 hours is completed.
- Conjunctivitis (Pink Eye): Student is excluded if eye(s) is/are severely red and somewhat swollen; there is yellow discharge; child excessively rubs the itching eye(s); condition has lasted more than three days; there is an epidemic in the school or it appears that cases are being transmitted from one student to another. Student can return to school on approval of physician after treatment has begun.
- Impetigo: Student is excluded from school if he or she had more than three to four sores and until he/she is seen by physician and treated with prescription antibiotic for 24 hours.
- Streptococcal and Staphylococcal Infections: Student is excluded from

school until treated with a prescription antibiotic for 24 hours.

Lice and Nits Policy

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as 'casings'.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families, and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

Medication

NECP has a written policy to ensure the safe administration of medications to students during school hours. It states that a physician must certify the necessity of administering the medications during the school day, and the parent or guardian has requested in writing that school employees administer the medication, including written instructions.

If a student has possession of his or her own medication and wishes to self-medicate, the school is relieved of any responsibility for the benefits or consequences of medication that is parent-prescribed or self-administered, and the school bears no responsibility to ensure that the medication is taken. This policy is acknowledged by parent or guardian signature on the "Letter to Parents Regarding Administration of Medication in School," which is distributed at the beginning of the school year.

Students should be cautioned that if they choose to self-medicate and are caught giving out either prescribed or over-the-counter medications to other students, they may be in violation of the school drug policy and will be dealt with accordingly.

Immunizations

Every student entering kindergarten and those in the first through fifth grade must

have a current immunization record and a health assessment on file in the office within 30 calendar days from the first day of school. Failure to do so may lead to suspension or expulsion from the school. Students who enroll after the first 30 days of school have 30 days from the date they enroll to furnish proof of immunizations or the student will not be allowed to return to school until such proof is provided.

Fire Drills

When the first alarm sounds, students will:

- Know the exit and alternative exit for the room where you are located
- Move quickly and quietly out of the building with your teacher and class
- Form lines in designated locations and wait until you are instructed to return

Severe Storms and Tornadoes

NECP staff members are trained in the storm-safe areas designated for each classroom and office. Per the school safety plan, these are located along structural walls away from windows. NECP has a system in place to connect with a radio station for weather updates in the office to alert staff to potentially threatening weather.

Emergency Closings

INCLEMENT WEATHER PROCEDURES

Everyone should monitor local weather reports, especially during the winter. When severe weather happens, NECP may have to delay opening, dismiss early, or close for the entire day. Parents should keep their contact information current and have a back-up plan for childcare and transportation.

NECP announces schedule changes as soon as possible, by e-blast, website posting, and local TV stations (Channels, 5, 7, 9, 11 and 12). **Remember:** NECP is a charter school and is *not* part of any county school system. NECP will be listed separately and schedules may differ from the surrounding school systems.

NOTE: Please do not call the school in these situations. Phone lines must be open for other communications. School personnel may not be available for phone calls or email when school is closed.

VOLUNTEERS

What is a volunteer?

A volunteer is many things--an extra pair of hands, an extra measure of individual attention for a needy child, an extra pair of ears for listening, and a vital link between the school and home. Volunteers are one of the most valuable assets our students enjoy; their time is highly valued and greatly appreciated. Volunteers are special because they provide an extra resource for the enrichment of all and serve as an example of service for our community and school.

Volunteer Guidelines

The volunteer program at North East Carolina Preparatory School consists of

classroom volunteers and general volunteers.

All volunteers are required to sign in and out of the school main office each day they volunteer. In addition, all volunteers must wear a name tag always while on campus. Classroom volunteer duties are arranged by the classroom teacher and can include assisting individual students, working with small group activities, general clerical tasks, field trip supervision, and other activities as assigned.

General volunteers can work on a set schedule or on an as-needed basis. General volunteers are arranged by the staff to assist with special projects, fundraisers, events, activities, proctoring, teacher appreciation, clubs, career sharing, and family workdays.

Chaperone and Volunteer Qualifications

Chaperones for school events must be at least 21 years old; refrain from tobacco, drug, and alcohol use while acting as a chaperone; and sign a chaperone agreement form. Anyone wishing to be a chaperone for grades K-12 must submit a written request/intent to the teacher. The number of chaperones needed for an event is determined by the hosting facility/venue. In the event the number of interested chaperones exceeds the need, the teacher will make the final decision as to who will be the chaperones.

Volunteers may be required to have a criminal background check on file, based on the volunteer activity performed. These criminal background checks are valid for one school year of volunteer service. Forms are available in the main office.

Volunteers are required to attend a brief volunteer in-service at the beginning of each school year.

Dependability

Volunteers are an integral part of the program at NECP and relied upon for their scheduled services. When a volunteer is scheduled to help at school, activities are planned with the assumption that the volunteer will arrive when scheduled; however, absences are understandable. Please contact the classroom teacher as soon as possible when you are unable to volunteer at your scheduled time.

Setting an Example

Volunteers are a visible example of service to our students. Please remember that the students very closely observe any adult always. Language, dress, conversations and general behavior are all observed by many students. The students are interested in the volunteers because they are part of their daily routine. This presents a wonderful opportunity to set good examples in several areas. Dress, behavior, language and professional conduct are an expectation of any volunteer. Information obtained at school about students should not be discussed with others. If a parent requests information about students, please refer him or her to the classroom teacher.

Interacting with Students

Volunteers must acknowledge that each student comes with different attitudes, interests, skills, habits, and behaviors. Everyone is blessed with different gifts. Positive reinforcement and direct and sincere assurance of student efforts are expectations of all volunteers. Difficulties or concerns should be directed to the teacher as soon as possible.

Discipline

Volunteers working in the classroom are expected to assist students in following the established classroom rules. The classroom teacher should handle disciplinary problems. Discipline demands firmness, consistency, fairness, and understanding. Teachers are trained in handling discipline problems positively and by following their guidelines the students will learn respect. Please consult your classroom teacher for student behavioral guidelines.

Confidentiality

Confidentiality is a critical part of any school environment. Never discuss any child's progress or personal matters with parents or others, including your own children or family. Any parent interested in his or her child's progress must be redirected to speak with the classroom teacher privately. Negative comments about staff members, other parents, students, or other volunteers are not appropriate for volunteers and will result in undermining the volunteer program. NECP is not an appropriate place to express negative opinions or comments in an open forum whether verbally, written, or via electronic mail.

Classroom Volunteer/Room Parent

Room Parents may help with the following items:

- Develop and initiate the classroom phone chain for classroom information and school closing announcements.
- Help organize chaperones for classroom field trips.
- Help organize speakers for the classroom which are aligned to the classroom curriculum and approved by the administration.
- Help organize classroom and/or grade level events which have been approved by the administration.
- Organize and oversee remediation of teacher identified students once it has been approved by the administration.

Room Parents may NOT help with the following items:

- Grade any student assignments or record students' grades.
- Copy student work for a teacher.

Access to Student Records

The Family Educational Rights and Privacy Act (FERPA) afford parents certain rights with respect to students' educational records:

- To review their child's educational record within 45 days of the school receiving a written request for access, stating records to be inspected.

