

# GATES COUNTY HIGH SCHOOL



**2022 - 2023**  
**STUDENT AND PARENT HANDBOOK**

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# Gates County Public Schools 2022-2023 School Calendar

## July

4-----Independence Day Holiday

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JANUARY 2023

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## January

2-----New Year Holiday  
3-----Optional Workday  
16-----Martin Luther King Jr. Holiday  
25-----End of 2nd Nine Weeks  
26-27-----Optional Workdays  
30-----1st day of 2nd Semester

## August

18-19-----Optional Workdays  
22-24-----Mandatory Workdays  
25-26-----Optional Workdays  
29-----First Day of School

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## FEBRUARY 2023

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

## February

15-----Mandatory Workday

## September

5-----Labor Day  
28-----Early Release/ Mandatory PD

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## MARCH 2023

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## March

30-----End of 3rd Nine Weeks  
31-----Optional Workday

## October

28-----End of Nine Weeks  
31-----Mandatory Workday

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## APRIL 2023

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## April

7-----Early Release  
10-----Easter Holiday  
11-14-----Spring Break

## November

1-----Optional Workday  
11-----Veterans Day  
23-----Annual Leave  
24-25-----Thanksgiving Holiday

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## MAY 2023

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## May

8-----Optional Workday  
29-----Memorial Day Holiday

## December

16-----Early Release  
19-20-----Optional Workdays  
21-22-----Annual Leave  
23,26-27-----Christmas Holiday  
28-30-----Annual Leave

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## JUNE 2023

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## June

9-----Last Day of School  
9-----End of 4th Nine Weeks/Early Release  
12-13-----Mandatory Workdays  
14-----Optional Workday

First Day of School/ First Day 2 <sup>nd</sup> Semester	Mandatory Workday (No School for Students)	Holidays (No School)	Annual Leave Days (No School)
Early Release Days (1:00pm)	Optional Workday (No School for Students)	End of Nine Weeks	

Approved – 3/7/22

# ***GATES COUNTY HIGH SCHOOL (GCHS)***

## **STUDENT and PARENT HANDBOOK 2022-2023**

The following handbook is to be used by students and parents, in conjunction with federal and state laws and state and local school board policies, as guidance for understanding the policies of Gates County High School. In addition to this handbook, students will have online access to the Gates County Schools Student Policy and Information Manual. The GCHS handbook provides information on how certain policies will be applied at the school level in addition to information to assist students with daily activities. The following websites will also contain electronic versions of applicable laws and policies.

Department of Public Instruction: [www.ncpublicschools.org](http://www.ncpublicschools.org)  
Gates County Public Schools: <http://coserver.gates.k12.nc.us>  
Gates County High School: <http://coserver.gates.k12.nc.us/gatescountyhigh>

### **NON-DISCRIMINATION STATEMENT**

Gates County High School does not discriminate among students, parents or employees regarding national origin, race, color, sex, marital status, handicap, religious preference, or age in employment, educational programs or activities as outlined in Title IX, Title IV, and Section 504 of Federal Law.

### **VISION**

GCHS is a collaborative community where students achieve personal success as Baron learners and leaders, in preparation for excelling in an interconnected world.

### **MISSION**

The mission of GCHS is to provide a safe, supportive learning environment for all students with engaging curriculums. We seek to equip our students to face the challenges of employment, post-secondary enrollment, or military enlistment in order to become honorable citizens in a changing world.

### **GATES COUNTY HIGH SCHOOL ALMA MATER**

Neath the pines of old Gates County  
Proudly there she stands  
To our Alma Mater, now we  
Pledge our hearts, our hands.

Gates County High, we love thy name;  
Thy standards we'll uphold.  
Thine ideas we'll always cherish  
Like the purest gold.

## **ACADEMIC ACHIEVEMENTS**

Throughout the school year, students will be recognized for various academic achievements. These achievements include but are not limited to:

### **Grading Period Awards:**

Principal Lists (all A's)

Honor Roll (all A's & B's)

### **End of Year Awards:**

Marshals – top 10 juniors with the highest GPA at the end of the first semester

Valedictorian and Salutatorian – top 2 seniors with highest GPA at the end of 4<sup>th</sup> nine weeks

North Carolina Academic Scholars

Scholarships

## **ADMISSION**

Gates County High School has four grades: ninth, tenth, eleventh, and twelfth. To enter Gates County High School one must have completed grades one through eight or their equivalent when transferring from schools not organized under the North Carolina Twelve-Year Program. Admissions or transfers from other schools will be admitted under the guidelines of the Gates County District Admittance Policy.

## **ADOLESCENT CARE CENTER (ACC)**

The Adolescent Care Center (ACC) is a School-Based Health Center providing services for adolescents, ages 10 to 19, who are residents of Gates County or attend one of the county schools. Located at Gates County High School, the center is between the main building and the Performing Arts building and will publish at the beginning of each school year a schedule of hours and services available. If the ACC is closed, students may be seen at the Gateway Community Health Centers- Gates Site, located at 501 Main Street in Gatesville, NC. This site is approximately four (4) miles from the High School.

When a student receives services from the ACC, it is necessary to bill medical services. The Adolescent Care Center hopes to keep parental expenses to a minimum. The ACC will accept insurance payments from the various agencies with whom they have agreements. For those without insurance, or for those insurance plans where the ACC is not a participant, a sliding scale will be employed. For those with extreme financial hardships, alternative forms of payment can be worked out.

### **The Adolescent Care Center (ACC) provides the following services:**

1. Primary health services – diagnosis of common problems such as chest colds, sore throats, injuries, earaches, menstrual problems, STDs, etc.
2. Management of chronic health problems such as asthma, hypertension, diabetes, etc.
3. First aid and emergency services, including sutures and splinting
4. Routine laboratory screenings
5. Routine vision, hearing, immunizations, well-child screening, and dental referrals.
6. Routine physical exams for sports, jobs, college and health risk appraisals
7. Referrals to a specialist (patient/family will be responsible for the cost for the specialists)
8. No contraception will be dispensed from the ACC without parental permission and referrals will be made and confidential services will be provided in accordance with North Carolina State Law

9. Mental Health Services and Substance Abuse Counseling by Referrals
10. Individual and group health education
11. Tylenol or other sample medications are given out as necessary until prescriptions can be filled (prescriptions will be written, but the patient/family is responsible for filling them at the pharmacy)

Parents must sign consent forms annually before adolescents may receive services. Students must have appointments thus minimizing disruptions to the classroom. Confidential services will be provided in accordance with North Carolina State Law. For more information, call the ACC at 357-1244.

## **ATHLETICS**

GCHS is proud to provide the following sports for student involvement.

Fall: Football, Volleyball, Cross Country, Girl's Tennis, Boy's Soccer, Cheerleading

Winter: Boy's Basketball, Girl's Basketball, Cheerleading

Spring: Baseball, Softball, Boy's Tennis, Girl's Soccer, Boy's and Girl's Track & Field, Golf

Athletics are an extracurricular activity; however, an athlete's conduct during the sporting event and in the classroom should be reflective of the school's high standards of academic performance and self-discipline. In order to maintain eligibility to participate in athletics each semester, students must meet the following requirements:

1. passage of 3 out of 4 courses each semester
2. attendance requirements under the school policy as outlined in the Student and Parent Handbook
3. local promotional standards within a school year
4. compliance with North Carolina High School Athletic Association requirements

Coaches will communicate specific team rules and expectations at the beginning of each season. Further detailed athletic policies can be found in the Athletic Handbook, which will be given to every athlete before the sport's season begins.

## **ATTENDANCE**

It is the belief of GCHS administration and staff that the instructional, cultural, and social contacts provided in the classroom environment are vital to a student's learning experiences. Students with good attendance generally achieve higher levels of learning and academic success as well as developing a behavior essential for professional and personal success in life. In addition to this belief, GCHS upholds the requirements of public school systems regarding attendance and responsibilities of the parent and/or guardian per the Compulsory Attendance Law (G.S. 115-378) of North Carolina, as well as the Gates County Schools district attendance policy.

The application of the attendance general statute and district policy at GCHS has implications on a student's academic credit and disciplinary record. The school is aware that there are times that a student is ill or has other situations that require them to be away from school. Administration and staff are sensitive to the confidentiality and privacy of these situations and will work with families as situations occur. In order to consider these situations, the following information outlines how staff and administration will apply the attendance policy as it pertains to class period attendance.

Attendance, as it pertains to this policy, refers to any of the following situations: tardies, partial period absence, and full period absences.

- Attendance at GCHS is based on each individual class period including the Baron Breakout and weekly Homebase period during the school day. Teachers will maintain computerized attendance records for each class period, which will be included on the report card each grading period. Each absence and/or tardy will be marked by the classroom teacher as either Excused or Unexcused, regardless of the number of absences and/or tardies a student has accrued.

