

Small. Safe. Strong.



HOBGOOD CHARTER SCHOOL

**Student/Parent Handbook  
2019-2020**

**Adopted by HCS Board of Directors  
May 20, 2019**

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## **PURPOSE OF HANDBOOK**

The purpose of this PARENT/STUDENT HANDBOOK is to clarify and explain the rules, procedures, and expectations of Hobgood Charter School. This information is vital for preserving the integrity of the educational environment through consistent, safe, and orderly school operations.

## **OVERVIEW OF HOBGOOD CHARTER SCHOOL**

Hobgood Charter School (HCS) is a tuition-free public school in Halifax County located at the meeting points of Halifax, Martin, and Edgecombe counties.

## **HOBGOOD CHARTER SCHOOL MISSION STATEMENT**

*Hobgood Charter School is committed to a holistic approach to excellence: academically, physically, emotionally, and socially. Through rigorous small group instruction, multi-age collaboration, and community involvement students will establish patterns for healthy, lifelong learning.*

## **VISION FOR OUR SCHOOL**

Hobgood Charter School is committed to excellence by helping each student achieve his or her potential in a rigorous, supportive environment. Our school also provides opportunities for students to build character that values sound judgment, exemplary behavior, and respect for their fellow man. Each student will be equipped to lead a healthy, productive life that is economically stable, moral and fulfilling. Collaboration among all stakeholders is essential to the achievement of this mission.

HCS instructional staff will utilize a whole child, constructivist approach to teaching and learning. In a constructivist approach, teaching is based on the belief that learning occurs as learners are actively involved in a process of meaning and knowledge construction as opposed to passively receiving information. An old adage states: "Tell me and I forget, show me and I remember, involve me and I understand." The last part of this statement is the essence of constructivism. Using this approach, the North Carolina Standard Course of Study and Essential Standards will be the foundation for content standards upon which the instructional staff will build and expand while addressing the developmental domains of students - cognitively, physically, social-emotionally, and linguistically.

## **BOARD OF DIRECTORS MEETINGS**

Hobgood Charter School is governed by the board of directors of the non-profit organization that holds the charter. The board governs through its adopted policies and clear evaluative metrics. Its primary duties are to ensure that:

- The academic programs are successful
- The school's operational programs comply with all terms of its charter
- The school is compliant in all statutory and regulatory requirements
- The school is financially solvent
- Competent, professional staff are hired to carry out the operational plan

At every meeting, the board should discuss the financial stability, academic standing, and any compliance situations to ensure it is making adequate progress towards renewal.

All regular, committee, and special meetings of the Board of Directors shall be open to the public. Please consult the HCS website for dates and minutes.



## **IDENTIFICATION OF DESIRED OUTCOMES FOR LEARNING**

The desired results in student learning for all students who exit Hobgood Charter School at the end of eighth grade are:

1. Students will be self-directed learners and recognize the importance of life-long learning.
2. Students will acquire, analyze, and apply information to produce quality work in all subject areas.
3. Students will develop critical thinking skills, increase proficiency in math computational skills, and apply problem-solving strategies.
4. Students will use technology to proficiently locate information and to analyze and solve problems.
5. Students will cooperate with others and interact with the environment in a positive and productive manner.
6. Students will participate in the community as effective citizens of our representative government.
7. Students will demonstrate the knowledge of positive behavior that promotes appropriate transitional levels of healthy living: mentally, physically, emotionally, and socially.
8. Students will communicate effectively through listening, speaking, reading, and writing.
9. Students will cooperate with others and interact with the environment in a positive and productive manner.

*\*All behavior rules and policies in this handbook are subject to reconsideration based on the administrator's professional judgment in handling the individual discipline cases.*

## **ACADEMIC INFORMATION**

### **Accountability for Academic Achievement**

The HCS Academic Accountability policy is designed to ensure that students in Kindergarten through 8<sup>th</sup> grades are meeting promotion standards in order to be promoted to the next grade level.

#### ***Grades K-2***

Students in Kindergarten through second grades shall demonstrate grade level mastery of required skills listed in the North Carolina Standard Course of Study in reading, math, and writing. Mastery of skill will be measured by formative, benchmark, and mCLASS assessments. Students must also meet the state attendance requirement.

#### ***Grades 3-8***

Students in grades 3<sup>rd</sup> through 8<sup>th</sup> will take the NC End-of-Grade (EOG) tests in reading and math at the end of the school year. Students in grades 5<sup>th</sup> and 8<sup>th</sup> will also take the EOG test in science. A student who scores below Level III on either test may be retained in the same grade. However, a student who scores below a Level III and who has met the state attendance requirement could be considered for promotion if the following criteria are met:

1. The student meets grade level reading and math proficiencies before the new school year begins;
2. The student's reading and/or math teacher show evidence that the student is performing on grade level;
3. The student has been retained once previously in grades K-5 or in grade 6-8.

