

MORGAN ELEMENTARY SCHOOL
Student Planner and Handbook 2011-2012
Parent and Student Agreement

As a parent or guardian of a student at Morgan Elementary School, I understand that my child will be more successful at school because I am involved with the school and the teachers.

My child and I have reviewed the STUDENT HANDBOOK information in this planner. I understand that the teacher and I will communicate about my child's progress through the Parent/Teacher Comments section (located at the end of each date).

I agree to review the Planner daily and initial the entry.

Signature of Parent _____ Date _____

As a student at Morgan Elementary School, I understand that I am responsible for recording my assignments daily, following school rules, and working to the best of my ability.

My parent or guardian and I have reviewed the STUDENT HANDBOOK information in this planner.

I understand that the teachers and my parents will communicate with each other through the use of the Parent/Teacher Comments section and I agree to bring my planner home daily.

Signature of Student _____ Date _____

W. Frank Morgan Elementary School

“Health, Science, and Technology”

**W. Frank Morgan Elementary School
3210 Village Point Drive
Clemmons, NC 27012**

Phone: 336-703-4148

FAX: 336-712-1540

WebSite: <http://wsfcs.k12.nc.us>

Click on Schools at top left, Click on Morgan

Student Handbook 2011 - 2012

Name: _____

Address: _____

Phone: _____ Grade: _____ Teacher: _____

Administrators' Message

Welcome to W. Frank Morgan Elementary School! As the 2011-2012 school year begins, we are excited about the many learning opportunities we will share together this year.

As parents, you are partners in your child's education. Our teachers and entire school staff look forward to your participation and welcome your contributions. Working together, we can help children achieve academic success. Morgan hopes to provide a wonderful learning environment for every student.

This Student Planner/Handbook provides information about important school policies and procedures. The teachers will explain these procedures at school, and parents should review this information with their children at home. Thank you for your support.

Sincerely,
Mike Hayes, Principal

Pertenaar Ingram, Assistant Principal

Theme Information ***Morgan Elementary School:***

"Health, Science, and Technology"

Vision

The Morgan Elementary school community envisions a place where the academic, social, physical, and emotional health of each child is nurtured to enable them to become independent, self-motivated, and productive citizens.

Mission Statement

Morgan Elementary School will provide a rigorous instructional program that aligns curriculum, technology, instruction, assessment, and professional development to empower all students to develop the critical thinking skills, academic knowledge, and social characteristics necessary to meet the demands of a diverse and ever-changing world. Our school community firmly believes that all children can and will achieve through a collaborative effort between faculty, administration, families, and students in which each group clearly understands expectations and accepts responsibility for the successful education of all students.

Goals

- Health** - Through partnerships with the existing health organizations within the greater Winston-Salem area, we hope to create a school culture that promotes healthy living for students, staff and families.
- Science** - Hands-on, inquiry-based, exploratory learning that weaves through science instruction and beyond.
- Technology** - 21st century classroom instruction that opens doors to boundless educational opportunities for our students.

PTA
Parent/Teacher Association

President	Kit Browning
Vice-President	Jodi Stephens
Secretary	Dawn Burhans
Treasurer	Terri Lowe

The PTA is a very active organization that has four general meetings each year. A membership drive will be held early in the fall. All parents, teachers and other interested persons are encouraged to join. There are many PTA committees that always need more parent help. Throughout the year you will see requests come home for volunteers for many of the events that are sponsored by both the school and the PTA. The PTA is a powerful voice for all children, a relevant resource for families, and a strong advocate for the education and the well-being of every child. The PTA at Morgan Elementary has great potential to make things happen in our school when ALL are involved. Join the PTA today!

SCHOOL DAY 7:55 AM - 2:25 PM

Beginning the School Day

School begins at 7:55 a.m. It is important to be on time. Students may not be dropped off before 7:25 a.m. At 7:55, the tardy bell will ring and any student arriving after that time will be asked to sign in at the front office and receive a tardy slip. **Any student arriving after 7:55 must have an adult check them in.**

**Release of Students During the
School Day**

We want to take necessary precautions to insure student safety and protection while at school. Therefore, parents and students must adhere to the following procedure:

If you need to take your child from school during the school day, come to the school office. We will call your child, and you will be asked to sign your child out. Teachers have been instructed not to release any child without authorization from the office. Do not go to the classroom and interrupt the class to pick up your child. We are not allowed to release your child to anyone other than parents or guardians unless we have your permission.

**Before and After School
Child Care Program**

The Jerry Long YMCA conducts a before and after school child care tuition program for Morgan students. The before-school program will be offered in the Morgan Cafeteria beginning at 7:00 a.m. The after-school program will be in the Morgan Gym, from dismissal until 6:00 p.m. daily. Parents may enroll children in the program by contacting the Jerry Long YMCA at 712-2000. The Winston-Salem/Forsyth County Schools Bus Transportation Department will transport your child by bus to any day care program in Zone 7.