- Absences:

Gates County Schools defines excessive absenteeism as 20 or more absences. The high school application of this policy is 10 unexcused days per semester (per individual class). When a student is absent, steps are put in place to ensure that makeup work is made available so that students may still achieve academic success. It is recommended that students provide a note and/or documentation (within 2 days of the absence) for all absences so that, in the case of excessive absenteeism, information will be on file to evaluate a student's individual situation. The procedure for recording absences and makeup work is as follows:

- A. Each absence will be recorded as either excused or unexcused. An Excused absence is based on the criteria below. If documentation is not provided upon the day of the student's return to determine if the absence is Excused, it will be recorded as Unexcused and the student will have 2 days after returning to school to provide the appropriate documentation.

Excused Absences – all the following require documentation from a medical provider or other appropriate institution:

1. Personal illness or injury that makes the student physically unable to attend school. Students who have recurring medical conditions will not be required to acquire medical documentation for each absence relating to the same medical condition. These medical conditions should be documented by the student's physician and remain a part of the student's medical file, which will be reviewed annually by the school nurse. Parents must still provide a dated note each time an absence is due to the recurring condition.
2. Isolation ordered by the State Board of Health - State Board of Health documentation must be provided.
3. Death in the immediate family – days to be determined based on travel and date of services. Immediate family is defined per the NC School Attendance and Student Accountability manual as follows: "For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters." Link to the SASA website: [www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf](http://www.ncpublicschools.org/docs/fbs/accounting/manuals/sasa.pdf)
4. Medical or dental appointment - doctor's note must be provided.
5. Participation under subpoena as a witness in a court proceeding - court documentation must be provided.

6. A minimum of 2 days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) - religious documentation must be provided.
  7. Participation in a valid educational opportunity with **prior** approval from the principal. Students who attend college campuses and/or appointments with military recruiters will be provided with 2 days (per year) of Excused absence with documentation of the visit.
  8. Pregnancy and related conditions or parenting, when medically necessary - doctor's note must be provided.
- B. When a student is absent for any reason, it is his/her responsibility to make up any work that is missed. The student **must** take the initiative in making arrangements with his/her teachers. The minimum length allowed for makeup work is 3 days following the individual absence unless other arrangements have been made with the teacher. A zero is recorded for work missed until the work has been made up. If a student does not make up the work within the designated time, the zero will remain a part of the student's average.
- C. Students who are absent due to ISS or OSS suspensions (in-school and out-of-school) will be marked absent from their classes. These absences must be recorded but will not count when determining if a student is absent in excess of 10 days per semester. Students are responsible for making up any missed work. Due dates will need to be established between the teacher and student based on the length of time a student is suspended from class. The minimum length allowed for makeup work is 3 days following the individual absence unless other arrangements have been made with the teacher.
- D. When a student is absent for three or less days, students and/or parents may contact the teacher for missed work. For absences of more than three days, please contact the grade level guidance counselor.
- Procedure For Re-admittance to Class After an Absence
    - A. Any student absent from a class period for any length of time or a full school day must check into the front office with a note documenting the reason for an absence. The note must be brought within 2 days of the absence and should provide a current daytime phone number where the parent can be reached in case of the need for verification.
    - B. Students should take notes to the office or classroom teachers should send a student to the office at the beginning of the day to receive a re-admittance form following an absence. If a student does not have documentation for the absence, it is not necessary to get an office slip.
  - School-Sponsored Activities
    - A. Absences due to School-Sponsored Activities will not count towards a student's attendance record. These activities may include but are not limited to: conventions, school meetings, athletic events, extra-curricular or instructional field trips.



- B. It is the responsibility of students to see teachers **prior** to the school-sponsored activity to receive any work that will be missed. Work is due upon return unless other arrangements are made between the teacher and student.
- C. Some school-sponsored activities will require a field trip permission form or other permission in order for the student to participate. Sponsors will notify students when these forms are required.
- Leaving Early -- this applies to students leaving before the end of the school day and not returning to campus until the following day
  - A. Students needing to leave school early must have parental permission regardless of the reason for the early dismissal or the student's age. Students desiring to leave early must bring a note from home and receive permission from the office on the morning of the early dismissal. It is the student's responsibility to see office personnel prior to leaving. Students should also see their classroom teachers to get any work that they will miss due to leaving early. Absences due to leaving early will be marked as either excused or unexcused per policy. If the student has an approved note from the front office, they may leave the classroom at the appropriate time after showing the classroom teacher the approved note. If a student does not have an approved note, teachers will not release students unless they are called for by the front office. Documentation will be maintained at the front desk to verify permission when a student leaves early. When a student leaves campus before the end of the school day, they must sign out in the front office. The permission note is to remain in the office when the student leaves campus. A contact number should be provided in the note so that school personnel can verify permission to leave if needed. A note or email to a member of the Front Office staff must be provided for early dismissal. Phone calls for dismissal will only be accepted in emergency situations.
  - B. Absences due to arriving late to school or leaving early will count towards a student's attendance record and will be coded as excused or unexcused per policy. A student must be present in class for 60 minutes, or for 70% of the period, in order to be counted present.
  - C. GCHS has a board-approved closed campus for lunch. Leaving campus early for the sole purpose of eating lunch is not permissible and will be handled according to the discipline policy.
- Tardies
  - A. Students will be considered tardy if they are not in their classroom when the tardy bell rings. Individual classroom teachers are required to record and track tardies. Students who arrive to class more than 10 minutes after the tardy bell without permission from school personnel should be referred to the office for skipping.

- B. Consequences for tardies will be handled as follows:
- Tardy 1: Teacher Warning/ Record as Minor Incident
  - Tardy 2: Teacher Warning/ Record as Minor Incident
  - Tardy 3: Parent Contact By Teacher/ Record as Major Incident- Administrative Meeting
  - Tardy 4: Lunch Detention
  - Tardy 5: 1 Day of After-School Detention (ASD)/ Administrator Parent Contact
  - Tardy 6: 2 Days of ASD
  - Tardy 7: Lunch Detention
  - Tardy 8: 1 Day of ASD/ Administrator Parent Contact
  - Tardy 9: 2 Days of ASD
  - Tardy 10: Administrator Decision

- Skipping

- A. A student could be considered skipping when they have not reported to class within 10 minutes of the tardy bell and do not have permission from school personnel to be out of class or who do not have a documented absence. Students who fail to attend the required Baron Breakout and/or Homebase period will be considered skipping. Skipping is considered an unexcused absence and will be subject to the disciplinary policy. All students are to sign out at the front office and verify with the front office staff that they have appropriate permission to leave campus. Students who leave campus without following the proper procedures will be considered skipping.

- Partial Period Absence

- A. If a student is absent from a class 60 minutes or more due to arriving late to school (this means that the student has just arrived on campus for the first time that school day) or leaving early, they will be considered absent for the full class period. A referral will be made to the Attendance Committee if a student repeatedly (3 or more times) arrives late or leaves a period early for unexcused reasons.

- School Intervention Strategies

It is the intent of GCHS, its staff, and administration to keep parents informed about their student's attendance so that concerns can be addressed in a proactive manner. The following are the minimum steps that will take place:

- A. Parents will be notified when a student has missed 3, 6, and 10 days (coded unexcused) from a class to ensure that they are aware of the North Carolina General Statute for compulsory attendance. Notices at 6 and 10-day intervals must be written. Guidelines for notification and other steps required by G.S. 115C-378 for excessive absences will be followed. In turn, the parent will receive written notification to ensure that they are aware of the North Carolina General Statute for compulsory attendance.
- B. Referrals and intervention strategies will be implemented in situations where improvement is not seen in a student's attendance or if a student's academic success is at risk. These strategies and referrals could be but are not limited to: conferencing, counseling, referrals to a school nurse or ACC, administrator intervention, and/or outside agencies with parental approval.

- C. The school shall establish a school-based attendance waiver committee according to Policy Code 4400. The committee will consider individual student situations where there are excessive unexcused absences, tardies, and/or leaving early. Contact will be made at the following frequency for unexcused absences per period/semester:
- i. 3 days – teacher will make contact with the parent.
  - ii. 6 days – mandatory meeting with an Attendance Waiver Committee representative and the student.
  - iii. 10 days – mandatory meeting with the Attendance Waiver Committee and parent/guardian and student.
- D. Students who have greater than 10 days of unexcused absence or 20 days of absences excused and unexcused) may lose credit for the course. A mandatory Attendance Waiver Committee meeting with the student and parent/guardian will be held at the end of the semester if credit potentially will be held. A recommendation on withholding credit will be made to the principal based on the outcome of the meeting.
- Seat Time for Excessive Absenteeism  
When a student is absent for any reason, it is his/her responsibility to make up any missed work. The student **must** take the initiative in making arrangements with his/her teachers. The minimum length allowed for makeup work is 3 days following the individual absence unless other arrangements have been made with the teacher.
    - A. A zero is recorded for any work missed until the work has been made up. If a student does not make up the work within the designated time, the zero will remain a part of the student's average.
    - B. Assignments will be provided for all excused absences. Work will be provided to students for unexcused absences through the tenth unexcused absence. To receive work for the eleventh unexcused absence and beyond, a student must complete seat time for the absence. One absence requires sixty minutes of seat time for each absence in each course. Seat time must be served after the school day has ended for the student.
    - C. Seat time may be served with the teacher, with his or her permission, or be served in After-School Detention on Tuesdays and Thursdays or in the Front Office with prior approval. If the student does not have a first or fourth block, seat time may be served with the ISS Coordinator. Members of the Attendance Waiver Committee will schedule seat time for the student. Seat time should be completed in a timely manner. Students will only be allowed to serve five days of seat time per class, unless given approval by the principal for additional days.
    - D. Scheduled seat time may be rescheduled one time. An administrator will address a pattern of missing seat time.
    - E. Once seat time is scheduled, students should see their teachers to receive work to complete while serving seat time. The student has a minimum of three days to complete the work once it has been provided. The teacher and the student may agree to allow a

student to take a test or quiz prior to seat time being completed. However, the student must sign documentation to show their understanding that the assignment will not be graded and recorded until the seat time is completed.