Additionally, 3<sup>rd</sup> grade students have to meet the Read to Achieve standards. All students who do not pass the EOG will go through an initial waiver meeting to determine if the student will be retained or promoted.

## **Grading Scale for Grades K-8**

### ***Grades K-2***

Students in grades K-2 will receive categorical scores for formal reporting on report cards. Student progress will be noted using the following descriptors:

4-Consistently Exceeds Grade Level Expectation

3-Consistently Meets Grade Level Expectation

2-Performance is Developing

1-Student Has Not Yet Developed the Skill or Behavior

### ***Grades 3-8***

For students in grades 3-8, teachers shall record actual grades in the grade book and on assigned work, but the lowest average obtained by students will be a 50 for the first grading period of a semester course and first and second grading periods for year-long courses. Points shall not be deducted from a student nor shall a student's grade be lowered for disciplinary reasons or failure to participate in or complete non-academic activities. Points shall not be awarded for academic credit for non-academic activities.

Students in grades 3-8 will receive numerical grades for formal reporting on report cards. Student progress will be noted using the following notation:

A=90-100 (Superior Performance)

B=89-80 (Above Average)

C=79-70 (Average)

D=69-60 (Below Average)

F=59 and below (Failing)

## **Homework**

Hobgood Charter School believes that focused homework assignments are important for student growth:

- Students in K-2 should expect no more than 30 minutes total per night.
- Students in 3-4 should expect no more than 45 minutes total per night
- Students in 5-6 should expect no more than 60 minutes total per night
- Students in 7-8 should expect 30 minutes of work per course per night
- Two days per one absent day will be provided to complete assignments missed due to health or family-related issues.
- Grading and late assignment procedures are determined by grade levels and content areas.

## **Honor Roll/Principal's List**

Students in grades 3-8 receiving all A's on their report card will be listed on the Principal's List. Students with all A's and B's will be on the Honor Roll. K-2 students with all "At" or "Above Standard" on their report card will be on the Principal's List. Students should not receive below an "S" on conduct or electives to be on these lists.

## **Individual Education Plans (IEPs)**

Hobgood Charter School will follow the Department of Public Instruction (DPI) Special Education Rules and Regulations based on the Individuals with Disabilities Education Act (IDEA) legislation for students with Individual Education Plans (IEPs).

## **Parent Conferences**

Parent conference dates are scheduled during the 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grading periods during report card distribution and on an as-needed basis at other times during the school year.

If a parent is aware that his/her child is having difficulties in a particular subject, the parent is encouraged to meet with the teacher and together work toward a solution. Parents may also access support from the Counselor and Lead Administrator/Principal if the difficulties persist.

**Reporting Student Progress Dates:**

- September 11<sup>th</sup> – Progress Reports
- October 7<sup>th</sup> – Report Cards/Parent Conferences
- October 24<sup>th</sup> – Progress Reports
- November 25<sup>th</sup> – Report Cards
- December 12<sup>th</sup> – Progress Reports
- January 21<sup>st</sup> – Report Cards/Parent Conferences
- February 10<sup>th</sup> – Progress Reports
- March 6<sup>th</sup> – Report Cards/Parent Conferences
- April 27<sup>th</sup> – Report Cards
- May 14<sup>th</sup> – Progress Reports

**Testing Information**

There will be a variety of assessments given to every child throughout the year. Most assessments will be formative in nature and will be embedded into the daily routines of classwork. The school may require limited more formalized assessments while others will be statewide assessments. It is the intention of HCS to eliminate undue stress on students in preparation for these assessments. In each case, it is the desire of HCS that the assessments will provide meaningful data that can be used to evaluate instructional practices, monitor student growth and mastery of skills and standards, as well as make sure the curriculum is tied to state standards. Specific dates are established for statewide testing. Statewide testing dates will be announced and distributed throughout the year.

It is important for families to talk with students about their testing, always encouraging them to give their best effort possible. Celebrations of growth and mastery will take place throughout the school year in order for each student to recognize the gains made during the course of the year.

## **Textbooks**

Students will be responsible for any book assigned to them or checked out by them. Should a book be lost or damaged, the student to whom the book is assigned is held responsible for the replacement cost.

## **Transfer Student Placement**

Students may transfer to HCS from a variety of settings including private and homeschool settings. Once a student enrolls, placement of the student will be determined based on student records from the previous school setting and any other supporting information in order to ensure the student placement is optimal for educational success. In accordance with G.S. 115C-288, the Lead Administrator/Principal makes the final decision on grading and classifying students.