Transportation

We assume that children will travel home in the same manner every day. If there is an exception to the rule, send a written note signed by a parent or guardian stating how you want your child to travel home. **If a note is not received, the student will be required to leave school in the usual way.**

If your child is picked up after 2:45 p.m., you will be assessed a tardy fee of \$10.00. WSFCS Board Policy 3250.2 specifies that your child should be off campus by 2:45 p.m. daily (20 minutes after the 2:25 p.m. dismissal time).

Car Rider Safety

Car riders should be dropped off and picked up only in designated areas. While dropping off or picking up students, parents need to stay in their car and in the car rider line. Please be alert and drive carefully through the loading area. Use of cell phones during the loading and unloading process is prohibited. Thank you for your cooperation.

Bus Rider Safety

At Morgan Elementary we are particularly concerned about the safety of your child on the school bus. Please review the following school bus rules with your student:

1. Be at your bus stop on time.
2. Wait for the bus off the road.
3. Don't play, push, shove, or harm anyone while waiting for, riding, or getting off the bus
4. Sit quietly and remain in your seat for the entire bus ride.

5. Eating and drinking are not allowed on the bus.
6. Listen to your bus driver and follow all school bus rules.

STUDENTS WHO DO NOT FOLLOW RULES OF GOOD BUS BEHAVIOR WILL RECEIVE BUS CONDUCT NOTICES AND WILL BE REFERED TO THE PRINCIPAL OR ASSISTANT PRINCIPAL FOR DISCIPLINARY ACTION (SUCH AS HAVING BUS RIDING PRIVILEGES SUSPENDED)

*** Students in kindergarten and 1st grade must be met at their bus stop by an adult OR are allowed to get off with a sibling in 4th or 5th grade.**

Attendance

To be considered in attendance, a student must be present in the school for at least one-half of the school day. The State Board of Education has established the conditions that shall constitute valid reasons for lawful absences:

1. Illness or injury
2. Quarantine
3. Death in the immediate family
4. Medical or dental appointments
5. Court or administrative proceedings
6. Religious observances
7. Approved educational opportunity

IMPORTANT: After any absence, a written excuse should be sent to the school stating the reason for the absence and should be signed by the parent or guardian.

Vacations will count as unexcused absences, (unless, in exceptional cases,

the trip can be classified and approved as an “educational opportunity”). Following any absence, students will be required to make up all missed assignments.

Daily school attendance is essential for helping each student reach his or her educational potential.

Restricted Items

The following items are not allowed at school:

- Any type of weapon, real or toy
- Yo-yos
- Laser pointers
- Handheld games
- Radios
- MP3/CD players
- Trading cards

The school cannot be held responsible for lost or stolen items.

Party Policy/Balloons/Flowers

Each class is **permitted two parties per year**. These are to be scheduled with the classroom teacher and classroom grade parent. Birthdays may be recognized, with the teacher’s permission, with refreshments at lunch. (Example: cupcake or cookies. We suggest store bought treats because of food allergies). **Invitations and party favors may not be passed out at school. Balloons or flowers may not be sent to the school.**

General Information

Lunch Prices

	Student
Lunch.....	\$2.35
Breakfast.....	\$1.90
Milk.....	.45
Reduced Price Lunch.....	.40
Reduced Price Breakfast...	.30

Charging Lunch:

Students who forget their lunch money may receive a voucher for a vegetable, two rolls, and a half-pint of milk. (AR3542.1)

Parents are encouraged to pay in advance (prepay) for lunches so young children will not have to deal with cash on a daily basis.

Parents can prepay online also at www.cafeprepay.com

School Attire

Students are to dress in attire that is conducive to learning. The following are not allowed:

- Flip flops
- Bare midriffs
- See-through clothing
- Hats & caps(worn in the building)
- Short shorts
- Clothing advertising alcohol, tobacco, or illegal substances

- Clothing with profanity, disrespectful words or graphics
- Spaghetti straps

Students who wear clothing or appearance enhancements that are disruptive or distracting to instruction will be sent home to change, or given clothing from the clothes closet.

***FOR SAFETY REASONS, tennis shoes (“sneakers”) are required for participation in PE classes and should be worn during recess/playground activities**

Medication Needs

A Form (HS-10) must be on file for each prescribed medication as well as any over the counter medication that is to be administered during the school day. This form must be signed by a parent as well as a physician. The medication must remain in its original container and will be kept and administered in the office.

Communications

Our schools monthly calendar of events is posted on the Morgan web site. Additionally, weekly information will be sent home on Tuesdays. In order to save paper, we will send this information home with only the youngest member of a family in attendance at Morgan. If you would like to sign up to receive this information electronically, go to

Please remember to keep our office updated with any change in address, telephone numbers, or emergency information. If your child becomes ill or injured at school, we need to be able to contact you.

Homework

The primary purpose for homework is to extend and strengthen classroom activities. Unless designated, most assignments are such that they can be completed independently by the student. Parents are responsible for providing a space and time for the child to work and to check that homework has been completed. Grades K – 3 can expect no more than 30 minutes of homework daily, and students in fourth grade can expect no more than 60 minutes and finally, fifth grade can expect no more than 75 minutes of homework daily.