- To request the amendment of any part of the student's educational record that the parent believes is inaccurate or misleading. The request must be made in writing to the school administration, citing the part to be considered.
- To give consent before disclosures of personally identifiable information contained in the student's records, except when a school official has a legitimate educational interest to fulfill as part of his or her professional responsibility.
- To file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

Birthday Parties

Student birthdays are a welcomed opportunity to recognize and celebrate individual students and should be prearranged with the teacher. All parties should be planned to take place after lunch as required by the Child Nutrition Program. Birthday invitations to out-of-school parties should not be handed out in class unless the entire class is invited. Delivery of flowers or balloons is not permitted during school hours. Difficulty of the student to transport these items home from school on the bus makes this form of celebration a hazard.

Clubs

Clubs at NECP are sponsored by the school and may have a nominal charge to cover supplies (e.g., choir). We believe in offering students opportunities to increase awareness and participate in many academic venues that provide a "natural curiosity and a joy of learning while they achieve academic excellence through a challenging, interdisciplinary, international curriculum."

Deliveries to Students at School

We strongly discourage the delivery of items to students at school, including flowers, balloons, or gifts. These items will not be given to the student until the end of the school day.

Gifts and Bequests

NECP encourages individuals and organizations to consider making a gift or bequest to the school. Such gifts to the school foster a community spirit and benefit NECP students and teachers that provide program and school improvements. All donations by family members of NECP should be made to the classroom.

Lockers

NECP high school and eighth grade students will be assigned a locker. School-issued locks will be provided. If you choose for your child to use their own lock, then you accept the risk that this lock may have to be cut off if your child forgets their combination or loses their key. In the event that a locker has to be searched, if the administration has no other way of opening a lock, the lock will be cut off and the school will not reimburse for the costs of the lock for any reason.

Lost and Found

Students are responsible for their own belongings. To minimize lost items, please use indelible ink to label your children's belongings with his or her full name. All members of the NECP community will make every effort to return labeled items to the appropriate owner.

Media

There will be no fines for overdue library books. Fines will be charged for lost or damaged books and must be paid prior to the end of the school year. The collected funds will be used to replace/repair the books.

Messages

Messages for students may be left with the main office, and they will be relayed to the student's classroom in a timely manner. However, only in emergency situations will the receptionist interrupt the student's class to deliver a message immediately. In general we ask parents to limit requests for message delivery as the office staff is always very fully engaged in the day-to-day operation of the school, and interruptions are distracting to students and teachers.

Student Drivers

The administration of NECP does not discourage students from driving to school. However, if a student chooses to drive to school, he or she must adhere to the following:

- Due to a limited number of parking places, student parking permits will be issued on a priority basis as follows: Students involved in extracurricular activities, seniors, juniors. Sophomores will be given permits if parking spaces are available.
- Students must provide administration with proof of their driver's license to obtain a NECP School vehicle registration form. This must be signed by both parent and student and returned to the administration.
- The student will receive a parking permit which must be displayed in the vehicle while the vehicle is parked on school property. It will be the responsibility of the student to display the parking permit in the vehicle they drive. Should a student have more than one vehicle registered, it will be necessary for the student to transfer the permit from vehicle to vehicle.
- When the student parks the car, he or she is not to return to the car at any time during the day prior to leaving school without permission from an administrator.
- The student driver will follow all the rules of safe driving (stop signs, traffic patterns, 15 mph speed limit, no parking areas, etc.). Safe and courteous driving is expected.
- Students who drive to school and are repeatedly late or cut class may be subject to revocation of parking privileges.
- One permit will be issued. If the permit is lost, a \$5.00 fee will be charged for each additional permit issued.

Violations of these regulations may result in disciplinary action including parking privileges being revoked for a specified period. Students who commit traffic safety violations will be subject to immediate revocation of their parking permit for a period determined by the executive director of NECP. These regulations are for the well-being, not only of the student driver, but also for the safety of everyone.

Please note that in exchange for the privilege of parking on school property, pursuant to state and federal laws, the school has the right to inspect vehicles. Inspection shall include the entire vehicle, including the interior, the glove compartment, and the trunk.

The school is not responsible for any theft or damages which may occur during the time a vehicle is on school property.

Use of Campus Facilities

All events held at non-NECP conducted by NECP-related organizations and exceed 30 or more individuals for any one function must provide a custodian and police officer for the full duration of any event at the organization's cost and not the school. The cost includes use of products that would normally be used by the school during operational hours.

Visitors to the School

NECP encourages the community and parents to be involved in and support the school and the educational program.

Parents, grandparents, and other pre-approved (by administration) guests are welcome to visit class by prior arrangement or by invitation. This will ensure that your visit is most productive and allows the teacher to maximize instructional time and maintain the students' attention. Please call in advance to schedule an appointment. An appointment with an administrator must be made by calling the main school number 252-641-0464.

To ensure confidentiality and safety for all members of our community, we ask that parents or visitors are only on campus by prior arrangement, invitation, or to sign in/out their child.

While visitors are welcome, the paramount concern of the school is to provide a safe, orderly, and inviting learning environment for our students in which disruptions to instruction are minimized. All school visitors must report to the main office.

To ensure the safety of the children, all parents/guardians and visitors to our campus are required to park in the area designated for parents or visitors and sign in at the main office.

Student Withdrawal Policy

Student withdrawals are handled through the registrar's office. Parents who wish to

withdraw their child from NECP must obtain a student withdrawal form from the main office. Withdrawing families need to request this form a minimum of 48 hours prior to the anticipated withdrawal. The completed student withdrawal form is required by most receiving schools in North Carolina.

Part V: Additional Board Policies

POLICY CODE: 201406 STUDENT SEX OFFENDERS SUBJECT TO THE JESSICA LUNSFORD ACT

The North East Carolina Preparatory School Board of Directors is committed to the safety of students and other persons on school property. In accordance with legislation enacted by the General Assembly of North Carolina, the Board recognizes that sex offenders often pose a high risk of engaging in sex offenses after being released from incarceration or commitment. Therefore, to maintain a safe school environment, the superintendent and all school personnel shall enforce the provisions of this policy at all times.

I. Student Sex Offenders on School Property

Except as explicitly allowed in Section B, below, a student who is enrolled in North East Carolina Preparatory School and is required to register (“a registered sex offender”) under the Sex Offender and Public Protection.

Registration Program or the Sexually Violent Predator Registration Program (“Sex Offender Registration Program”) and is subject to the provisions of N.C.G.S. § 14-208.18 - .25A (The “Jessica Lunsford Act”) is expressly forbidden to knowingly be present on any North East Carolina Preparatory School property or at North East Carolina Preparatory School events except as the student is permitted to be on North East Carolina Preparatory School property to receive educational services.

As used in this policy, “North East Carolina Preparatory School property” includes all property owned or operated by the North East Carolina Preparatory School Board of Directors, including school campuses and buildings, athletic fields, playgrounds, parking lots, bus stops, vehicles, school buses, activity buses and any other properties owned or controlled by North East Carolina Preparatory School. “North East Carolina Preparatory School events” includes any function or field trip on or off school property, including sporting events or other school-related functions, whether before, during or after school hours, that is (1) school-sponsored or (2) otherwise under the official supervision or control of school personnel.

II. Educational Services and Expulsion for Student Sex Offenders

A. Students subject to this policy may be expelled from school as permitted by N.C.G.S. § 115C-391 (d) (2). Specific procedures for the expulsion of such students are set forth in Board Policy entitled “Suspension, Exclusion and Expulsion of Students.” A student subject to this policy who is a child with disabilities will be

provided educational services in compliance with federal and state law.