### **BARON BREAKOUT**

A time period will be scheduled in the school's daily schedule to provide academic or enrichment activities based on student needs. These sessions could be but are not limited to remediation, makeup work, enrichment, tutoring or ACT Prep. Guidelines for participation will be established at regular intervals based on grades, attendance, and individual student needs. This period is a part of the regular school day and is subject to school policies and guidelines regarding attendance and student behavior. Students are required to attend tutoring sessions. If a student refuses to attend a tutoring session, it will result in disciplinary action under the category of Failure to Follow Classroom or School Rules and Policies.

### **CAFETERIA**

Breakfast and lunch schedule times are identified on the daily schedules located at the back of the handbook. Breakfast and lunch are available daily for every student, with the exception of breakfast on days with a two-hour delay. In order to be supportive of our Child Nutrition Department and to ensure student attendance and safety, GCHS has a closed campus for all students during the breakfast and lunch periods. Students are not to leave campus for the sole purpose of obtaining lunch and are subject to disciplinary action if they leave campus for this purpose. In order for a check to be accepted by Child Nutrition the check number must be 300 or above and the following must be printed on the check: name, local address and local phone number. Checks will not be accepted from out-of-state residents. Information regarding an online payment option, K12 Payment Center, is available in the front office.

	<u>Breakfast</u>	
Paid		\$1.25
Reduced		\$0.00
	<u>Lunch</u>	
Paid		\$2.75
Reduced		\$0.00

Students are expected to adhere to the PBIS cafeteria expectations in order to maintain a clean and healthy environment. Students must adhere to teacher classroom management plans regarding food and drinks in the classrooms.

### **CLUBS**

During the school year, students will have an opportunity to participate in clubs that focus on community service, career objectives, academics, and leadership opportunities. Club periods will be scheduled during the school day. Some clubs and activities will require after school participation. Club sponsors will notify students of any costs and/or fundraising responsibilities for membership.

## **DRESS CODE**

The administration, faculty and staff of GCHS believe that high school prepares students to excel in post-secondary settings. As such, we strive to promote dress that maintains a focus on academic achievement and safety. GCHS requests that parents assist us by outfitting their students to achieve these goals.

### **General Guidelines- From GCS Student Policy and Information Manual**

Generally, dress and grooming standards, as determined by the student and parents will be deemed acceptable. However, the board and GCHS prohibit appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive;
3. is obscene; or
4. endangers the health or safety of the student or others.
5. A student who is not in compliance with this school dress code policy will be removed from class, sent to ISS and given a reasonable period of time to make adjustments so that he or she will be in compliance and then return to class. In the following situations, students could receive disciplinary action:
  - \* Failure to respond to the request
  - \* Failure to maintain the proper dress code for the remainder of the school day
  - \* Displaying an argumentative or disrespectful response
  - \* Displaying profanity, illegal substances, obscene language or gestures on garments and/or jewelry (see B.2 below)
  - \* Repeated violations of this policy

### **Specific Guidelines for GCHS**

School staff and administration will maintain the following guidelines to assist students in determining appropriate dress and appearance for school. Items listed below shall apply to all students at all school sponsored functions. If a student fails to comply with dress code guidelines for extracurricular activities or events, this failure could result in the student not being able to participate. The school principal, or principal's designee, will make reasonable accommodations for those students who because of a sincerely held religious belief, cultural heritage, or medical reason request a waiver of a particular guideline for dress or appearance. Administration can make a more or less restrictive dress code or reasonable accommodations when necessary to accommodate students involved in special duties, clubs, activities or projects approved by the school. These activities could include: athletics, career technical classes and projects, special events, or other activities that would allow for non-conforming dress on campus.

1. Clothing and accessories will not be allowed which promote, or are suggestive of:
  - alcoholic beverages, tobacco or the use of controlled substances,

- illegal violence,
- any items of a sexual nature.

Vulgar or obscene language or images are not acceptable in the school environment.

Clothing that is sheer or mesh, or cut out in the back, sides, or under the arms must be worn with an undergarment or an additional shirt in order to prevent the garments from being revealing. Clothing that reveals underwear, cleavage, or bare skin underneath one's pants, shorts, skirts, shirts is not acceptable for school. An additional garment must be worn underneath jeans, pants or shorts with holes to cover any exposed bare skin above mid-thigh.

2. Tank tops or spaghetti straps, for male or female students, may be worn if covered by an acceptable outer garment.
3. All shirts must go past the waistline. No bare skin between shirts and pants, shorts, or skirts should be visible.
4. Shorts, skirts and dresses must be no higher than mid-thigh, both in the front and back. If the garment does not maintain this length requirement during normal daily activity (walking, reaching, sitting), it is not acceptable for school. If a garment has a side slit, the slit must end below mid-thigh.
5. Form-fitting pants, or shorts (i.e. tights, leggings, yoga pants, bicycle/biker shorts or pants, and jeggings) made of any materials must be worn with an outer garment or shirt that is at least to the top of the thigh and the bottom of the buttocks.
6. Pajama pants and bedroom slippers/shoes are not allowed.
7. Footwear is required at all times on school grounds.
8. Hoods and earbuds/headphones must not be worn in the hallways so that school personnel can recognize and communicate with students. Hoods are not to be worn in classrooms.

## **DRILLS**

Throughout the school year, various drills will be conducted to ensure that students and staff would be prepared in emergency situations to provide a safe environment and evacuate if required. Throughout the drills, students are expected to follow directions from school personnel and other applicable school policies. Some of the drills to be conducted are: fire, bus evacuation/safety, tornado, and lockdown.

## **FEES**

There is no tuition charge for students who are residents of Gates County; however, students whose parents/legal guardians reside outside of Gates County may be subject to out-of-county or out-of-state tuition as set by the Board of Education. At the end of the school year, any fees owed to GCHS for lost or damaged books, or other school or club debts must be paid. Students who owe fees may not be allowed to participate in extracurricular activities, including but not limited to Prom, athletics, and band activities, at the discretion of the principal. Seniors who have outstanding fees from any of their four years at GCHS will not be allowed to participate in graduation exercises.

## **FIELD TRIPS**

Attending field trips is a privilege. Students attending a field trip will be absent from school and will be a representative of the school; therefore, satisfactory academic performance, behavior, and attendance must be met before students will be approved to attend field trips. Students who have received OSS in the semester of the trip, who are assigned ISS on the day of the trip, or who are failing more than one course per semester will be denied the opportunity to attend a field trip. Students who cannot attend an academic field trip will be provided with an alternative assignment. Students must have signed permission slips on file before being allowed to go on any field trips. Students are responsible for picking up assignments prior to leaving on the field trip and returning completed work upon returning to school unless other arrangements are made between the teacher and student.

## **FUNDRAISING/SALES**

The school does not allow the selling of any items at school for personal profit and disciplinary consequences will be given if this policy is broken. The Board of Education must approve fundraisers for clubs and organizations each year.

## **GRADING PERIODS AND REPORT CARDS**

Students will receive interim progress reports and a report card for each nine-week grading period. Online access will be provided to parents so that they may view student's grades throughout a grading period using PowerSchool. A username and password must be obtained from the GCHS Data Manager before you will be able to access this information. See the GCHS website for more information.

Students will receive two interim progress reports during each grading period and a report card at the end of each nine-week grading period.