Conduct

Morgan Elementary School Behavior Expectations:

Our goal is to help each child develop self-discipline to make good choices. Together the home, school, and community share the responsibility for developing good citizens. Parents, teachers, and students must work together to maintain a safe learning environment. Each teacher has a classroom discipline plan that informs students of classroom rules, consequences, and incentives. Morgan students are expected to be Safe, Outstanding, Accountable, and Respectful (SOAR) at school. We will recognize good choices students make. Please be aware of the expectations for students in each area of the school.

Arrival and dismissal

Safe – Walk into and out of building. Stay in designated areas. Enter the building after 7:40.

Outstanding – Be courteous in hallways when walking to and from class. Use a low voice volume.

Accountable – Be seated in class by 8:10. Walk on the right side of the hallway. Walk single file in the hallway.

Respectful – Be prepared for class upon arrival. Gather all belongings and keep your area clean.

Classroom

Safe – Walk in the classroom. Help your classmates. Keep hands and feet to yourself.

Outstanding – Listen to your teacher. Follow directions. Be polite. Use inside voice. Learn from others. Encourage others.

Accountable – Be prepared for class. Turn in assigned work. Be on time. Have material/supplies ready.

Respectful – Follow directions from adults. Respect others' property.

Hallway/Sidewalk

Safe – Walk on the right side at all times. Yield to other classes or students. Keep hands and feet to yourself.

Outstanding – Use good manners. Go directly to your destination.

Accountable – Maintain silence in the hall. Walk in a straight line.

Respectful – Respect everyone. Keep hands and feet off lockers. Stay on sidewalk.

Bathroom

Safe – Use bathroom facilities properly. Keep hands and feet to yourself. Move quietly.

Outstanding – Use quiet and appropriate behavior. Maintain cleanliness and order.

Accountable – Flush toilets. Wash and dry hands. Put paper towels in trash can.

Respectful – Respect others' privacy. Use low voice volume.

Cafeteria

Safe – Walk to your destination. Follow established traffic patterns. Keep hands and feet to yourself. Hold trays with both hands.

Outstanding – Use good manners. Leave eating area clean. Use low voice level.

Accountable – Take care of yourself, not others. Behave the way you should even when no one is watching. Arrive/depart on time and quietly.

Respectful – Follow directions from adults. Help your friends if they have an accident.

Playground

Safe – Use equipment properly. Play only in assigned areas.

Outstanding – Exhibit good sportsmanship. Share playground equipment.

Accountable – Follow playground schedule. Follow rules of the game. Be responsible for equipment.

Respectful – Watch for other students. Include all students. Use low voice volume while departing and returning.

Bus

Safe – Move carefully to your area. Remain seated. Keep hands and feet to yourself.

Outstanding – Follow directions. Follow traffic pattern.

Accountable – Keep all belongings together. Be prompt when lining up.

Respectful – Sit quietly using low voice volume. Use good manners.

Bullying

Students shall not bully another student. The term “bully” means the *repeated* and/or *deliberate* verbal and physical abuse of a student by one or more students. This aggressive behavior is unwelcome, unprovoked and intended to do emotional harm.

It generally occurs in a context where there is a real or perceived imbalance of power, physical or social, between the bully and the victim. Types of prohibited bullying behaviors include but are not limited to, the following:

a. Physical bullying includes the repeated and deliberate making of obscene gestures, pushing, shoving, hair pulling, and any other unwelcomed physical contact intended to create an intimidating and hostile environment.

b. Verbal bullying includes acts such as:
(1) Hurtful name-calling, teasing or intimidating.

(2) Defaming or spreading false rumors about another person to cause them to be disliked, humiliated or disrespected by their peers.

(3) Persuading, encouraging or leading other students to exclude or socially isolate the victim in order to cause emotional harm.

(4) Extorting money, property or services from another student.

(5) Making derogatory, demeaning or hostile comments about another student's race, disability, ethnicity, or gender.

****Students are encouraged to report incidents to their teacher. All incidents will be handled in accordance with the Winston-Salem/Forsyth County Schools Guidelines for Discipline – AR 5131.****

*** Cellular phones and/or pagers are not allowed to be turned on during the school day.**

Guidelines for Discipline

AR 5131 Summary



Winston- Salem/Forsyth County Schools 2011-2012

I. Introduction

- A. Behavior that violates the rules of student conduct in Board policy and behavior that detracts from a student's ability to profit from instruction or that infringes upon the rights of others at school, any school activity or on a school/activity bus warrants disciplinary action. The intent of any disciplinary action is to bring about a positive change in the student's behavior.
- B. The following guidelines have been developed to assist principals, assistant principals and other school officials in determining appropriate student disciplinary actions for acts of student misconduct in violation of

federal or state law, Board policy and rules of the local school and teachers. It is important that parents, students and school officials understand that these are guidelines and not prescribed actions that must be followed in each and every instance of student misconduct. School administrators may impose more or less severe disciplinary actions based on the mitigating and aggravating factors set forth in Section II of this regulation.