B. Student registered sex offenders subject to the provisions of N.C.G.S. § 14–208.18 who are allowed to be present on North East Carolina Preparatory School property to receive educational services must be under the constant supervision of school personnel while on North East Carolina Preparatory School property and are subject to any other conditions and restrictions imposed by the Board of Directors. A student subject to this policy who is receiving educational services on school grounds must be cooperative with school officials in complying with this supervision.

POLICY CODE: 501412 GRADUATION REQUIREMENTS

The graduation requirements shall be approved by the board and shall remain consistent with the approved charter. Graduation requirements, if modified, will always exceed state requirements.

POLICY CODE: 501415 CONCURRENT ENROLLMENTS

The Board authorizes the executive director to develop concurrent enrollment partnerships with area colleges, universities, and community colleges for the purpose of providing opportunities to students to accelerate learning beyond courses currently offered by North East Carolina Preparatory School.

POLICY CODE: 601402 HARASSMENT OF STUDENTS BY EMPLOYEES

I. Prohibited Harassment

The Board of Directors forbids harassment of any student by employees on the basis of race, color, religion, sex, age, national origin or disability.

Harassment is conduct that has the purpose or effect of substantially interfering with a student's educational opportunity; creates an intimidating, hostile or offensive school environment; or otherwise affects a student's education.

Harassment may include, but is not limited to:

- Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age or disability, or that of his or her relatives, friends or associates;
- Epithets, insults, jokes, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to race, color, religion, sex, national origin, age or disability; or
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, sex, national origin, age or disability that is placed, disseminated or circulated in the workplace.

Harassment also includes unwelcome sexual advances, unwelcome requests for sexual favors and other unwelcome conduct of a sexual nature if:

- Submission to or tolerance of such conduct is made either an explicit or implicit condition of student activities;
- Submission to or tolerance or rejection of such conduct is used as a basis for a decision affecting a student;
- The conduct has the purpose or effect of substantially interfering with a student's performance;
- The conduct creates an intimidating, hostile or offensive school environment; or
- The conduct otherwise adversely affects a student's educational opportunities.

II. Other Prohibited Conduct

The Board of Directors also prohibits any conduct of a sexual nature directed toward students by employees. Employees are prohibited from kissing students, dating students, asking students for kisses or dates, engaging in lascivious or romantic activities with students, asking students to engage in lascivious or romantic activities, or engaging in any activities designed to encourage or which does encourage an inappropriate romantic or sexual relationship with a student.

III. Reporting by Employees

Any employee who believes that a student is being subjected to harassment by another employee, including sexual harassment, or other conduct prohibited by this policy, shall report such conduct to the executive director or to the chairperson of the Board of Directors.

Any person who has cause to suspect child abuse or neglect shall report the case of the child to the executive director in accordance with the policy entitled, "Reporting Child Abuse, Neglect and Dependency/Child Protection".

IV. Reporting by Students Claiming Harassment

Any student who believes that he or she has been subjected to harassment by an employee, including sexual harassment, or other conduct prohibited by this policy, shall report such conduct to the executive director or to the chairperson of the Board of Directors.

V. Alternative Reporting Option

If there are no administrators to whom the student feels comfortable reporting, the student may bypass them in the reporting process and report directly to the chairperson of the Board of Directors.

VI. Investigative Process

The executive director should report to the Board of Directors any reports made to him or her under this policy.

All reports under this policy should be reviewed and/or investigated as deemed appropriate by the administration and/or the Board, and appropriate action taken to address the matter.

During the investigative process, information should be shared on a need to know basis so as to be sensitive to the privacy concerns of the reporting student.

If at any time during the reporting process, or thereafter, additional conduct occurs which the student believes is a violation of this policy, the student immediately shall report such conduct as a new violation in accordance with the procedures in this policy.

VII. Non-Retaliation

Any attempt to coerce, intimidate or retaliate against anyone who makes a report about conduct prohibited by the policy, or who assists in an investigation of such matters, will not be tolerated and will result in disciplinary action, up to and including termination.

POLICY CODE: 601421 DRUG AND ALCOHOL USE BY STUDENTS

It is the policy of the North East Carolina Preparatory School to provide a safe and healthy environment for students and to accept a shared role with the community to educate, prevent and intervene in the abuse of drugs and alcohol by the entire student population.

The Board recognizes the importance of prevention, early identification, and effective treatment of drug and alcohol abuse, and seeks to provide a curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures to educate students effectively and address potential and current misuse by students. Further, the Board will work with public law enforcement agencies in the control of drugs and drug traffic in the school and at school activities.

Disciplinary procedures for students involved with alcohol or illegal drugs on school property or at any school function are outlined in the North East Carolina Preparatory School Student Handbook.

In order that students are prepared to thrive in an environment that involves many risks, including those posed by alcohol and other drugs, they must be: (1) equipped to identify and make such choices and (2) given appropriate and timely information and skills by parents, teachers, administrators and others.

a. Possession, Use and/or Sale of Alcohol or Drugs

- i. "Alcohol or Drug Use" includes but is not limited to a student's possession, use, being under the influence of, manufacture, sale or distribution, dispensation, or transportation of alcohol or illegal drugs; or a student's use of a controlled substance without authorization by a physician or in a manner that is not authorized by the prescribing physician.
- ii. "Possession" shall mean having the power or intent to control a prohibited substance and shall apply to a student's automobile, locker, book bag or desk, or a student's person on school property or at any school sponsored activity.
- iii. The word "use" shall mean the consumption, injection, inhalation, or absorption of a prohibited substance into a student's body by any means, at any time, on school property or at a school sponsored activity.
- iv. The word "sale" shall mean the exchange of a prohibited substance for money or other consideration.
- v. "School property" shall mean the physical premises of all school campuses and properties, bus stops, all vehicles under the control of North East Carolina Preparatory School, and all school sponsored curricular or extracurricular activities, whether occurring on or away from a school campus.
- vi. For purposes of this regulation, "parent" shall mean, unless otherwise stated, one or both of a student's parents, the legal guardian or legal custodian of a student, or the person acting *in loco parentis* to the student.

b. Multi-Tiered System of Support (MTSS) for Prevention and early intervention

- i. The Board shall establish a Multi-Tiered System of Support (MTSS) under the direction of the executive director and the appropriate staff which will make services or referrals for services available for assessment, counseling, support groups and liaison with community services for students affected by their own or others' drug and alcohol related problems. Through MTSS, North East Carolina Preparatory School shall provide referrals for services for individual and group counseling, parent conferencing and intervention, and, when needed, screening of students for level of involvement, to determine appropriate services and community resource referrals. The school will provide referrals for such services through a designated MTSS counselor, who shall receive referrals from school counselors, teachers, administrators, intervention teams, grade level teams, students and parents.

Students should be referred to the MTSS counselor when they have violated a rule regarding the use or possession of alcohol, tobacco, or other drugs.