### **1<sup>st</sup> Nine Weeks**

Reporting Term Ends	October 28, 2022
Progress Reports Out	September 16, 2022
	October 7, 2022
Grades Due	November 3, 2021
Report Card Distributed	November 8, 2021

### **2<sup>nd</sup> Nine Weeks**

Reporting Term Ends	January 25, 2023
Progress Reports Out	November 22, 2022
	December 15, 2022
Exams	January 19-25, 2023
Grades Due	January 31, 2023
Report Cards Distributed	February 3, 2023

### **3<sup>rd</sup> Nine Weeks**

Reporting Term Ends	March 30, 2023
Progress Reports Out	February 20, 2023
	March 10, 2023
Grades Due	April 4, 2023

Report Cards Distributed April 7, 2023

**4<sup>th</sup> Nine Weeks**

Reporting Term Ends June 9, 2023  
Progress Reports Out April 28, 2023  
May 15, 2023  
Exams June 5-9, 2023  
Report Cards Distributed To be mailed home

**GRADUATION DATE:** June 9, 2023

**GRADING POLICY**

Students will be given a course credit based on a final average of 60 or above at the end of a semester. Each semester is divided into two nine-week terms. The semester final grade will consist of 2 nine-week terms and a final exam. Each nine-week term will count as 40 percent and the final exam will count as 20 percent of the student’s final grade. Grades and final averages will be based on a 10 point grading scale:

90 -100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 and below	Failing

A short-term assistance of an average no lower than a 45 for a final grading term (nine weeks) will be provided for students in good standing once a semester. Good standing is defined as 5 or less unexcused absences and completion of all academic work for that term (nine weeks). This assistance will only be provided for one nine-week term in a semester and does not apply to the final exam grade.

No student will be given a grade lower than a 30 for any nine-week grading period.

If a student fails a course, they will be provided an opportunity to retake the course or participate, when available, in credit recovery. Credit recovery is defined by the North Carolina Department of Public Instruction as a block of instruction that is less than the entire course and is designed to address student deficiencies in the mastery of course objectives. The guidelines for recovery credit are addressed in the North Carolina State School Board Policy, Globally Competitive Students GCS-M-001.

**GRADUATION REQUIREMENTS**

Credits for graduation from Gates County High School are counted beginning with the ninth grade. The minimum number of credits needed for graduation is 27. Requirements for transfer students from another school will be based on their maximum potential while attending the previous school(s) and GCHS. Required courses must be successfully completed.

At the end of three and one-half years (seven semesters), a senior who has earned 27 credits, which meets the graduation requirements, may decide to graduate early. Students choosing to graduate



early will not be allowed to participate in any extracurricular activities with the exception of the Junior-Senior Prom and the graduation ceremony at the end of the school year.

## **HONOR CODE**

All students should maintain integrity and act with responsibility. Students are expected to refrain from lying, cheating, or stealing. Cheating includes giving or receiving unauthorized assistance that will create an unfair advantage and will result in an incident referral according to the Student Behavior Plan. Students should also refrain from any form of plagiarizing, which includes copying of the language, ideas and/or thoughts of another, and representing it as one's own. Every attempt will be made to provide an academic understanding of plagiarism through classroom instruction. Students in violation of the honor code will receive both academic and disciplinary consequences as outlined in the behavior management policy. Parents will be contacted by the classroom teacher when a referral is submitted.

## **INCLEMENT WEATHER**

After consulting with the Highway Department, the Weather Bureau, and other informants, the superintendent may determine that bus travel would be hazardous. This decision could result in a school closing, delay in beginning the school day, or early release. Notice of any type of inclement weather and the resulting actions will be made as follows:

- School Reach system
- TV stations 3, 7, 10, and 13

Parents and students should be aware that the local school board reserves the right to make up days missed due to inclement weather on Saturdays.

## **INSURANCE**

Insurance information and enrollment forms will be provided to students at the beginning of the school year. Coverage is at a minimal cost and we encourage parents to carefully consider the information, and your decision, regarding purchasing insurance.

School Athletic Insurance covers any student who plays a sport at Gates County High School. This insurance is a supplement and is not meant to provide full coverage in most situations. It is important that parents read the brochure made available on the athletic website.

## **LIBRARY POLICIES AND PROCEDURES**

**All students have access to the materials and services provided in the Media Center and are asked to abide by the following rules:**

1. Read, research and relax in the library and respect others' right to do so in a quiet environment.
2. Unless you are with a class, show your pass at the desk and sign in. To come to the library during your lunch, please see the librarian in the morning to get a pass.
3. Library materials should be treated kindly and returned by the due date. Any misuse of materials or abuse of borrowing privileges could result in paying for the materials or the loss of privileges. Students may check out as many books as they like at the discretion of the librarian. Loan periods are six weeks for print books and two weeks for ebooks.

4. Eating and drinking are not allowed, except for special occasions, with permission of the librarian.
5. All school rules apply and will be enforced in the library.
6. The library will be open from 7:45 am until 4:00 pm most days, except for Monday when the library closes at 3:15 pm.

### **LOCKERS**

All lockers are the property of the Gates County School System and are subject to search whenever reasonable cause arises. Lockers and locks are available for a \$5.00 annual rental fee. Proceeds go to annual repair and maintenance. No locks except those provided by the school are to be on lockers. All unused lockers will be locked. Sharing lockers is not allowed. Front Office personnel determine locker assignments.

### **MANAGEMENT OF STUDENT BEHAVIOR**

It is the intent of GCHS to provide a learning environment for all students that is safe, orderly, and inviting. In order to create such an environment, Student Behavior Policies are established by the local School Board (Series 4300) and communicated through the Gates County School Student Policy and Information Manual. Gates County High School has implemented a continuous improvement model known as PBIS (Positive Behavior Intervention Support) that applies positive behavior interventions and systems that will reinforce clearly defined expectations. Below is the PBIS matrix for our school. Throughout the school year, our administration and staff will provide opportunities to reward appropriate behaviors and teach new behavior and skills where needed. In addition, the school has established a student behavior plan to support state and district policies. These guidelines will be used in situations when corrective action is necessary to maintain an orderly environment in which students can learn, accept consequences, and develop self-discipline.

GCHS- PBIS Matrix				
	Safety	Ownership	Accountability	Respect
Hallway/ Common Areas	Walk and move carefully.	Keep your school clean and graffiti free.	Have a hall pass. Use appropriate language and speak at a moderate volume.	Keep your hands, hips, and lips to yourself. Use positive language to communicate with peers. Practice good manners.
Cafeteria	Wait your turn, Stand in line orderly and quietly. Clean up spills immediately.	Clean up after yourself. Place trash in the appropriate location.	Practice good manners. Use appropriate language and speak at a moderate volume.	Wait your turn. Be polite to all staff and each other.
Restrooms/ Locker Rooms	Enter and exit in an orderly manner. Keep bathroom doors clear.	Use the restroom for intended purpose. Keep area clean. Place trash in the appropriate location. Report uncleanliness to a custodian.	Flush the toilet. Wash your hands.	Give others privacy.
Buses	Remain seated. Speak in a moderate volume. Enter and exit peacefully.	Keep the bus clean. Place trash in the receptacle. Avoid negative behavior.	Be at your bus stop and school-loading zone on time.	Respect the bus driver and other riders. Follow the driver's directions. Keep hands, feet, and other objects to yourself.
Parking Lot	Drive cautiously and at the posted speed. Secure your vehicle. Wear your seat belt.	Keep area clean. We are a tobacco free campus.	Park in the designated area. Exit vehicle upon arrival and enter the building.	Respect the property of others.
Instructional Areas	Follow school, classroom and lab/shop rules.	Be an active learner. Take notes and focus on instruction.	Come prepared with supplies and materials. Arrive to class on time. Take pride in the work you produce. Make up missing assignments quickly.	Address staff and peers with respect. Raise your hand to be recognized. Listen attentively.
Community	Follow all local and state laws.	Volunteer in your community.	Show your Red Baron Pride.	Use appropriate language and gestures.

The school's student behavior plan is applicable before, during, or after school hours when a student is on any school premises managed by the school (including the Community Center), on a school-sponsored activity, school transportation (including waiting at any bus stop), or under the direction of school personnel. Students shall comply with the directions of administrators or their designee, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such school personnel. Administrators and other school officials are authorized to involve law enforcement in serious violations in any category and are required to involve law enforcement in cases of certain alleged criminal acts as set forth in G.S. 115C-288(g). In such cases, school officials shall cooperate fully with the law enforcement agency and internal disciplinary proceedings shall take place independently from the criminal investigation and prosecution.

The student behavior plan is meant to be a guide that is supportive of positive behavior and provides constructive measures for correcting and managing student behavior in a way that repeated misbehavior and suspensions are avoided. The plan may be changed at the discretion of the principal or their designee, if warranted, based upon the investigation of the incident and/or severity of the situation. Students and parents may appeal any consequence imposed by a school administrator per the procedure outlined in the student behavior plan and the county's Student Policy and Information

Manual. The following information should assist parents and students in understanding how behavior policies will be specifically implemented.

### **Classroom Management Plan:**

Each teacher will develop and distribute to students a classroom management plan that outlines behavior and academic expectations. The teacher, using strategies that include conferencing, warnings, phone calls to parents, and removal from the classroom for short time periods, will handle minor classroom disruptions. Classroom rules will be posted.

### **Removal from Classroom Short Term:**

The classroom teacher may send students who are disturbing class or creating an environment that threatens the safety and/or welfare of other students to ISS during a class period. This time is provided to allow the student to reflect on their behavior and prohibit the situation from escalating to something more serious. This alternative is used in situations where the behavior being exhibited is not typical for the student and other classroom management strategies have not been successful. In most cases, removal from class does not result in a referral; however, if the situation warrants, a referral may also be submitted to administration. Students will be given written documentation to be given to the ISS personnel. Records will be kept regarding the frequency and reasons a student is removed from the classroom. The teacher will notify parents each time a student is referred to ISS. Cumulative removals from a class or across multiple classrooms throughout a semester may result in further consequences if behavior is not corrected.