- C. **Students with Disabilities.** Should a "student with disabilities" exhibit behavior for which a Level II or higher sanction is appropriate, the procedures set out in AR 5131.25, "Discipline of Children with Disabilities", must be followed.
- D. **Misconduct on Bus.** Suspensions resulting from Level I or II violations on the bus generally should result in suspension from the bus only. Suspensions for Level III or higher violations committed on the bus should result in an alternative school assignment or out-of-school suspension.
- E. **Lose Control/Lose your License.**
 1. If a student is expelled, suspended for more than 10 consecutive days, or assigned to an alternative educational setting for more than 10 consecutive days, his/her drivers license or permit will be suspended for one year for any of the following offenses.
 - a. The possession or sale of an alcoholic beverage or an illegal controlled substance on school property or at a school activity off campus.
 - b. The bringing, possession, or use on school property or at a school activity off campus of a weapon or firearm that resulted in disciplinary action under G.S. 115C- 391(d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
 - c. The physical assault on a teacher or other school personnel on school property or at a school activity off campus.
 2. The school principal or his/her designee shall not issue a Driving Eligibility Certificate to a student who has been expelled, suspended for more than 10 consecutive days, or assigned to an alternative educational setting for more than 10 consecutive days for any of the above offenses within one year of the date of the misconduct unless the student needs the certificate to drive to and from school, a drug or alcohol treatment counseling program or a mental health treatment program and **no other transportation is available. Students who have access to a school bus, carpooling, a parent or other relative who can drive them, or other modes of transportation (bicycle, city bus, etc.) shall be denied a certificate.**
 3. A student is eligible for a certificate after a six-month period for displaying exemplary student behavior. The principal or a designee shall issue a Driving Eligibility Certificate in the following situations:
 - a. The student has returned to school or been placed in an alternative setting and has displayed exemplary behavior.
 - b. The student has successfully completed a drug or alcohol treatment counseling program for a drug-related suspension or expulsion and has demonstrated exemplary behavior.
 4. Exemplary behavior is defined as the student having no further incidents of misconduct where expulsion, suspension or an assignment to an alternative setting is required. Students found in violation of any Level II or higher offense would not qualify for having exemplary behavior.
- F. **Suspensions from Extra-class activities.**
 1. Students may be suspended from participation in athletics and/or extra-class activities as an alternative to, or in addition to, any suspension set forth in the Guidelines below.
 2. A student shall not participate in athletics and other extra-class or extra-curricular activities on a day in which he/she is assigned to In-School Suspension (ISS) or is suspended out of school (OSS). A student may participate in athletics and other extra-class or extra-curricular activities on a day in which he/she is assigned to In-School Suspension (ISS) for two (2) or fewer periods (in a four-period day school) or for three (3) or fewer periods (in a seven-period day school).
 3. A student, who is suspended for a violation of Policy 5131.6, "Alcohol and Drug Abuse", shall be suspended from athletics and extra-class activities for a minimum of 30 school days.
 4. A student charged with a misdemeanor (or a juvenile petition for an

offense which would be a misdemeanor if committed by an adult) for criminal conduct on or off campus, may be suspended from extra-class activities as provided in the conduct rules of the club or organization, and from participation in intramural and interscholastic athletic contests pending the resolution of the charges. The student may be allowed to practice with a team pending the resolution of the criminal charges or juvenile petition. If the student pleads guilty or no contest, is convicted or adjudicated delinquent, the student will be suspended from extra-class activities and athletics for a minimum of one athletic contest and a maximum of 30 school days depending on the severity of the crime.

5. A student charged with a felony (or a juvenile petition for an offense which would be a felony if committed by an adult) for criminal conduct on or off campus, should be suspended from extra-class activities as provided in the bylaws or conduct rules of the club or organization and from participation in intramural and interscholastic competition pending the resolution of the charges unless an exception is made by the appropriate assistant superintendent. The student athlete may be allowed to practice with the team pending the resolution of the criminal charges or juvenile petition.
6. Under NCHSAA Policy, a high school student who is convicted of, pleads guilty or no contest to a crime classified as a felony or is adjudicated a delinquent for an offense that would be a felony if committed by an adult is not eligible to participate in interscholastic athletics through the end of the student's high school career. In a like manner, a middle school student will be declared ineligible through the end of his/her middle school career. If the student is charged with a felony but is convicted of, pleads guilty or no contest to a misdemeanor, the student will be suspended from extra-class activities and athletics for up to 90 school days or the remainder of the athletic season depending on the severity of the crime.

II. Aggravating and Mitigating Circumstances. When considering what sanction is appropriate for the specific conduct of a student, the principal, assistant principal, or teacher should consider the following circumstances. In addition, any other circumstances which are related to the offense and which are reasonably related to the purposes of discipline may be considered.