- ii. The MTSS Counselor shall also provide follow-up and continuing treatment or support resource referrals for students returning from an alternative school assignment and for students returning from outside treatment agencies in the community.
 - iii. Further, The MTSS Counselor shall assist school administrators with identifying educational programming opportunities for students and parents surrounding dependency and substance abuse.
- c. Parent/Guardian Responsibilities
- iv. The administration shall encourage parents to:
 - v. Teach their child the laws regarding involvement with alcohol and illegal substances, and to support those laws by their actions.
 - vi. Familiarize their child with the school's drug and alcohol abuse policy and regulations.
 - vii. Provide their child's school with a current telephone number through which the parent can be reached during the school day, and to be available for conferences when necessary.
 - viii. Come to the school when necessary to pick up their child.
 - ix. Provide appropriate medical, social and emotional support when the child's behavior indicates professional services are needed.
 - x. To comply with assignment by the executive director and/or the MTSS Counselor for student and parent to attend educational programming regarding alcohol and other drugs.
 - xi. To otherwise cooperate with the school for the benefit the child.
- d. Student Responsibilities
- i. To participate in all phases of the curriculum designed to educate, prevent and intervene in the abuse or use of alcohol and other drugs.
 - ii. To be aware of the state laws regarding adolescents' use or involvement with alcohol and/or illegal substances.
 - iii. To be aware of and follow school wide policy and regulations and school guidelines regarding acceptable behavior.
 - iv. To refrain from the use of alcohol or drugs (as defined in Section A. 1.) in class, on school property or at any school related activity.

- v. To comply with assignment by the executive director and/or the MTSS Counselor for student and parent to attend educational programming regarding alcohol and other drugs.

e. Teacher Responsibilities

- i. To consider the physical, social, intellectual, and emotional development of the students.
- ii. To participate in staff development activities that offer instruction in K-12 curriculum areas, identification criteria, the process of referral, and re-entry requirements.
- iii. To provide appropriate learning experiences designed to educate students to make appropriate decisions and exhibit acceptable behavior.
- iv. To confer with support personnel for possible solutions and to assist in the identification and referral of students involved with alcohol and other drugs to the MTSS Counselor.
- v. To inform students of North East Carolina Preparatory School's expectations regarding appropriate and acceptable behavior.
- vi. To follow due process in correcting inappropriate conduct.
- vii. To provide information requested by administrators, student service personnel, and the MTSS Counselor regarding behaviors that might indicate involvement with alcohol or illegal substance(s).
- viii. To refer a student to the school administrator for disciplinary action if the student is suspected of violation of the substance abuse policy including use, possession, being under the influence of or solicitation to purchase or distribute alcohol, illegal drugs, or unauthorized controlled substances.
- ix. To participate in necessary conferences.
- x. To refer a student to the Student Assistance Program, described above in Section B., when a substance abuse related problem is suspected or high-risk behavior is evident.

f. Executive Director Responsibilities

- i. To assume the overall administrative responsibility for learning experiences designed to educate students to make appropriate decisions and exhibit acceptable behavior.
- ii. To ensure that all laws, system-wide regulations, and school rules regarding alcohol and other drugs are applied consistently.
- iii. To develop with the faculty additional procedures designed to facilitate

successful implementation of this policy.

- iv. To inform parents, students and faculty of substance abuse policies, school rules and Student Assistance Program policies.
- v. To take prompt intervention and disciplinary action for any student in violation of the substance abuse policy.
- vi. To verbally inform the parent/guardian and student when disciplinary action is needed.
- vii. To refer students in violation of the substance abuse policy or suspected of related problems or behavior to the Student Assistance Program.
- viii. To give support to faculty in making referrals and to advise them of appropriate methods of referral for disciplinary action.
- ix. To appoint an MTSS Counselor who will have responsibility for implementing a program for assessing, intervening, supporting and facilitating transition from treatment for students who are substance abusers.
- x. To inform local law enforcement of violations on the school campus or at school sponsored events.

g. School Counselor and MTSS Counselor Responsibilities

To participate in staff development activities that offer instruction in identification criteria, the addiction process, the referral process, substance using or abusing adolescents.

To confer with outside agencies for possible solutions and to assist in the identification and referral of students with substance abuse problems.

To serve as a resource to teachers, administrators, parents and students.

To act as a liaison between the school and treatment facilities to minimize any interruption in a student's educational process.

To provide individual counseling to the extent permitted by the counselor's credentials as needed to students whose lives are affected by alcohol and other drugs.

To facilitate student support groups for students returning to school from treatment.

To maintain confidential records on students who have been involved with alcohol and other drugs.

To stay abreast of current issues in the identification, intervention, treatment and recovery of chemically dependent teenagers.

h. Administrative Staff Responsibilities

To give counsel, advice, and firm support to parents, students, teachers, and the executive director.

To ensure the consistent application of the alcohol and drug policy and regulations.

i. Corrective Action

The purpose of these regulations is to foster and maintain conditions in the school that are conducive to learning. When corrective action is necessary, the teacher and/or administrator will initiate action in accordance with North East Carolina Preparatory School policy and procedures.

POLICY CODE: 601430 WEAPONS POSSESSION

With the exception of authorized law enforcement, firefighter, emergency service and other authorized personnel, the North East Carolina Preparatory School strictly prohibits the possession, use, sale, distribution, transportation or manufacture of weapons of any type by: (1) employees during working time, any School sponsored event or curricular or extracurricular activity, or when otherwise representing the North East Carolina Preparatory School; (2) employees, students and visitors on School property or motor vehicles, including parking lots, whether such property or vehicles are owned, used, leased or rented; and (3) employees, students and others during any School sponsored event or curricular or extracurricular activity. These prohibitions include both visible and concealed weapons unless the owner is exempt from or has obtained and holds as current the necessary concealed handgun or other permits in which case a person who has a valid concealed handgun permit, or is exempt from obtaining a permit, may possess a handgun on school property if the handgun is secured in a closed compartment or container within the person's locked vehicle or the handgun is in a locked container securely affixed to the person's vehicle. This individual may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment always and the vehicle is locked immediately following the entrance or exit of the vehicle. While this list is not all-encompassing, weapons are further defined to include firearms, BB guns, air guns, knives (does not include plastic knives for the purposes of food service), razors, explosives, incendiary devices, ammunition, stun guns, tasers, metallic knuckles, blackjacks, pocket knives, throwing stars, destructive devices, or any other deadly weapon or object.

POSSESSION OF A CONCEALED HANDGUN PERMIT DOES NOT ALLOW INDIVIDUALS AT ANY TIME TO CARRY ON THEIR PERSON OR MAINTAIN A FIREARM OR ANY OTHER WEAPON ON SCHOOL PROPERTY OR UNSECURED IN A VEHICLE OR SECURED IN AN UNLOCKED VEHICLE OR AT SCHOOL- SPONSORED EVENTS OR ACTIVITIES. MOREOVER, VIOLATORS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING

TERMINATION, AND/OR CRIMINAL PROSECUTION AND, AS APPROPRIATE, STUDENT LONG-TERM SUSPENSION OR EXPULSION.

In addition, students who possess or bring onto school property a firearm or destructive device must be suspended for 365 days, unless the executive director modifies, in writing the required 365-days suspension for an individual student on a case-by-case basis. However, the executive director cannot modify the 365-day suspension for students who bring onto school property a firearm or destructive device with the explicit or implicit intention to do bodily harm to another person or persons.