## **Waiver Request (Retention Decisions)**

A parent of a student who failed to meet the EOG or EOC test standard in the regular testing period and was not waived at the initial waiver meeting, may appeal to have the EOG or EOC test standard waived. The appeal will be made to the Lead Administrator/Principal. The Lead Administrator/Principal will put together a Retention Review Team which will be comprised of the Lead Administrator/Principal, the student's teacher(s), another staff member designated by the Lead Administrator/Principal, and parent(s). The Retention Review Team will review all documents presented for review by the teacher and the parent. The Retention Review Team will make its recommendation based on the documentation presented that shows the student has mastered the grade level performance standards for promotion to the next grade. In accordance with G.S. 115C-288, the Lead Administrator/Principal makes the final decision on grading and classifying students.

## ATTENDANCE, ABSENCES, & TARDIES

Hobgood Charter School asks for parental help in establishing good attendance practices with your children. The policy for attendance in North Carolina Public Schools is 91% of all class meetings in order to receive credit for the grade/course.

### **Lawful (Excused) Absences**

The Lead Administrator/Principal has the right to excuse a student temporarily from attendance on account of sickness or other unavoidable cause(s). Below are the valid/lawful excuses for temporary nonattendance of a student at school as stated in the NC School Attendance and Student Accounting Manual.

1. **Illness or Injury:** When the absence results from illness or injury which prevents the student from being physically able to attend school.
2. **Quarantine:** When isolation of the student is ordered by the local health officer or by the State Board of Health.
3. **Death in the Immediate Family:** When the absence results from the death of a member of the immediate family of the student. For the purpose of this regulation, the immediate family of a student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
4. **Medical or Dental Appointments:** When the absence results from a medical or dental appointment of a student.
5. **Court or Administrative Proceedings:** When the absence results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness. The Local Board of Education can be considered an administrative tribunal.
6. **Religious Observance:** School principals are required to authorize a minimum of two excused absences each academic year for religious observances required by faith of a student or a student's parents. The student shall be given the opportunity to make up any tests or other work missed due to this excused absence. (S.L. 2010-112)
7. **Educational Opportunity:** When it is demonstrated that the purpose of the absence is to take advantage of a valid education opportunity, such as travel. Approval for such an absence must be granted prior to the absence. This would include, but is not limited to, a student serving as a legislative page or a governor's page.
8. **Local School Board Policy:** LEAs may excuse temporary or occasional absences for other reasons in accordance with local school board policies,

provided that the student has been in attendance for at least one-half of a school day during the current school year.

9. Absence related to Deployment Activities: - A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting for the purpose of visiting said parent or legal guardian. (G.S. 115C-407.5 Article V (E)) Page 13 of 81
10. Child Care: Absences due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent are to be coded excused (lawful). (G.S.115C-375.5)

### **Tardiness**

A tardy occurs when a student is not in the classroom when instruction begins at the beginning of each class period. When tardy, the K-6 parent or 7-8 student must come to the front office to sign in and receive a late pass.

### **Absence Documentation and Make-up Work**

After 3 absences per grading period, the parent and student will receive notification that the student is in danger of possible failure of the course. Waiver forms for excessive absences can be picked up in the front office.

If a child misses school due to illness or family emergency, please call the school at (252)242-1880. If chronic absences or tardiness occur, the Lead Administrator or designee will contact the family to schedule a conference. When the child returns to school, please send a note to document the reason for the absence. Students must be present for 3.5 hours out of the day to avoid a full day absence.

Students will have two days for each excused day absent to make up any homework, classwork, quizzes, tests, or projects. It is the responsibility of the student/parent to communicate with the teacher(s) in regards to missed assignments and make up work. Failure of the student to make up missed work may result in zeros for those assignments.



# SCHOOL SCHEDULE

## Daily Schedule

Doors will open to students precisely at 7:50am for grades K-8

- 7:50-8:00am: Student drop-off
- 8:00am Classes begin
- 3:00pm: Student Dismissal & Pickup

## After School Procedures

It is the expectation that students are expected to be picked up by their designated parent/guardian or their designated childcare or carpool driver if they are not attending after school care or riding the bus at the end of the school day. Any deviation from this normal procedure must be authorized with a written note signed by the parent/guardian.

Children not picked up by 3:15pm will be placed in after school care, and parents will be expected to pay the cost of after school care service for that day. HCS staff will be unavailable to supervise students after school hours due to scheduled meetings and trainings.

## Early Check Out

Students will not be released until an authorized person comes into the building main office and signs them out. Students will then be called to the office for dismissal. Students must stay in their classrooms until the office calls for their dismissal. *Students will only be released to an individual listed on his/her Student Emergency Card.*

*Parent/Guardian or other designated person must be prepared to show photo identification.*

## Early Release Schedule

Hours for Early Release Days are 8:00am-12:00pm.