A. Aggravating factors to be considered include, but are not limited to:

1. blatant disrespect for authority,
2. inducing others to take part in the prohibited behavior or occupying a position of leadership or dominance of other participants,
3. attempting to flee or conceal guilt or to cast blame upon an innocent party,
4. receiving money or something of value from the misbehavior,
5. victimizing a significantly younger or smaller student or a mentally or physically disabled person,
6. taking advantage of a position of trust or confidence to commit the offense,
7. committing the same or similar offense, and
8. causing serious injury to another.
9. the misconduct was associated with gang activity.

B. Mitigating factors to be considered include, but are not limited to:

1. being an elementary school student,
2. having no history of disciplinary problems,
3. having a significant amount of time pass since the student's last disciplinary problem,
4. having the parent(s) of the student cooperate with the school and share in the imposition of disciplinary measures at home and at school,
5. being a passive participant or playing a minor role in the offense,
6. reasonably believing the conduct was legal,
7. acting under strong provocation,
8. aiding in the discovery of another offender,
9. making a full and truthful statement admitting guilt at an early stage in the investigation of the offense,
10. displaying an appropriate attitude and giving respectful cooperation during the investigation and discipline process,
11. making appropriate restitution, or
12. having the parent(s) and/or student participate in counseling.

III. Repeat Offenders. Middle or High school students who persistently violate the Code of Student Conduct and commit 10 or more offenses (other than

solely attendance offenses, such as being tardy and skipping), accumulate 10 days of short term suspensions or accumulate a combination of suspensions and offenses (so long as attendance violations are not more than 50% of the offenses) that total 10 in a school year for Level II and III offenses may be recommended for an alternative school assignment. Middle school students may be assigned to the Millennium Academy at Kennedy Learning Center. Middle and High School students may be assigned to an Alternative Learning Center (ALC) at their regular school if one so exists. Assignment to the Millennium Academy is subject to the approval of the Assistant Superintendent for Middle Schools. Students may be assigned to an ALC by the Principal, but such assignments are subject to review by the appropriate Assistant Superintendent. Assignments to ALCs are for up to ninety (90) school days. Students may be re-admitted to the regular school program if they have no unexcused absences, exhibit exemplary behavior and satisfactorily complete all school work and homework assignments. If a student continues to commit Level II and III offenses at the Millennium Academy, in an ALC or upon return to his/her regular school or classes after an assignment to the Millennium Academy or ALC, a subsequent offense may be treated as a Level IV offense. If, after assignment to Griffith High School or Middle School Academy, a student becomes a repeat offender as defined hereinabove, and/or commits a Level IV offense, such offenses may be treated as a Level V offense. Students are required and expected to follow specific rules and consequences for behavior set forth at school system alternative programs.

IV. Confiscation of Weapons, Prohibited Substances and Other Property.

Any weapon, prohibited substance or other property that students are not allowed to possess may be confiscated by school officials. Unless the disposition of the property is otherwise provided for by law or board policy, it shall be returned to the student's parent or guardian within a reasonable time no later than the last day of the school year.

V. Aiding or Assisting. A student shall not aid or assist another student to violate Policy 5131, Policy 5131.6 and other Board Policy, administrative regulation of local school rule. A student is guilty of this offense if he/she knowingly advises, induces, encourages, aids or assists another student to commit an offense OR shares in the purpose of the act (to commit the offense) and aids or is in a position to aid the other student when the offense is committed. A student committing his offense should be disciplined in the same manner as those students actively committing the offense.

LEVEL I. In-school Suspension	
Bus Suspension/ Detention/Reprimand/Community or School Service	
UB-Honor Code violation	Academic misconduct, Grades K – 8, cheating/plagiarism, Use of cellular telephone, digital camera or text messaging to cheat; and student shall receive a "0" on the test/assignment
UB-Other school defined offense	Commercial solicitation
UB-Cell phone use	Communication devices, cellular telephones or pagers displayed or in use during regular school hours without prior permission.
UB-Disrespect of Faculty & Staff	Disrespectful Conduct to teachers and staff, 1st offense
UB-Dress Code violation	Dress code violations.
UB-Other school defined offense	Inappropriate public displays of affection such as kissing, petting, and/or making out when such conduct is repeated after a warning or is severe or pervasive.
UB-Disorderly conduct	Littering and loitering on school property.
UB-Falsification of information	Making false statements to teachers and school officials.
UB-Other school defined offense	Parking violation.