The executive director shall not impose a 365-day suspension if the executive director determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, and (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

All employees who have knowledge or suspicions of any employee, student or others who is in possession of a weapon on school property or vehicles, at school-sponsored events or activities, or of any other violation of this policy should notify their immediate supervisors and/or law enforcement personnel immediately as applicable.

This policy does not apply to weapons used solely for educational purposes or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the appropriate school authority. Students who possess weapons under such circumstances are required to inform the executive director or appropriate adult supervisor that they are in possession of a weapon.

POLICY CODE: 601440 BULLYING

It is the policy of the North East Carolina Preparatory School to maintain learning environments that are free from harassment or bullying. This freedom includes, but is not limited to, freedom from harassment or bullying based on an individual's real or perceived race; color; religion; ancestry; national origin; gender; socioeconomic status; academic status physical appearance; sexual orientation; physical, mental, developmental, or sensory disability; creed; political belief; age; linguistic or language differences; height; weight; marital status; parental status; or because of an association with a person who has or is perceived to have one or more of these characteristics.

North East Carolina Preparatory School prohibits all forms of harassment or bullying on school property or at school-sanctioned events.

All persons on the North East Carolina Preparatory School campus or present at

school-sponsored events are expected to conduct themselves in ways that promote a positive environment, consistent with the behavioral expectations set forth in this policy.

It shall be a violation of this policy for any student, teacher, administrator, other school personnel, or any third party, including but not limited to those subject to supervision and control of the North East Carolina Preparatory School, to harass or bully any person based upon any differences of status including, but not limited to, those listed above. It shall also be a violation of this policy for any teacher, administrator or other school personnel to tolerate such harassment or bullying of any person by a student, teacher, administrator, other school personnel, or by any third parties, including but not limited to those persons subject to supervision and control of North East Carolina Preparatory School.

The Board directs the executive director to establish programs to enforce this policy and to help eliminate harassment and bullying as well as to foster an environment of understanding and respect for all individuals. The executive director shall implement this policy by all appropriate means including, without limitation, the following:

- a. publishing this policy to school personnel and students;
- b. developing a process by which targets may report harassment or bullying which includes the ability to make such a report anonymously;
- c. developing a procedure for prompt investigation of such claims;
- d. assuring that North East Carolina Preparatory School strictly prohibits reprisal or retaliation against any person who reports an act of bullying or harassment and that there are consequences for such behavior;
- e. designating staff to prepare and conduct annual training for North East Carolina Preparatory School staff, students, and community about techniques to support enforcement of the policy; and
- f. determining and implementing methods to gather and measure data regarding harassment and bullying within North East Carolina Preparatory School.

The executive director shall develop a regulation which sets forth the details of the processes through which this policy shall be effectively implemented and enforced. The Board of Directors and the executive director shall assure that consequences for violation of this policy are set forth in the Student Handbook and appropriate policies and regulations governing employee behaviors.

POLICY CODE: 601460 SUSPENSION, EXCLUSION, EXPULSION OF STUDENTS, DUE PROCESS HEARINGS, APPEALS

The mission of North East Carolina Prep is to maximize academic achievement by every student in school. In order to realize this mission, the Board is committed to the provision of safe and orderly learning and working environments at the North East Carolina Prep. Accordingly, the teacher shall be the recognized authority in the classroom and students are expected to conduct themselves in ways that foster their

own learning and the learning of those around them. Discipline policies are provided to establish expected standards of student behavior, procedures for addressing willful student misconduct and consequences for violations of student behavior standards.

Rules for appropriate student behavior on school property and ranges of disciplinary responses shall be set by the Board of Directors and published in the student handbook, which shall be made available to students and parents. Specific responses for violations of the discipline policy shall be imposed according to provisions set forth in the policies and procedures set forth in this policy. As permitted by NC law, the Board authorizes the discipline of students for conduct occurring away from school property if the conduct otherwise violates the discipline policy and has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

I. Definitions

For purposes of this policy, the following definitions apply:

- 365-Day suspension - the disciplinary exclusion of a student from school for 365 calendar days
- Alternative School - a full-time educational program that meets the academic requirements of the NC Standard Course of Study and provides the student with the opportunity to make timely progress towards graduation and grade promotion. An alternative school is not a required alternative for charter schools and referral to an alternatives school may only be available upon consent of the local school district;
- Delivery of notice - unless otherwise specified, includes delivery by telephone, certified or regular mail, facsimile, email, hand delivery, or by any other means reasonably designed to achieve actual notice;
- Destructive device - an explosive, incendiary, or poison gas, including bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device like any of the previously listed devices;
- Exclusion - the removal of a student from school for disciplinary purposes;
- Expulsion - the indefinite exclusion of a student from school enrollment for disciplinary purposes;
- Firearm - a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; or any firearm muffler or firearm silencer. It does not include an inoperable antique firearm, a BB gun, stun gun, air rifle or air pistol;
- Long-term suspension - the disciplinary exclusion of a student from school for more than 10 school days;
- Parent - a birth-parent, legal guardian (including foster parent), or other caregiver adult who is acting in the place of a parent and is entitled to enroll the student in school under NC law and North East Carolina Prep Policy;
- Permanent exclusion – removal of a student from NECP that allows for the

student to return to another school in his or her local administrative unit per N.C. Gen. Stat. § 115C-218.60;

- School Property - the physical premises of all school campuses and properties, bus stops, all vehicles under the control of the school, and all school sponsored curricular or extracurricular activities;
- Short-term suspension - the disciplinary exclusion of a student from school for 10 or fewer school days;

II. Discipline Options and Alternatives

Unless circumstances dictate otherwise, consequences for violating the discipline policy should be progressive in nature. Administrators and teachers are encouraged to use a full range of discipline responses to student misconduct, such as parental involvement, conferences, isolation or time-out for short periods of time, behavior improvement agreements, instruction in conflict resolution and anger management, peer mediation, individual or small group sessions with the school counselor, academic intervention, in-school suspension (ISS), detention before and/or after school or on Saturday, community service, exclusion from graduation ceremonies, exclusion from extracurricular activities, suspension from bus privileges, and disciplinary placement in an alternative school.

A violation of the discipline policy may also result in a short-term suspension, a long-term suspension, a 365-day suspension or an expulsion. Detailed rules for these suspensions are set forth below.

When a student is violent or out of control, a crisis intervention team will be activated upon the request of the executive director. This team will develop a crisis intervention plan to meet the needs of the student and family.

III. Short Term Suspension

A short-term suspension is the disciplinary exclusion of a student from school for 10 or fewer school days. The assistant principal, principal, dean of students, and/or executive director has the authority to determine when a short-term suspension is appropriate and to impose the suspension, in accordance with the procedures set forth below. The assistant principal, principal, dean of students, and/or executive director is also authorized to impose other disciplinary consequences in addition to short-term suspension, such as those set forth above. Students shall not receive short-term suspensions of more than two days for violations of discipline policy rules regarding truancy or tardiness.