### **Incident Referrals:**

At times when student behavior has not been corrected through classroom management strategies or when there are incidents that warrant further investigation to ensure a respectful, safe, and orderly learning environment, an incident referral can be submitted to administration. Upon receiving an incident referral, administration will meet with the student and any other parties that it deems necessary to investigate the situation in a timely manner. An incident referral will provide basic information regarding the date, time, place and a description of the student's actions, as well as the resulting consequences, following the investigation. The parent will normally be provided with a hardcopy of the referral upon request. The referring teacher will receive an electronic copy of the referral upon completion. In situations where a student receives ISS and/or OSS for a full day or longer an attempt will be made to contact the parent/guardian verbally.

### **After School Detention (ASD):**

ASD is scheduled beginning at 3:15 p.m. to 4:15 p.m. Students will receive written notification of the date, location, and time for ASD. The classroom teacher can assign ASD, to be served with that teacher, as a part of their classroom management plan. Administrators can also assign ASD. ASD is supervised by a school employee and should be used by the student to complete classwork and makeup work as needed. ASD can be rescheduled if a student is absent on the scheduled date or for a situation approved by administration. Students will be expected to adhere to established classroom management guidelines during the ASD time period.

### **In-School Suspension (ISS):**

ISS is assigned by the administration for class periods or full days depending on the consequences for the student's behavior. ISS is served during the regular school day. Written notification will be provided through a copy of the referral outlining the behavior and resulting consequence. Effort will

also be made, by administration, to contact parents by phone regarding ISS that is assigned for a full day or longer. Students are supervised by a school employee and are expected to spend time working on assignments and adhering to the ISS classroom management plan. If a student refuses to work during the ISS time period, they will be referred to administration, and if after conferencing, a student still refuses to comply, the student will receive OSS. The time assigned for ISS must be completed prior to a student returning to the classroom. Students may not choose to serve OSS rather than serving the assigned ISS. If a student is referred to ISS for a full day(s), they may not attend school-sponsored events during or after school (athletics, trips, club activities, etc.) on those days.

### **Out-of-School Suspension (OSS):**

OSS is assigned by the administration for situations in which behavior is deemed to be severely disruptive, harmful to the student and/or others, in violation of North Carolina Criminal Statutes, or a pattern of repetitive violations. In addition to an incident referral, every effort will be made to immediately contact parents by phone to advise them of the situation, and make transportation arrangements. OSS is defined as short-term (up to 10 days) or long-term (suspensions in excess of 10 days). Students who are placed on OSS cannot participate in any school-sponsored events or be present on any Gates County school property (including the Community Center) during the time of suspension. A Discipline Review must be scheduled for all suspensions of 10 days or greater, prior to the student's return to school.

### **Discipline Review:**

In addition to individual conversations held with students and parents by classroom teachers and administration, parents are encouraged to contact school personnel if they have concerns regarding classroom management plans or consequences for student misconduct. It is the desire of the GCHS administration that most situations can be resolved at the local school level by working together.

A Discipline Review Committee will be established at the school level and is composed of an administrator (who did not handle the referral), a counselor and/or social worker, and a classroom teacher (not the referring teacher). The student, student's parent, classroom teacher, and administrator who were involved with the referral and any other pertinent witness may be called to present information at the discipline review but none of these parties will be present during the discussion and decision-making process. The purpose of the discipline review will be to determine if the student behavior management plan and district policy were correctly implemented in the student's situation. In situations where the committee's decision is to recommend placement in the alternative setting, long-term suspension (suspensions greater than 10 days), a 365 day suspension, or expulsion, the committee will make a recommendation to the administration regarding the referral and consequences, and as appropriate, will be submitted to the Superintendent per district policy.

A parent can request a Discipline Review Committee for any extreme referral resulting in OSS. A Discipline Review Committee is mandatory for any suspension of 10 days or more. A mandatory discipline review must be held before the student returns to school, however, a student's OSS will not be postponed pending the review. The Student Policy and Information Manual outlines the appeal process available for parents.

### **Exceptional Children/Students with Disabilities:**

Consequences and actions for misbehavior for students identified as exceptional children according to the North Carolina guidelines will conform to *Policies Governing Services for Children with Disabilities*.

Any consequence (ISS or OSS) resulting in a student being removed from their designated instructional area will be communicated to the student’s case manager and/or the director of the exceptional children’s program to ensure that the student still receives mandated services.

**Behavior and Resulting Consequence:**

The following is a list of behavior policy violations and a guideline for consequences. The administration will take into consideration the severity/frequency of the student’s misbehavior when applying the consequence. Following an investigation, the consequence may be changed at the administration’s discretion. All incident referrals that receive a consequence will become a part of the student’s disciplinary record. For the purpose of the GCHS Behavior Management Plan, repetitive is defined as three (3) occurrences. Three (3) minor consequences for the same behavior will result in a Major consequence. Three (3) major consequences for the same behavior will result in an Extreme consequence.

**Behavior Response Matrix**

<b>Minor</b> <i>Consequence – Administrative Conference or 1 to 3 days ASD (Referrals accumulated by school year)</i>		
<b>Inappropriate Location</b> - student is not in designated area based on their daily schedule or do not have permission from school personnel to be in an area; this includes inappropriate locations on campus during lunch	<b>Disruption</b> - horseplay, loud voices, etc. either in classroom, hallways, cafeteria, etc. that is not of an aggressive nature	<b>Loitering</b> after school on campus - student is not involved in an authorized after-school activity
<b>Inappropriate Language</b> – inadvertent use of profane language overheard but not directed towards a student or staff member	<b>Dress Code</b> – after student has failed to comply with attempts to adhere to policy ( <i>students who violate dress code will be asked to remain in ISS until a change of clothes can be provided then they will be allowed to return to class; upon the third violation, ASD will be assigned</i> )	<b>Cheating/Plagiarism</b> – 1 <sup>st</sup> incident will be submitted as a referral and result in counseling. Student receives a zero and the classroom teacher contacts the parent. Extracurricular bylaws and guidelines will be followed
<b>Inappropriate display of affection</b> – kissing, prolonged hugging		

**Major**

**Consequence – 1 to 3 days class periods or full day ISS up to 3 days** (Referrals accumulated by school year)

**Failure to Follow Classroom or School Rules and Policies -**

Repetitive failure to comply with directions or requests to follow classroom or school rules that impact the academic goals of GCHS or the need to keep order

**Abusive Language** - use of insulting, harassing, profane language, or gestures directed towards a student or staff member. May include reference to race, ethnicity, sexual orientation, nationality, or religion

**Property Damage** - resulting from student misbehavior or negligence (may include restitution for damages)

**Major**

**Consequence – 1 to 3 days class periods or full day ISS up to 3 days** (Referrals accumulated by school year)

**Skipping class** – arrival to class more than ten minutes after the tardy bell without documentation from school personnel; failure to attend the student’s assigned Baron Breakout or Homebase; leaving campus without following the proper procedures

**Disruption** - arguing, yelling, and refusing to cooperate in such a manner that it causes a disruption to the learning environment or disturbance that affects the ability to maintain order of other students during any school activity or location  
*(nonaggressive physical contact could occur – bumping or attempts to protect oneself)*

**Cheating/Plagiarism** – 2<sup>nd</sup> incident will be submitted as a referral resulting in a full day ISS. While in ISS, the student will complete a tutorial and/or writing assignment that deals with honesty, integrity, etc. Student receives a zero and the teacher will contact the parent.

**Misrepresentation/ Forgery** - providing false information to school personnel verbally or by forging notes or other documents that interferes with a behavior management investigation or academic integrity.

**Failure to attend or removal from ASD** – this will automatically be 1 day of ISS following the day students failed to attend ASD. When a student has been proactive in communicating a need to reschedule the ASD in advance, one opportunity will be given to reschedule before assigning ASD.