UB-Inappropriate items on school property	Possession of Cell Phone at Griffith Academy, first offense
UB-Inappropriate items on school prop.	Possession and/or use of playing cards.
UB-Inappropriate language, disrespect	Profane, obscene, lewd, vulgar or indecent speech , drawings, symbols or gestures to a student.
UB-Possession of tobacco; use of tobacco	Smoking, use, display or possession of tobacco products , first and second offense (refer to ATS per Policy 1331)
UB-Other school defined offense	Skateboarding, roller skating or in-line skating on school property, unless approved in advance.
UB-Skipping Class UB-Late to Class	Tardy to class or school, skipping classes, leaving class or school without permission
UB-Insubordination	Failure or refusal to stay after school.
UB-Inappropriate items on school property	Use or possession of electronic devices such as MP3/4 players, radios, iPods, tape/CD/DVD players, digital cameras, laser pens, or similar devices without permission.
UB-Other school defined offense	Violation of local school or classroom rules
UB-Bus misbehavior	Violation of bus rules
LEVEL II. Grades K-5: Zero to Four (4) Days Suspension Grades 6-12: One to Four (4) Days Suspension (7-period day) Grades 9-12: One to Two (2) Days Suspension (4-period day)	
UB-Honor Code violation	Academic Misconduct (students shall also receive a "0" on the test/assignment) • Grades 9 – 12, 1st offense , cheating/plagiarism, Use of a cellular telephone, digital camera or text messaging to cheat • Grades K – 8, 2nd Offense , cheating/plagiarism, Use of a cellular telephone, digital camera or text messaging to cheat
UB-Cell Phone Use; UB-Other School Defined Offense	Cellular telephones & digital cameras used to take photographs or videos of people in rest rooms or locker rooms or for other improper purpose.
UB-Disrespect of Faculty & Staff	Disrespectful conduct toward teachers and staff, 2nd offense
UB-Gambling	Gambling
UB-Gang Activity	Gang Activity, 1st Offense
UB-Insubordination	Failure to follow the lawful directions of school officials
UB-Falsification of info.	Forgery
UB-Inappropriate items on school property	Pornography and Obscenity – Possessing, viewing or distributing pornographic or obscene materials in whatever form or otherwise prohibited by AR 6161.1.
UB-Inappropriate items on school property	Possession of Cell Phone at Griffith Academy , second and subsequent offenses
UB-Inappropriate language, disrespect	Profane, obscene, lewd, vulgar or indecent speech , drawings, symbols or gestures to a teacher or other school personnel.
UB-Use tobacco	Smoking, use, display or possession of tobacco products , third and subsequent offenses, if student did not complete ATS
UB-Disorderly conduct	Trespassing
LEVEL III. Grades K -5 Up to Eight (8) Days Out-of-School Suspension; Grades 6 -12, Four (4) to Eight (8) Day Out-of-school Suspension Assignment or Alternative Learning Center (ALC) • If aggravating factors outweigh mitigating factors, or • For Repeat Level I, II and/or III Offenses, See Section III	

RO-Use of Narcotics	Abuse of OTC medications (excluding those containing ephedrine and pseudoephedrine). Ten (10) day suspension shall be stayed if student and parent agree to assessment and participation in intervention program recommended and provided by INSIGHT.
UB-Honor Code violation	Academic Misconduct, Grades 9 – 12, 2nd offense , cheating/plagiarism, Use of a cellular telephone, digital camera or text messaging to cheat (students shall also receive a "0" on the test/assignment)
UB-Assault on student (no serious injury)	Assault – students: hitting, kicking, or pushing another student (or similar misbehavior) which doesn't cause a serious injury.
UB-Bullying	Bullying
UB-Disruptive behavior UB-Disorderly conduct	Disorderly conduct including conduct involving three or more persons, disruption of school activities by verbal, written or symbolic speech, i.e. sit-ins, boycotts, disruptive talking in class.
UB-Other School Define Offense	Downloading/placing on school computer any software or computer program to avoid firewall
UB-Fighting	Fighting, 1st offense
UB- Gang Activity	Gang Activity, 2nd Offense
UB-Harassment - verbal	Harassment – Verbal.
UB-Fighting	Inciting or Instigating a fight, 1st offense
UB-Disruptive behavior	Inappropriate touching or unwelcome physical contact that is not an assault, an attack or an attempt to injure the staff member.
UB-Communicating threats	Making or publishing false statements on the internet , by fax or any other means that defame the character or reputation of a school employee or student by accusing school personnel or students of criminal or immoral acts and which statements are intended to injure, harass and/or harm an individual.
RO-Use of Narcotics	Possession/Use of a Prescription Drug , not a Controlled Substance, without a prescription. Ten (10) day suspension shall be stayed if student and parent agree to assessment and participation in intervention program recommended and provided by INSIGHT.
UB-Inappropriate Items on School Property	Possession of Fireworks, bullets, or any similar explosive
UB- Inappropriate Items on School Property	Possession of "Look-alike" weapons , such as a plastic gun, water pistol, or rubber knife
RO – Possession of a Weapon	Possession of Pocket knife, pen knife, or Swiss army knife (with a blade of 2.5" or less) so long as the blade has not been opened and exposed.
UB-Inappropriate Items on School Property	Selling stolen items at school
UB-Mutual Sexual Contact Between Two Students	Sexual misconduct – Consensual
UB-Other school defined offense	Students shall not insert a foreign substance in another student's food or drink
UB-Aggressive Behavior	Use of an aerosol spray can, bottle or other type container as a weapon to threaten to injure, to injure, harm, harass or annoy any other person or to disrupt class or any school program or activity.