To impose a short-term suspension, the assistant principal, principal, dean of students, and/or executive director must follow these procedures:

A. Investigation and Informal Hearing

When a student is alleged to have violated a provision of the discipline policy that

may result in a short-term suspension, the assistant principal, principal, dean of students, and/or executive director shall:

- a. Investigate the incident and, whenever possible, obtain written accounts from eyewitnesses;
- b. Give oral and/or written notice to the student of the alleged rule violation;
- c. Promptly provide to the student the opportunity to have an informal hearing with the principal or executive director, except in the circumstances described in paragraph d, below.
 1. The informal hearing may be held immediately after giving notice of the charges to the student; and
 2. The student has the right to be present, to be informed of the basis for the charges and to make statements in defense or mitigation of the charges.
- d. The assistant principal, principal, dean of students, and/or executive director may impose a short-term suspension without providing the student the opportunity for an informal hearing if the presence of the student creates a direct and immediate threat to the safety of other students or staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In this case the executive director shall give notice of the charges and provide the opportunity for the informal hearing as soon as practicable.

B. Imposition of Short-term Suspension

After considering the available evidence, the assistant principal, principal, dean of students, and/or executive director shall decide the disciplinary consequences to impose on the student. The consequence may include a combination of measures included in the discipline policy, as well as a suspension of 10 or fewer days.

During the term of the suspension, the student shall not come on school property for any purposes unless so authorized by the assistant principal, principal, dean of students, and/or executive director.

A student under a short-term suspension must be provided with:

- The opportunity to take textbooks home for the duration of the suspension;
- Upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to student regarding such assignments; and
- The opportunity to take any quarterly, semester or end-of-grading period tests missed during the suspension period.

C. Parent Notice

The assistant principal, principal, dean of students, and/or executive director shall provide notice to the student's parent of a short-term suspension, which shall include:

- the term of the suspension, including beginning and ending dates;
- reference to the discipline policy and a description of the student conduct upon which it is based;
- the extent to which the student is prohibited from or permitted to be on school property during the period of suspension;

- information about how to request student class assignments, take home books and take tests (as set forth in Section B, above);
- any other conditions imposed; and
- the offer to meet with the parent.

The notice must be provided to the parent by the end of the workday on which the suspension was imposed when reasonably possible. In any case, the notice must be provided no more than two days after the suspension is imposed.

The notice may initially be given by telephone, but it must be followed by timely written notice delivered via email, facsimile, certified mail or any other method designed to achieve actual notice. The assistant principal, principal, dean of students, and/or executive director shall document the manner and date on which notice is provided and shall maintain a copy of the notice in the student's educational record.

If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, if appropriate translation resources are reasonably available.

D. Appeals

As provided by NC law, a student is not entitled to appeal a short-term suspension to the executive director or the North East Carolina Prep Board of Directors or to seek judicial review of such a decision. The student may petition the Board for an appeal only as otherwise provided by NC law.

E. Students with Disabilities

Multiple short-term suspensions of students with disabilities must be handled in accordance with the *Policies Governing Services for Children with Disabilities* and other applicable state and federal laws.

IV. Exclusions for More Than 10 Days and Expulsions

A. School Disciplinary Team (SDT)

The executive director, upon advice and consent of the Board of Directors, shall appoint annually a School Disciplinary Team (SDT). The SDT shall be composed of 5 members. Two of the members shall be teachers, one member shall be the school counselor (or another teacher if the school does not employ or contract with a counselor) and two parents. No member of the SDT may be serving as a member of the North East Carolina Prep Board of Directors. The SDT does not include the executive director among its membership. The purpose of the SDT is to conduct due process hearings and to meet and decide on recommendations by the executive director for long-term suspension, permanent exclusion or expulsion of a student. Only the SDT may make a final recommendation to the Board for permanent exclusion or expulsion of a student and for readmission of a student following a Request for Readmission (see Section VII).

B. Long-term suspension

A long-term suspension is the disciplinary exclusion of a student from school for more than 10 school days.

If the offense leading to the long-term suspension occurred before the final quarter of the school year, the exclusion shall be no longer than the remainder of the school year in which the offense was committed. If the offense occurred during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and extend through the first semester of the following school year. (Mandatory 365-day suspensions may be imposed only as allowed by Section IV.C, below).

- Only the executive director has the authority to recommend a long-term suspension, which may be imposed only after review and approval by the School Discipline Team (SDT).
- With limited exceptions, the executive director may recommend a long-term suspension of a student to the SDT only for situations in which a student willfully engages in conduct that violates a provision of the discipline policy that authorizes long-term suspension. Long-term suspension is appropriate only for serious violations of the discipline policy in which the student conduct threatens the safety of students, staff or school visitors, or threatens to substantially disrupt the educational environment.
- The executive director may recommend long-term suspension to the SDT for a minor violation if aggravating circumstances justify treating the student's behavior as a serious violation.
- Students shall not receive long-term suspensions based solely on violations of discipline policy rules regarding truancy or tardiness.
- If a teacher is assaulted or injured by a student and a long-term suspension or other punishment is imposed on the student, he or she shall not be returned to the teacher's classroom upon completion of the disciplinary consequence unless the teacher consents.
- The procedure for imposing a long-term suspension is found in Section V, and the procedure for appealing a long-term suspension is found in Section VI.

C. Permanent Exclusion from NECP

Permanent exclusion is the removal of a student from NECP following due process. Pursuant to N.C. Gen. Stat. § 115C-218.60, NECP may exclude a student from its school and return the student to another school in his or her local school administrative unit. This decision may be rendered only by the Board of Directors upon recommendation of the SDT and Executive Director. While under an order of permanent exclusion, the student is not entitled to be present on NECP property and is not considered a student of NECP. Permanent exclusion is appropriate only in the following circumstances:

- The student violated a discipline policy provision that indicates his or her continued presence in school constitutes a clear threat to the safety of

employees or other students; or

- As the result of more than one incident or disciplinary action, the Executive Director believes the student substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school.

D. Mandatory 365-Day Suspension

A 365-day suspension is the disciplinary exclusion of a student from school for 365 calendar days. The executive director may impose such a suspension only for violations of rules involving firearms and destructive devices (as defined in Section I). Students who possess or bring onto school property a firearm or destructive device must be suspended for 365 days, unless the executive director modifies in writing the required 365-day suspension for an individual student on a case-by-case basis. However, the executive director cannot modify the 365-day suspension for students who bring onto school property a firearm or destructive device with the explicit or implicit intention to do bodily harm to another person or persons.

The executive director shall not impose a 365-day suspension if he/she determines that the student:

- took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, and
- delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and
- had no intent to use the firearm or destructive device in a harmful or threatening way.

The procedure for imposing a 365-day suspension is found in Section V, and the procedure for appealing a 365-day suspension is found in Section VI.

E. Expulsion

Expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. This decision may be rendered only by the Board of Directors upon recommendation of the School Disciplinary Team (SDT) acting in accordance with standards and procedures established by NC law and this policy. While under an order of expulsion, the student is not entitled to be present on school property and is not considered a student of the school. Expulsion is appropriate only in the following circumstances:

The student must be at least 14 years of age and have violated a discipline policy provision that indicates his or her continued presence in school constitutes a clear threat to the safety of employees or other students; or the student is subject to the provisions of N.C.G.S. § 14-208.18, -208.25A (“The Jessica Lunsford Act”).