**Instigating others** to participate in inappropriate behaviors (not including physical contact).

**Bullying** – intimidation through verbal and/or cyber attacks during or after school time *(these communications are not conducting sexual or*

**Transporting Students off campus** without permission that is documented in the Front Office.

**Inappropriate Technology Use**- inappropriate use of the internet or electronic devices, particularly to view material not of educational value in the

<i>physical threats but are disruptive to student learning)</i> **		school setting.
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<b><u>Extreme</u></b> <b>Consequences – OSS as outlined below</b> <i>(Referrals accumulated by school year)</i>		
<p><b>Noncompliance or insubordination</b> with administration's requests (including refusal to comply with electronic device policy) following counseling and attempts to remediate</p> <p>1 to 3 days OSS – 1<sup>st</sup> offense 5 to 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>	<p><b>Aggressive or threatening physical behavior</b> (may or may not constitute physical contact) towards other students</p> <p>1 to 3 days OSS – 1<sup>st</sup> offense 5 to 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>	<p><b>Aggressive or threatening physical behavior towards school personnel*</b></p> <p>5 days OSS – 1<sup>st</sup> offense 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>
<p><b>Harassment/ Communication of a threat</b> of either a physical or sexual nature (verbal and/or written) <b>towards a student*</b></p> <p>3 days OSS – 1<sup>st</sup> offense 5 to 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>	<p><b>Harassment/ Communication of a threat</b> of either a physical or sexual nature (verbal and/or written) <b>towards school personnel*</b></p> <p>5 to 10 days OSS – 1<sup>st</sup> offense 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>	<p><b>Harassment/ Sexual Harassment/ Aggressive Acts of Intolerance</b> -- includes race, ethnicity, sexual orientation, nationality, and/or religion (may or may not involve physical acts towards a student)**</p> <p>3 days OSS – 1<sup>st</sup> offense 5 to 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>
<p><b>Fighting and/or instigating a fight*</b></p> <p>5 days OSS – 1<sup>st</sup> offense 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>	<p><b>Assault</b> against a student or school personnel*</p> <p>10 day OSS with mandatory Discipline Review</p>	<p><b>Bullying of a physical nature</b> and/or repetitive intimidation and or Extortion (personal property, money, and/or information) **</p> <p>3 to 5 days OSS – 1<sup>st</sup> offense 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>



**Extreme**

**Consequences – OSS as outlined below** (*Referrals accumulated by school year*)

<p><b>Abusive Language</b> - insulting, harassing, profane language and/or gestures of an aggressive nature directed specifically towards a student</p> <p>1 to 3 days OSS – 1<sup>st</sup> offense 5 to 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>	<p><b>Abusive Language</b> - insulting, harassing, profane language and/or gestures of an aggressive nature directed specifically towards school personnel</p> <p>3 days OSS – 1<sup>st</sup> offense 5 to 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>	<p><b>Extensive Property Damage</b> of a vandalism nature or negligence will include restitution for damages*</p> <p>5 days OSS – 1<sup>st</sup> offense 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>
<p><b>Use/Possession of Tobacco, Vapes or E-Cigarettes, Tobacco Products, lighter and/or other paraphernalia*</b></p> <p>3 days OSS – 1<sup>st</sup> offense 5 to 10 days OSS – 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>	<p><b>Use or Possession of Drugs and/or Alcohol</b>/could also constitute a violation of North Carolina Criminal Statute* <i>and/or other paraphernalia.</i> **</p> <p>10 day OSS with mandatory Discipline Review</p>	<p><b>Unlawful Entry/Theft and/or Burglary*</b></p> <p>5 days OSS – 1<sup>st</sup> offense 10 days OSS -- In cases of a school court referral or 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>
<p><b>Cheating/Plagiarism</b> – 3<sup>rd</sup> incident will be submitted as a referral resulting in 1 day OSS. Student will receive a zero on the assignment.</p>	<p><b>Inappropriate sexual behavior or contact.</b></p> <p>5 days OSS - 1<sup>st</sup> offense 10 days OSS - 2<sup>nd</sup> and 3<sup>rd</sup> offense</p>	<p><b>Arson, Possession of Explosive or Incendiary Devices, Possession of Mace/Pepper Spray*</b></p> <p>10 day OSS w/mandatory Discipline Review</p>

**Extreme**

**Consequences – OSS as outlined below** *(Referrals accumulated by school year)*

<b>Possession of a Firearm*</b>  10 day OSS/w mandatory Discipline Review	<b>Possession of a Dangerous Weapon or Instrument other than a Firearm*</b>  10 day OSS/w mandatory Discipline Review	<b>Gambling</b> (dice, cards, or any other activity which results in the exchange of money or products)  1 to 3 days OSS - 1 <sup>st</sup> offense 5 to 10 days OSS - 2 <sup>nd</sup> and 3 <sup>rd</sup> offense
<b>Other - Endangering the safety and welfare of self and others</b>  5 days OSS – 1 <sup>st</sup> offense 10 days OSS – 2 <sup>nd</sup> and 3 <sup>rd</sup> offense	<b>Other - Repetitive individual or cumulative Major referrals</b> , removal from ISS, failure to comply with OSS requirements, trespassing  1 to 3 days OSS – 1 <sup>st</sup> offense 5 to 10 days – 2 <sup>nd</sup> and 3 <sup>rd</sup> offense	<b>Inappropriate social networking</b> of a threatening or bullying nature or repeated offenses after previous consequences. Social networking which takes places after school hours will be addressed if it is disruptive to the school learning environment or student/ staff safety**  1 to 3 days OSS – 1 <sup>st</sup> offense 5 to 10 days OSS – 2 <sup>nd</sup> and 3 <sup>rd</sup> offense
*May include a court referral **Student will be required to attend counseling or intervention sessions		

**Bus Behavior Management**

In order for students to be transported safely to and from school, it is critical that students demonstrate appropriate behavior. Any misbehavior which distracts the driver is serious as it endangers the student and others. Bus drivers have the responsibility to correct misbehavior through strategies such as seating charts, bus conduct rules, and in extreme cases, immediate removal or assistance from law enforcement. When a problem arises, the parents will be contacted and encouraged to cooperate with the bus driver to resolve the problem. The following bus rules and regulations have been established:

**General Bus Rules & Regulations**

\* Follow the driver’s directions.

\* Remain in assigned seats.

- \* Refrain from making loud, distracting noises.
- \* Respect the driver, the bus, and each other.
- \* Remove earbuds and headphones when crossing the road to enter and exit the bus.

- \* Keep hands, feet, and other objects to themselves.

Students wishing to ride another bus, or needing to get off at another bus stop going to or from school, must submit a note to the office, prior to first block for consideration. The front office must receive a note from the parent and may call a parent to verify the authenticity of the date, as it deems necessary. Because of the limited capacity on buses and in cases where a student’s bus behavior is not satisfactory, requests to ride a different bus may not always be honored.

**ANY BUS SUSPENSION INCLUDES ALL BUSES IN THE SCHOOL SYSTEM. THE ONLY EXCEPTION IS FOR A SCHOOL-SPONSORED TRIP IF JOINTLY APPROVED BY TRIP SPONSOR/ ADMINISTRATION.**

**BUS VIOLATIONS AND RESULTING CONSEQUENCES**

<u><b>Level I Violation</b></u>	<u><b>Level I Consequences</b></u>
<ul style="list-style-type: none"> <li>● Disrespectful/ Defiant behavior toward driver</li> <li>● Talking too loudly</li> <li>● Spitting/ Spitballs</li> <li>● Inappropriate Behavior</li> <li>● Bullying, harassment, name calling</li> <li>● Unauthorized eating and/ or drinking</li> <li>● Throwing items on the bus or out of the bus window</li> <li>● Distracting the driver’s attention while the bus is moving.</li> <li>● Failure to keep the bus clean/ littering</li> <li>● Use of profanity/ Unacceptable language</li> <li>● Tampering with the possessions of others</li> <li>● Annoying other students</li> <li>● Failure to remain in seat</li> </ul>	<p><b>First Offense:</b> Parent contact and/or bus level consequence Possible 1-3 day suspension depending on the severity of the situation</p> <p><b>Second Offense:</b> 3-5 day bus suspension</p> <p><b>Third Offense:</b> 5-10 day bus suspension</p> <p><b>Fourth Offense:</b> Fourth and any other offenses will be handled at the discretion of a school administrator</p>
<u><b>Level II Violations</b></u>	<u><b>Level II Consequences</b></u>
<ul style="list-style-type: none"> <li>● Damaging/ Tampering with bus</li> <li>● Fighting/ Aggressive behavior</li> <li>● Profanity directed toward driver/ student</li> <li>● Endangering the safety of others</li> <li>● Threatening the driver</li> <li>● Possession or use of controlled substances</li> <li>● Striking Driver</li> <li>● Possession of a weapon</li> </ul>	<p>Bus suspension time will be determined at the discretion of a school administrator. Guidelines for school code conduct will be followed. Out of school suspension is possible for this level of violation.</p>

## **MEDICAL SERVICES**

A school nurse will be available throughout the week to provide health care for the students at Gates County High School. During the times a nurse is not available, first responders have been trained to handle medical emergencies. School nurses do not work for the ACC and consult with students at no charge.

In order for the school to be aware of student health needs, Student Personal Data/Health History forms are online and should be completed by the parent or guardian. The school nurse cannot authorize medication administration or give out any medications unless a completed medication authorization form, signed by the parent and doctor, is received each school year and the medication is brought to school as per the medication policy and procedure.

The school nurse cannot diagnose health conditions; however, they can assist with making referrals to doctors and recommendations for the management of symptoms. Confidential services are provided in accordance with North Carolina State Law.