UB-Communicating threats	Using profane, obscene, lewd, vulgar or indecent speech, or fighting or abuse words to threaten, harass, or annoy a student.
UB-Communicating Threats	Verbal or written threat to teacher, staff or volunteer, NOT a threat to kill or seriously injure
UB-Inappropriate Items on School Property	Students shall not bring containers of urine/ bodily fluids and substances unless required for school activities.
UB-Theft	Theft of money or property (\$250 or less)
UB-Prop. damage	Vandalism
LEVEL IV. Alternative School Assignment; Alternative Learning Center Assignment, if mitigating factors outweigh aggravating factors. Grades K-5 minimum: Two (2) to Eight (8) Days Suspension Grades 6-12 minimum: Eight (8) Days Suspension (7-period day) Grades 9-12 minimum: Four (4) Days Suspension (4-period day)	
UB-Affray	Affray. A fight involving more than two people.
UB-Assault on student	Aggravated Assault. An attack upon another student that does not cause a serious injury; threatening to kill or seriously injure a student
PD-Assault resulting in serious injury	Assault with serious injury. A student under 13 who assaults another student, no serious injury.
RO-Assault on School Personnel, no serious injury	Assault on non-student without serious injury. A student under 13 who physically assaults a teacher or other school personnel, no serious injury.
UB-Disorderly behavior	Breaking or entering into school buildings, buses or secured areas within a school building.
UB-Unlawfully starting a fire	Burning of personal property/starting a fire. Not arson. Lighting a match or cigarette lighter, burning paper, etc. but not a building or part of a building.
UB-Extortion	Extortion.
UB-Fighting	Fighting, 2nd offense
UB-Gang Activity	Gang Activity, 3rd offense
UB-Fighting	Inciting or Instigating a fight, 2nd offense; inciting or instigating an affray
UB-Disorderly conduct	Indecent exposure
RO-Use of narcotics	Over-the-counter medication (excluding those with ephedrine or pseudoephedrine) abuse, 2nd Offense
RO-Possession of weapon	Possession of the following weapons: • Slingshot, blackjack, leaded cane or metallic knuckles or similar weapon; • Pocket knife, pen knife, Swiss army knife (with a blade less than 2.5 inches), provided the blade has been opened and exposed.
UB-Harassment - sexual	Sexual harassment – physical.
UB-Other school defined offense	Students shall not insert a foreign substance in an adult's food or drink
UB-Theft	Theft of money or property (more than \$250)
UB-Inappropriate Items on School Property	Use or explosion of fireworks.
UB-Assault on student UB-Assault on school personnel (no serious injury)	Use (or intended use) of mace, pepper spray or similar weapon to harm a student or a staff member.
UB-Assault on student UB-Assault on school personnel (no serious injury)	Use or intent to use any weapon that is not capable of causing a serious injury to threaten or to harm another student or a staff member.

UB-Communicating threats	Verbal or written threats to kill or seriously injure a student, teacher, school employee or volunteer that are NOT accompanied by an intentional show of force or violence sufficient to put a reasonable person in fear of immediate physical injury, including threats made over the internet or via e-mail.
LEVEL V. Long Term Suspension is recommended for following offenses: Grades K-5 minimum: Two (2) to Eight (8) Days Suspension** Grades 6-12 minimum: Eight (8) Days Suspension (7-period day)** Grades 9-12 minimum: Four (4) Days Suspension (4-period day)**	
Use of Prohibited Substance or Drug Paraphernalia, Distribution of a Prescription Medication (not a controlled substance), and Abuse or Distribution for an Improper Purpose of OTC Medications Containing Pseudoephedrine and/or Ephedrine, 1st Offense (& 2nd offense if student is <14) ** Pursuant to Policy 5131.6, the suspension shall be three (3) to five (5) school days, regardless of grade level, and if student & parent agree to assessment and participation in SAFE or approved similar program, the suspension shall be stayed.	
RO-Use of alcoholic beverages	Alcohol use
RO-Use of controlled substance	Use of cocaine, marijuana, Ritalin or any other controlled substance
RO-Use of narcotics	Possession/Use of a Prescription Drug or Medication that is Not a Controlled Substance Without a Prescription, 2nd Offense. If student and parent voluntarily agree to assessment and participate in SAFE program, suspension for the remainder of the school year shall be stayed.
RO-Use of narcotics	Prescription Medication Distribution (not a controlled substance). If student and parent voluntarily agree to assessment and participate in SAFE program, suspension for the remainder of the school year shall be stayed.
UB-Use of narcotics	Students under age 14: Sale of a Prescription Drug that is Not a Controlled Substance
RO-Selling-Cocaine RO-Selling-Marijuana RO-Selling-Ritalin RO-Selling Controlled substances (other)	Students under age 14: Sale, distribution or possession (with intent to sell or distribute) of alcohol or a controlled substance, a counterfeit controlled substance or drug paraphernalia.
PD-Assault involving the use of a weapon	Assault involving use of a weapon.
PD-Assault resulting in serious injury	Any student under age 13 who physically assaults and seriously injures a student.
UB- Gang Activity	Gang Activity, 4th & Subsequent Offenses
UB- Falsification of Information	Making False 911 Call
UB-Aggressive behavior	Possession and use of a "look-alike" weapon
RO-Possession of a weapon	Possession of any air rifle, air pistol, BB gun, pellet gun, stun-gun, starter pistol, zip gun, paintball gun or any similar weapon.
RO-Possession of a weapon	Possession of any type of knife, except pocket knives, pen knives or Swiss army knives with a blade less than 2.5 inches; instructional supplies, and tools.
LEVEL VI. 365 Day Suspension or Alternative School Assignment up to 18 months	
PD-Assault resulting in serious injury	Any student 13 years of age but not 14 who physically assaults and seriously injures a teacher or other school personnel;