V. Procedures for Imposing Suspension of More Than 10 Days or Expulsion

If a student subject to exclusion for more than 10 days or expulsion is a child with disabilities, he or she shall be provided due process and educational services in

accordance with the *Policies Governing Services for Children with Disabilities* and other applicable state and federal laws

Executive Director Decision to Suspend for More than 10 Days or Recommend Permanent Exclusion or Expulsion

After following the process for imposing a short-term suspension, upon recommendation of the principal, the executive director may determine that a suspension of more than 10 days (either long-term or 365-day), permanent exclusion or an expulsion is an appropriate consequence, in accordance with the criteria set forth in Section IV. The executive director may recommend the disciplinary penalty in accordance with this policy based upon a review of the nature of the incident and student's culpability in the incident, degree of danger presented by the student, intent, disciplinary and academic history, potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors. The executive director shall make a recommendation for long-term suspension to the SDT, and the SDT shall determine whether to impose or deny the recommendation for long-term suspension. For permanent exclusions and expulsions, the executive director shall refer the matter to the SDT for recommendation to the Board.

In addition to providing notice to the Board of Directors and to parent within one school day of making the determination to recommend a longer term of suspension, the executive director must contact the Board Chairperson by telephone or email regarding the recommendation. In the case of permanent exclusion or expulsion, the Chairperson of the SDT shall contact the Board Chairperson as prescribed herein.

By the end of the workday (when reasonably possible) on which the long-term suspension, permanent exclusion, 365-day suspension or expulsion is recommended, the executive director must provide to the student's parent written notice of the recommendation. The notice must include the following information:

- Nature of the notice (long-term suspension, permanent exclusion, 365-day suspension or expulsion);
- A description of the incident and the student's conduct that led to the recommendation;
- The specific discipline policy alleged to have been violated, including the corresponding discipline guidelines, if any, stated in the Handbook;
- An invitation (including date/time/place) to a meeting (see "Parent-Executive Director Meeting" below) to seek parent input into the executive director's decision or recommendation regarding the disciplinary consequence (however, for serious offenses for which the executive director may recommend permanent exclusion or expulsion, the notice will indicate that the meeting will **not** occur and the student will be offered the opportunity for a due process hearing);
- The specific process by which a student may request a due process hearing conducted by the SDT, and that the deadline for making the request is three days from the date of the letter from the executive director informing the

- parent of his/her decision; and
- If student requests a due process hearing, the executive director must provide written notice of the specific process by which a due process hearing will be conducted by the SDT, including:
 - Information that the parent is entitled to retain legal counsel to represent the student at the due process hearing;
 - Information that non-attorney advocates are not permitted to attend due process hearings to assist the student at the hearing;
 - Notice of the right to review and obtain copies of the student's educational records prior the hearing, if such records are requested;
 - Information about the procedures for expunging student discipline records; and
 - The identity and phone number of a school employee who the parent may contact to obtain assistance in receiving a Spanish translation of the English language portions of the document (this information must be provided in English and Spanish on the form).
 - When it is not reasonably possible to provide the written notice by the end of the workday on which the suspension is recommended, the notice must be provided as soon thereafter as is practicable. The notice may be delivered by certified mail, facsimile, email or any other method reasonable designed to achieve actual notice of the executive director's recommendation.
 - When school personnel are aware that English is not the primary language of the parent, the notice shall be written in both English and the primary language of the parent when appropriate foreign language resources are readily available.

Parent-Executive Director Meeting

Upon receipt of the Recommendation for Long-term Suspension or 365-Day Suspension and prior to the final decision to impose a Long-Term Suspension or 365-Day Suspension, the executive director shall set up a meeting with the parent. The parent shall be informed of the meeting and the following procedures must be followed:

- The meeting must be scheduled within 10 days of the offense (within the time of the short-term suspension);
- The parent will be notified of the date, time and place of the meeting by letter, telephone or email or other means designed to achieve actual notice to the parent; and
- Participants in the meeting shall include the executive director and the parent. If the parent elects not to participate, the meeting will not occur and the parent will be notified of the final decision regarding the disciplinary consequence. The executive director will review the school's investigation, due process procedures and any additional information provided by the parent and consider whether to make a recommendation to the SDT. Neither attorneys nor non-attorney advocates are permitted to participate in or observe the meeting.

Due Process Hearing Procedures

The due process hearing shall be conducted by the SDT upon request of the parent or upon recommendation of permanent exclusion or expulsion from the executive director. The purpose of the hearing will be to determine the facts relevant to the alleged misconduct and the credibility of witnesses based on the substantial evidence presented at the hearing. If neither the parent nor student appears at a properly noticed due process hearing, the parent and student are deemed to have waived the right to the hearing and the discipline will be imposed.

The following procedural due process is required for such hearings:

- Students have the right to be represented by legal counsel at the hearing;
- When the student is represented by an attorney, an attorney for North East Carolina Prep will also be present to represent the executive director;
- The SDT shall provide for a record to be made of the hearing, including any findings or conclusions made by the SDT. The student has the right to make his or her own audio recording of the hearing;
- Students and parents have a right to be present at the hearing;
- The student, his/her parent and the student's attorney have the right to review before the hearing any audio or video recordings of the incident and, consistent with federal and state student records laws and regulations, any information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses. School officials may hold confidential the names of witnesses or other information that could allow the student or his or her legal counsel to identify witnesses when such identification could create a safety risk for the witnesses;
- The school representatives, which may include the executive director, principal, teacher, or other school employee, have the burden of proving, based on substantial evidence, that the violation of the discipline policy occurred and the appropriateness of the recommended consequence for the violation;
- The school representatives will present witnesses and documentary evidence, which may include witness statements, first;
- After the school representatives have presented their evidence, the student or his or her attorney may present evidence related to the alleged rule violation, the student's intent at the time of the incident, any mitigating or aggravating factors involved, the disciplinary and academic history of the student and the potential benefits to the student of alternatives to suspension. Such evidence may include oral testimony by the student or witnesses, written statements and other documents;
- If a student wishes to call another student as a witness, he or she must provide written consent from that student-witness's parent, unless the student is an emancipated minor or age 18 or over;
- If a student wishes to call a school staff person as a witness, he or she must provide notice to the school sufficient for the executive director to arrange for staff to cover the staff-witness's job responsibilities, if necessary;

- Both the school representatives and the student or his/her parent or attorney may examine the witnesses presented by the other side. The SDT may limit questioning if, in his or her judgment, the questioning is unproductive, unnecessarily lengthy repetitive, abusive or irrelevant; and
- Following the hearing, the SDT will issue a written determination of the facts of the student's offense. The determination shall be based on the substantial evidence presented at the hearing.

Following the due process hearing, the SDT shall issue a written decision upholding, modifying or rejecting the executive director's recommendation of suspension. The SDT may also decide to recommend to the Board that the student be permanently excluded or expelled. The decision shall be based on substantial evidence presented at the hearing and shall include the information set forth below:

- The basis for the decision, including a reference to any policy or rule that the student is determined to have violated;
- Notice of what information will be included in the student's official record pursuant to N.C.G.S. 115C §402, including the process to request an expungement of the suspension notice;
- Information about the student's right to appeal the decision to the Board and notice of the procedures for submitting such appeal (see Section VI);
- If the decision is to suspend the student for 365 days, notice of the student's right to petition the Board for readmission, according to procedures set forth below in Section VII; or
- If the decision is to recommend permanent exclusion or expulsion, notice of the procedures that will be followed in conducting the hearing before the Board;
- The executive director, at the direction of the SDT, shall send written notice of the decision via certified mail or other means designed to assure delivery;
- Following the issuance of a decision to impose a long-term suspension, the terms of the decision shall be imposed;
- Any days of suspension imposed by the executive director will not be delayed if the student appeals the decision to the Board; and
- If the SDT decides to recommend to the Board that the student be expelled from North East Carolina Prep, the student shall be subject to a period of long-term suspension, which may or may not include an alternative education assignment, pending the Board's action on the expulsion recommendation.