## **PHOTO/VIDEO USAGE**

Throughout the year, our school will be involved in many events in which photographs, video, and audio footage may be posted on the Internet or printed in media format. Examples of these situations could include: school assemblies, projects required for teachers, presentations to the Board of Education, or inclusion of school activities and honors in local newspapers. Parents/Guardians will be asked to provide online authorization each school year to use their student's name and/or image to promote the school and his or her student. At any time during the school year, if a parent/guardian needs to rescind this permission, please provide this request in writing, indicating in which venues your student's image and/or name should not appear. This change will be made upon receipt of your written request.

## **PROMOTION STANDARDS**

Promotion standards are not to be confused with graduation requirements. Promotion standards determine the grade level classification of a student only. In order to be promoted, students must meet the following:

SOPHOMORE:	minimum of 5 credits including English I
JUNIOR:	minimum of 12 credits including English II
SENIOR:	minimum of 19 credits including English III

Throughout the school year, teachers and other school officials will have contact with students and parents regarding a student's promotion status. These contacts will be in the form of conferences, phone calls, written and electronic communications, school-sponsored events, progress reports, and report cards.

## **RETURNED CHECKS**

A fee of \$30.00 will be charged for each check returned to Gates County High School due to insufficient funds. The school's bookkeeper will contact the individual responsible for the returned check. Payment will be made to the bookkeeper. Financial responsibilities not taken care of within a designated time will result in referral to Small Claims Court.

## **SCHEDULING OF COURSES**

During the spring semester, a Course Selection Guide will be provided. This guide contains information regarding course of study graduation requirements, scheduling policy and procedure, North Carolina Academic Scholars Program, admissions requirements for North Carolina Universities, and course descriptions. The school guidance counselors will work with students in selecting courses that will help them achieve their academic and career goals. Opportunities for schedule changes will be provided at the beginning of the school year and at the start of the new semester.

## **SCHOOL DAY**

The school day will begin for students when they unload from the bus at 7:55 a.m. and dismiss at 3:10 p.m. Students arriving on campus prior to 7:55 will be required to wait in the cafeteria until the 7:55 bell. Students who do not have a 1<sup>st</sup> block class and arrive on campus before their next scheduled class should sign in at the front office and report to the cafeteria until the bell rings for their next class. Students who do not have a 4<sup>th</sup> block class should sign out and leave campus after their last class of the day. Students, who do not have transportation for arriving to school late or leaving school early, will be placed in a class during that time period.

Students are expected to leave campus when the last bell sounds at 3:10 p.m. unless involved in a school-sponsored activity. The designated club sponsor/coach will monitor the students (or find a responsible party to monitor the students) in a designated area both before and during the activity. Students are not allowed to loiter prior to or after the activity. Club meetings, athletic activities, band practice, ROTC activities, ASD, and staying over with a teacher are considered acceptable reasons for students to be on campus after school is dismissed. Students are expected to have made prior arrangements for transportation home after the school-sponsored activity has ended. All school policies and discipline guidelines are applicable for after-school events.

## **STUDENT DRIVERS**

Driving on campus is both a privilege and a responsibility and is directly linked to a student's academic performance and behavior. Privileges for attendance in driver education courses, obtaining a learner's permit, the continuation of driving privileges after receiving your license, and student parking on campus are coordinated through state law, local school board policy, and GCHS policy.

Gates County High School has implemented a parking pass system for students who opt to drive to campus. This parking pass system ensures that students recognize driving to campus is a **privilege**, and balances equity and fairness with student accountability.

The fees for a parking tag will be 15 dollars for the year, 10 dollars for one semester, and 5 dollars for each additional driver from the same family. Replacement tags will be distributed at a cost of 5 dollars.

All vehicles will need parking passes in place by a date set by administration to keep the driving privilege. New drivers can purchase a parking pass any time during the school year, as long as spots are available. The parking pass will be a hanging tag on the rearview mirror of the vehicle. Students can register multiple vehicles when purchasing the parking pass.

Students must park in the designated student parking area on campus with the hanging tag displayed properly in vehicles that are registered in the Front Office.

Even more than riding a bus, driving to school is a *privilege*. As with any privilege, responsibilities come with it. These responsibilities involve a combination of safe driving on our campus and being accountable for arriving at school on time. Driving and safety violations will be addressed with a student through the front office in conjunction with the Student Resource Officer (SRO).

If a student is caught not wearing a seatbelt by the SRO, the SRO can elect to write a ticket, and the administration can levy a 10-day revocation of the student's parking privilege. The parking pass will be turned into an administrator. It will be returned to the student the day before privilege returns. An additional 10 days will be assessed for any further incidents.

Students are expected to follow all traffic regulations and safe driving practices while on campus. Reckless vehicle operation, such as speeding, spinning tires, or other actions deemed unsafe by school administration, will result in revocation of parking privileges for anywhere from 5-10 days for the first offense. An additional ten days will be assessed for each additional offense. The parking pass will be turned into an administrator. The pass will be returned to the student the day before the privilege is restored.

Students who park on campus without a parking pass will be given a warning. After the warning, if the student parks on campus again without a pass, a fine will be assessed. Students must pay the fine of \$15 and purchase a pass before parking on campus again. If the fine is not paid, other consequences will be given. Examples of these consequences are the inability to attend or participate in field trips, clubs, sports, and Prom. All fines are required to be paid before graduation.

The school is not responsible for any property damage or loss when parking on the Gates County High School campus.

Students are expected to park their cars in the student parking lot in a designated parking spot. Upon arrival on campus, students should proceed to the school building and not return to the parking lot without a front office pass until they are leaving the school grounds for the day. Student drivers are not to take other students off campus without proper parental permission and approval from the front office.

Failure to comply with the guidelines above will be addressed according to the Behavior Management Plan consequences. Continued offenses and/or situations that constitute an immediate safety concern for the student, passengers, and pedestrians will be addressed as follows:

- 1<sup>st</sup> Offense: Loss of campus driving and parking privileges for 30 calendar days
- 2<sup>nd</sup> Offense: Loss of campus driving and parking privileges for 60 calendar days

3<sup>rd</sup> Offense: Loss of campus driving and parking privileges for the remainder of the school year

Driver education courses are offered at the high school through an independent contractor after school hours for a fee of \$20.00. Students are under the direction and supervision of the contracted agency; however, school rules and policies are in effect while the student is on campus. Dismissal from the class can occur if a student refuses to conform to the classroom and driving guidelines set forth by the contracted agency. The school discipline policy will be administered according to the GCHS handbook.

When a student has completed the required coursework, an eligibility certificate from the front office must be obtained. This certificate verifies that a student has successfully completed 3 out of 4 courses the previous semester. This certificate must be presented to the DMV when obtaining a learner's permit. The first eligibility certificate is provided free of charge; a second certificate is \$1.00 and a third certificate is \$5.00. Absences and/or tardies related to a student obtaining a learner's permit are not considered excused.

In order to keep a driver's license once it is obtained, state law mandates that students must pass 3 out of 4 classes each semester (may differ due to a reduced course load). Any student who does not meet these requirements will lose their driving permit or license until the end of the next semester in which they satisfy the academic requirement of passing 3 out of 4 subjects. All other North Carolina state law and general statutes will be applicable to student drivers.

## **STUDENT RECORDS**

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained at the school.

### A. Annual Notification of Student Rights:

The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student's educational records and the procedure for exercising this right;
2. the right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights; and the procedure for exercising this right;
3. the right to provide written consent prior to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or other law authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school system releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information;

7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school system uses contractors, consultants, volunteers or similar persons as school officials to perform certain school system services and functions that it would otherwise perform itself;
9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education; and
10. the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with the FERPA.
11. School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English. (For additional information, call your school principal or the Director of Student Services at the central office.)

## **STUDENT SURVEYS**

The superintendent shall ensure that all notification requirements of the Protection of Pupil Rights Act are met, along with any other legal requirements regarding the surveying of students.

### **A. Protected Topics:**

The school system must obtain prior written consent of a parent before the student is required to participate in any Department of Education-funded survey, analysis or evaluation that reveals information concerning the following “protected topics”:

1. political affiliations or beliefs of the student or the student’s parent;
2. mental or psychological problems of the student or the student’s family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. religious practices, affiliations or beliefs of the student or the student’s parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Upon request, parents have the right to inspect any survey that concerns one or more of the protected topics or any instructional materials used in any such survey. The school system will take measures to protect the identification and privacy of students participating in any survey concerning any of the protected topics. These measures may include limiting access to completed surveys and to survey results, as allowed by law.

### **B. Collection of Student Data for Marketing Purposes:**

The school system generally will not collect, disclose or use personal student information (information including the student’s or parent’s first and last name, address, telephone number, or social security number) for the purpose of marketing or selling the information or otherwise



providing the information to others for that purpose. However, the school system may collect such information from students if the information is used for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:

1. college or other postsecondary education recruitment or military recruitment;
2. book clubs, magazines and programs providing access to low-cost literary products;
3. curriculum and instructional material used by elementary schools and secondary schools;
4. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. the sale by students of products or services to raise funds for school-related or education-related activities; and
6. student recognition programs.