UB-Assault on school personnel no serious injury	Any student 13 years of age or older who physically assaults a teacher or other adult; an intentional physical attack that does not cause a serious injury.
UB-Assault on student	Any student 13 years of age or older who physically assaults another student if the assault is witnessed by school personnel.
PD-Assault resulting in serious injury	Any student 13 years of age or older who physically assaults and seriously injures another student.
PD-Possession of firearm or explosive	Possession of any firearm
PD-Possession of firearm or explosive	Possession of any powerful explosive
UB-False fire alarm RO-Bomb threat UB-Falsification of information	False fire alarm, bomb threat or false report to law enforcement (not false 911 call). Note: Aggravating and mitigating factors do not apply to principal's recommendation for above three acts of misconduct.
UB-Communicating threats	Terrorist threats
LEVEL VII. Expulsion – Unlimited Exclusion From School - Applies to students 14 years old and older Students under age 14 = Long Term Suspension. Mitigating and Aggravating factors DO NOT apply to principal's recommendation.	
General standard. Any student 14 years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.	
Commission of a felony. Any student who commits an act of misconduct on or off campus that is a felony under the criminal laws of the United States or of the State of North Carolina and whose continued presence in school constitutes a clear threat to the safety of other students or employees.	
<ul style="list-style-type: none"> • Alcohol and Drug Use, Distribution of a Prescription Medication (not a controlled substance), and Abuse or Distribution for an Improper Purpose of OTC Medications Containing Psuedoephedrine and/or Ephedrine, 2nd or 3rd Offense. • Alcohol and Drug Possession, Any Offense. Pursuant to Policy 5131.6, the suspension shall be ten (10) school days, regardless of grade level. <ul style="list-style-type: none"> • Use Offenses: 2nd Offense, Expulsion is stayed if parent & student agree to assessment and participation in recommended intervention program; 3rd and Subsequent Offenses, Expulsion & Parent/student may petition for re-admission after 45 school days if student agrees to assessment and participates in recommended intervention program • Possession Offenses: 1st Offense, Expulsion is stayed if parent & student agree to assessment and participation in recommended intervention program; 2nd and Subsequent Offenses, Expulsion & Parent/student may petition for re-admission after 45 school days if student agrees to assessment and participates in recommended intervention program 	
RO-Alcohol poss'n	Alcohol possession
RO-Use of Alcoholic beverages	Alcohol use, 2nd and Subsequent Offenses
RO-Poss'n cocaine	Cocaine possession
RO-Poss'n of chemicals & drug paraphernalia	Drug paraphernalia possession
RO-Poss'n marijuana	Marijuana Possession
RO-Poss'n Ritalin	Ritalin Possession
RO-Poss'n Controlled substance, other	Other Controlled Substance possession
RO-Use of controlled substance	Use of cocaine, marijuana, Ritalin or other controlled substance, 2nd and subsequent offenses
Alcohol or Drug Sale, distribution or possession with intent to sell or distribute of a prohibited substance, any offense. Student shall be suspended for 10 days and recommended for expulsion.	

RO-Sale - cocaine	Cocaine sale or distribution
UB-Inappropriate item on school property	Counterfeit controlled substance sale or distribution
RO-Sale of marijuana	Marijuana sale or distribution
RO-Sale of controlled substance-other	Prescription drug sale or distribution
RO-Sale of Ritalin	Ritalin sale or distribution
RO-Sale of controlled substance-other	Other controlled substance (not counterfeit) sale or distribution
PD-Assault resulting in serious injury	Any student 14 years of age or older who physically assaults and seriously injures a teacher or employee
RO-Burning of school building	Arson.
PD-Assault involving use of a weapon	Assault with a deadly weapon.
UB-Hazing	Hazing
PD-Death by other than natural causes	Homicide or manslaughter
PD-Kidnapping	Kidnapping.
PD-Rape PD-Sexual offense	Rape and Other sex offenses, i.e. oral-genital contact.
PD-Robbery w/o dangerous weapon	Robbery and Armed Robbery.
PD-Sex assault (no rape/sexual offense)	Sexual Assaults.
PD-Taking indecent liberties w/minor	Taking Indecent Liberties with a minor.
Misconduct off campus. If any of the above acts occur off campus, a student is subject to expulsion if the victim is a student or school employee and there is a reasonable basis to believe that the continued presence of the student demonstrates a clear threat to the safety of the victims or others in the school environment.	