VI. Board Proceedings – Appeals and Hearings

A. Appeals of Executive Director/SDT's Decision of Long-term Suspension or 365-Day Suspension

- The student is entitled to appeal a long-term or 365-day suspension imposed by the SDT. In order to do so, the student or his or her parent must send a written notice of appeal to the Board within 10 days of receiving the decision rendered by the SDT.

- Upon receipt of the notice, the executive director will work with the Board Chairperson to schedule an appeal hearing.
- The student and parent will be given reasonable written notice of this hearing through U.S. Postal Service mail or other means designed to assure prompt delivery.
- The executive director and/or his designee will represent the School and the Board or a panel of the Board will be the decision-maker. In addition, a member of the SDT will be present.
- Students have the right to be represented by legal counsel at the appeal hearing. If so, the school will be represented by an attorney.
- Unless the Board requests otherwise, the Board will limit presentations of testimony to the student, his or her parent and attorney, the executive director, the SDT and the school's legal counsel. Presentations of documentation will be limited to the records presented at the due process hearing.
- In addition the Board will review any records created by the SDT or by the Executive Director while making his or her decision. The executive director will provide any such records to the parent before the hearing.
- The Board will review the SDT's decision to assure that there was a reasonable basis for the determination that the student violated the discipline policy that the consequence imposed was permitted by Board policy and the discipline policy, and that student was accorded due process procedures established by NC law and Board policy.
- The Board will render a decision upholding, modifying, or rejecting the SDT's decision and provide written notice of the decision to the executive director, the SDT and to the student and his/her parents by mail or other means designed to assure actual notice.
- The written decision must also include notice of the right to petition for readmission as described in Section VII.
- As required by NC law, the appeal hearing must be conducted and a final written decision issued by the Board in not more than 30 calendar days following receipt of the notice of the appeal.
- Appeal hearings will be delayed only upon request of the parent and upon a demonstration of good cause. In that case, the hearing will be delayed only if the parent agrees to waive the 30 calendar day period in which the decision must be issued.
- If neither the parent nor student attends a properly noticed appeal hearing for which no delay has been granted, they will be deemed to have waived the right to the appeal and the discipline imposed by the executive director will continue.

B. Board Hearings on Executive Director/SDT Recommendations of Permanent Exclusion or Expulsion

- The executive director is directed to bring to the SDT for approval all recommendations of permanent exclusion or expulsion. The SDT is directed to bring its recommendations for permanent exclusion or expulsion to the Board for approval.

- The parent and student shall be provided reasonable notice of the time and place of the permanent exclusion or expulsion hearing.
- The permanent exclusion or expulsion hearing will be conducted in the same manner as an appeal of a long-term suspension or 365-day suspension, except that the Board's determination must be based on clear and convincing evidence that the student's behavior indicates that his or her continued presence in school constitutes a clear threat to the safety of other students or school employees, or is a substantial disruption to the educational environment. The Board must make written document of this determination.
- In addition, the Board must consider if there is an alternative program offered by the School that may provide educational services to the student.
- If the Board decides that a student subject to the Jessica Lunsford Act is to be provided educational services on school property, the student must be under the supervision of school personnel at all times while on school property.
- Upon rendering a decision, the Board will provide written notice of the decision to the executive director, the SDT and to the student and his/her parents by mail or other means designed to assure actual notice.
- The written decision must also include notice of the right to petition for readmission as described in Section VII.
- Permanent exclusion or expulsion hearings will be delayed only upon request of the parent and upon a demonstration of good cause.
- If neither the parent nor student attends a properly noticed expulsion hearing, the hearing will proceed in their absence.
- When appropriate, incidents will be referred to the appropriate law enforcement agency.

VII. Requests for Readmission

A. Requests for Readmission/Scheduling of Hearing

A student who has been suspended for 365 days, permanently excluded or expelled may submit a written request to the Board for readmission any time after 180 calendar days from the date of the beginning of the student's suspension, exclusion or expulsion. The board will immediately forward any request of a student requesting readmission following a 365-day suspension to the executive director. The executive director will decide, based on the request and the record, to recommend to the board readmission or non-readmission. The board will immediately forward any request of a student requesting readmission following an expulsion to the SDT. The SDT will decide, based on the request, input from the executive director and the record, to recommend to the board readmission or non-readmission of the student.

B. Notice of Hearing and Hearings on Requests by Students Suspended for 365 Days

Notice shall be sent to the parent and the hearing will be conducted in accordance with the procedures set forth in Section VI. After considering the student's request and the executive director's recommendation regarding readmission, if the board determines that the student has satisfactorily demonstrated that his or her presence

in school no longer constitutes a threat to the safety of other students or employees, the board will readmit the student. The board shall conduct the hearing and notify the student, the student's parents and the executive director in writing of its decision within 30 days of the submission of the request for readmission.

C. Notice of Hearing and Hearings on requests by Students Expelled by the Board

Notice shall be sent to the parent and the hearing conducted in accordance with the procedures set forth in Section VI. After considering the student's request and the SDT's recommendation regarding readmission, if the board determines that the student has satisfactorily demonstrated that his or her presence in school no longer constitutes a clear threat to the safety of other students or employees, the board will readmit the student. The board shall conduct the hearing and notify the student, the student's parents, the SDT and the executive director in writing of its decision within 30 days of the submission of the request for readmission.

D. Decisions to Readmit

If the board decides to readmit the student, the notice will include the date of readmission, the school or program to which the student will be assigned and any reasonable restrictions placed on the readmission.

E. Classroom Placement

If the student was expelled because of assaulting or injuring a teacher, the student will not be returned to that teacher's classroom following readmission without the teacher's consent.

F. Subsequent Petitions for Readmission

If the permanently excluded or expelled student's request for readmission is denied, the board will not consider a subsequent request for readmission of that student until six months after the submission of the previous request.

G. Judicial Review

There is no right of judicial review of the board's decision not to readmit a student under this section.

July						
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**North East Carolina
Preparatory School
2020-2021**

First Day--August 5th
Last Day--May 27th

October						
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Holidays

7/3, 9/7, 11/11, 11/26-27,
12/24-28, 1/1, 1/18, 4/2, 5/31

Vacation Days

7/2, 11/25, 12/21-23, 29-31,
4/5-9

Planning Days

7/30-8/4*, 9/18, 10/30, 1/4,
2/19, 3/12, 5/28*

End of Grading Period

9/17, 10/29, 12/18, 2/18, 4/1,
5/27

Progress Reports

8/27, 10/8, 11/19, 1/28, 3/11,
5/6

Report Cards

9/24, 11/5, 1/11, 2/25, 4/15,
6/3

Board Meetings 6:30 pm

7/6, 8/3, 9/8, 10/5, 11/2, 12/7,
1/4, 2/1, 3/1, 4/12, 5/3, 6/7

Early Release Days
12/18, 5/21-27

*Mandatory Planning Days

January						
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