If the school system collects such information from students for the purpose of marketing or selling the information to develop, evaluate, or provide educational products or services as described above, upon request, parents may inspect any instrument used to collect the information before it is administered or distributed to a student.

C. Parental Notification and Opting Out:

The school system will notify parents at the beginning of each school year of the specific or approximate dates of administration or expected administration of surveys identified in Sections A and B, above. Parents have the right to review any survey that concerns one of the topics referenced in Sections A or B, above, and any instructional materials used in any survey referenced in Section A, above. Parents may also opt their children out of participating in the survey referenced in Sections A, and B, above.

D. Parent Involvement:

The board and superintendent will work with parents to create policies and guidelines concerning: (1) the administration of surveys by third parties; (2) arrangements to protect student privacy in the administration of surveys containing a protected topic; (3) parental rights to review and inspect instructional materials or survey instruments; and (4) the collection, disclosure or use of personal information for marketing or selling purposes.

The rights provided to a parent under this Policy Code 4720 transfer to the student when the student turns 18 years old or becomes an emancipated minor.

**TOBACCO-FREE CAMPUSES**

Gates County High School is proud to announce that we are a tobacco-free campus for students, faculty, staff, and visitors (including electronic and E-Cigarettes) as defined in the district Student Policy and Information Manual.

## **WIRELESS COMMUNICATION AND OTHER ELECTRONIC DEVICES**

Gates County High School will enforce School Board Policy 4318 in regards to wireless communication devices. Specific application regarding authorized use and consequences for unauthorized use are defined in the following policy.

The board recognizes that electronic and other wireless communication devices have become an important tool through which parents communicate with their children. Students are permitted to possess such devices on school property so long as the devices are not activated, used, being charged, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to: cellular phones, electronic devices with Internet capability, paging devices, two-way radios and similar devices, headphones and earbuds. At GCHS this also includes electronic game devices or other entertainment electronics.

### **A. AUTHORIZED USE**

1. Cell phones may be used on school grounds before school, during lunch, and after school.
2. Cell phone use is prohibited in classrooms, the media center, and other instructional areas unless otherwise directed by a teacher. Teachers may allow the use of cell phones for instructional purposes at their discretion.
3. In the classroom, cell phones must remain out of sight and in silent mode at a minimum. If a teacher's classroom management plan has different requirements, the teacher's policy should be followed.
4. Unless explicitly allowed by a staff member, headphones and other listening devices may only be used before school, during lunch, and after school.
5. Cell phones must be placed in backpacks or another location away from students and their desks during classroom and state assessments.
6. If students need to place an emergency phone call during the day, they should request to go to the main office to use their cell phone. Students may not make or accept calls from their device in the classroom, hallways, or outside areas.
7. Students may face discipline under the policies of the behavior matrix if their use of a cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, or the violation of other school rules.

### **B. CONSEQUENCES FOR UNAUTHORIZED USE**

School employees may immediately confiscate any wireless or electronic device, headphones, or earbuds that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated devices will be returned as follows:

- 1st Offense: Confiscation by teacher and return to student at the end of that class period. If the student refuses, an administrator will be called.
- 2nd Offense: Confiscation by administrator and return to student at the end of the day.
- 3rd Offense: Confiscation by administrator and return to parent that day or at a parent's convenience.
- 4th Offense: Confiscation by administrator for five (5) calendar days; student may pick

up at the end of the 5<sup>th</sup> day or the first day of school if the 5<sup>th</sup> day falls on a weekend or holiday.

- 5th Offense: Confiscation by administrator for the remainder of the school year; student will pick up on the last day of school.

All offenses must be documented in Incidents.

Failure to comply with a teacher and/or administrator's request per the consequences above will be addressed according to the behavior management plan consequences.

\*Headphones are not to be worn except in the Cafeteria.

### **Gates County High School Acceptable Computer and Internet Use Policy**

The Internet and other forms of electronic information will be made available to students to enable access to educational resources unavailable through traditional means. This access dramatically expands the knowledge base teachers and students can explore.

The Gates County Board of Education recognizes that the ability to use the information and communication resources provided by the Internet and other computer networks is an essential skill for students in preparation for higher education and the workplace. Access to these resources will be provided to students and staff with the expectation that it will be used in a manner consistent with the educational objectives of the state of North Carolina and Gates County Schools. **The use of the Internet and computer networks is a privilege and may be taken away for violations of board policy or regulations.**

#### **Guidelines for Appropriate Use:**

Students are expected to act in a responsible, ethical, and legal manner.

- Each user agrees to use the computer and Internet only for curriculum-related instruction.
- The use of electronic mail by students is limited to curriculum-related communications and should not be considered private.
- Network storage areas will be treated like lockers, i.e. they are subject to inspection at any time. Users should not expect that files stored on district servers would be private.
- Access will be restricted to one user, or a maximum of two working on a research project.
- Users who fail to immediately comply with staff's request or who must be asked to leave an inappropriate site will be subject to disciplinary action.

Unacceptable uses include but are not limited to the following:

- a. Purchasing, chat rooms, discussion groups, games, and personal emails.
- b. Using another person's password; trespassing in another person's folders, work or files.
- c. Use of proxies to bypass the filter.
- d. Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- e. Changing any setting, configurations or files, or otherwise compromising normal use (i.e. changing desktop/screensaver to pictures not available on the system).
- f. Attempting to use software files or applications other than those provided by the school.
- g. Harassing, slandering, or libeling another person via the Internet.

- h. Unauthorized access, including hacking and other unlawful online activities.
- i. Any malicious attempt to harm or destroy computer hardware, software or data on school system computers and/or networks and on the Internet.

Students are expected to abide by generally accepted rules of network etiquette. These include but are not limited to the following:

- Do not use another person's intellectual property without his or her prior approval or proper citation. Assume all communications and information accessed via the network is the private property of the individuals who generate them.
- Do not make unauthorized copies of the copyrighted data or licensed software.
- Do not forward personal communications without the author's prior consent.
- Do not reveal your personal address or phone number or those of other students.

Gates County Schools makes no warranties of any kind, whether express or implied, for service it is providing. The school district will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-delivery, mistaken deliveries, or service interruptions, whether caused by the school system's or the user's negligence, errors, or omissions. Use of any information obtained via the Internet is at risk of the user. The school district specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

### **Canvas and Google Apps For Education Student Agreement**

This year the Gates County School district will provide students with Canvas and Google Apps for Education accounts. Canvas and Google Apps for Education include free, web-based programs like email, document creation tools, shared calendars, and collaboration tools. This service is available through an agreement between Canvas and the state of North Carolina along with Google and the state of North Carolina. Canvas and Google Apps for Education runs on an Internet domain purchased and owned by the school and is intended for educational use. Your student's teachers will be using Canvas or Google Apps for lessons, assignments, and communications.

Canvas and Google Apps for Education are also available at home, the library, or anywhere with Internet access. School staff will monitor student use of Canvas and Google Apps when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

### **Student Information**

Apps for Education is primarily for educational use. Students may use Google Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

- 1) **Privacy** - School staff, administrators, and parents all have access to student email for monitoring purposes. Students have no expectation of privacy on the Apps. system.
- 2) **Limited Personal Use** - Students may use Apps tools for personal projects but may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a website to sell things)

- Inappropriate sexual or other offensive content
- Obscene, profane, threatening, or disrespectful language
- Threatening another person
- Cyber-bullying
- Misrepresentation of Gates County Public Schools, staff, or students. Canvas, Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.

### 3) Safety

- Students may not post personal contact information about themselves or other people. That includes last names, addresses, and phone numbers.
- Students agree not to meet with someone they have met online without their parent's approval and participation.
- Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

4) **Access Restriction-Due Process** – Access to Canvas and Google Apps for Education is considered a privilege accorded at the discretion of the District. The District maintains the right to immediately withdraw the access and use of Canvas and Apps when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Canvas and Google, the State of North Carolina also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

### 5) Digital Citizenship

- **Treat others well.** When using email or making a post on a forum or web page, be kind. Everyone will see what you write so think before you type. Be careful with what you say about others and yourself.
- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.
- **Students have First Amendment rights to free speech.** Your rights can be limited in school. If you post something via email or on a school web page that disturbs the learning environment in your school, your right of speech may be limited. School websites, email, and groups are for educational use and are not considered public forums for debating ideas.

### Parent Information

These are the laws and policies that help to protect our students online:

1. **Child Internet Protection Act(CIPA)** - The school is required by CIPA to have technology

measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

--CIPA-<http://fcc.gov/cgb/consumerfacts/cipa.html>

2. **Children's Online Privacy Protection Act(COPPA)** - COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for educational purposes.

--COPPA-<http://www.ftc.gov/privacy/coppafaqs.shtm>

3. **Family Educational Rights and Privacy Act (FERPA)** - FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information(name, phone, address, grade level, etc) but parents may request that the school not disclose this information.
  - a. The school will not publish confidential education records for public viewing on the Internet
  - b. The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
  - c. Parents may request that photos, names and general directory information about their children not be published.
  - d. Parents have the right at any time to investigate the contents of their child's email and Google Apps for Education files.