## **2-Hour Delay Schedule**

Classes will begin at 10:00am when a 2-hour delay has been issued. Students may not be dropped off at school before 9:50am.

## **3-Hour Delay Schedule**

Classes will begin at 11:00am when a 3-hour delay has been issued. Students may not be dropped off at school before 10:50am.

## **Master Calendar**

1. The main office will keep a master copy of the school calendar. All events, including athletics must be scheduled through administration in order to avoid conflicts. After approval is granted, final plans can be made. Do not continue with plans until approval is granted in writing to you.
2. The Lead Administrator/Principal must approve any activity that involves the use of facilities, faculty involvement, or student involvement.
3. The Lead Administrator and/or the Board must approve any activity that involves fundraising, travel outside of NC, or overnight travel.
4. The calendar will be made available electronically. Check the calendar regularly for updates or changes.

## **PLEDGE TO THE FLAG AND MOMENT OF SILENCE**

The General Assembly (G.S. 115C-47(29a)) has decreed that every public school in North Carolina will have a moment of silence and will recite the Pledge to the Flag of the United States. No remarks should be made during the moment of silence. Both activities will occur during Morning Meeting.

## CODE OF STUDENT CONDUCT

Optimal learning can only be attained in an atmosphere conducive to learning. For this reason, all students will comply with the Code of Student Conduct, state and federal laws, and school and board policies. The code is not intended to restrict but to enhance the learning environment. Students must comply with all directives from the Lead Administrator/Principal, teachers, substitute teachers, teacher's assistants, and all other school personnel who are authorized to give directions to students.

In an effort to ensure students have the skillset to make productive choices, resolve conflicts, and calm themselves appropriately, the staff and students at Hobgood Charter School will utilize practices encompassed in Conscious Discipline to support positive interactions and healthy responses to emotional upset.

Although a framework will be established to guide students in positive decision-making and interactions, there may be times when incidences occur that require swift action in order to ensure the safety of students and staff. In such instances, disciplinary action could include suspension for up to ten (10) days or less (short term); suspensions for the remainder of the school year (long term); and/or suspension for up to 365 calendar days as would be directed by the North Carolina General Statute.

### Violations

**These violations could include, but are not limited to the following:**

- Arson
- Assault on another student or employee
- Bomb threat
- Boycotts
- Campaigns
- Damage to property
- Disruption
- Disruptive literature/illustrations
- Failure to comply with a lawful directive
- Fighting
- Fireworks/ammunition
- Gambling
- Hazing or bullying

- Integrity
- Intimidation
- Peer relations
- Picketing or chanting
- Possession of a weapon
- Possession/use of drugs/alcohol
- Protests
- Setting off a fire alarm
- Sexual assault/acts
- Sit-ins
- Theft
- Threats
- Tobacco products
- Trespassing
- Unauthorized petitioning
- Use of a weapon
- Vandalism
- Verbal abuse or disrespect

Additionally, students are ambassadors for HCS even when they are off-campus. HCS students are expected to observe all rules of conduct when on field trips, athletic events, or other school-sponsored activities, and when off-campus during the school day. With the school situated in a residential neighborhood, HCS students should take special care to be good neighbors to the residents.

### **Progression of Disciplinary Action for Minor Infractions**

- 1<sup>st</sup> Offense – Student/Teacher Conference
- 2<sup>nd</sup> Offense – Student/Teacher Conference/Phone Call to Parent
- 3<sup>rd</sup> Offense – Meeting with Lead Administrator, Parent, and Teacher
- 4<sup>th</sup> Offense – Possible Out of School Suspension and Parent Teacher Conference
- Additional offenses may result in further disciplinary action that could lead to suspension and/or expulsion

## **Behavior Interventions**

Disciplinary action is directed by the Lead Administrator/Principal. A measure or combination of measures that may be used at his/her discretion include: Conferences, restorative measures, loss of privileges, parent conferences, and suspension as a last resort.

The following measures may be applied by the classroom teacher:

- *Safe Place:* When a student is struggling to maintain focus or composure in the classroom, the teacher may request he/she have a few minutes to wind down in a designated 'Safe Place' in the classroom. The goal is for students to recognize when they are becoming upset and relocate themselves to this area briefly in order to recover and return to their previous activity in the classroom.
- *Bounce:* Sometimes students may need to be temporarily placed in another classroom to reflect on how his/her behavior is negatively impacting the classroom. During this time, the student will complete a reflection sheet and any classwork he/she would complete in class.
- *Referral to the guidance counselor:* Should a student begin to demonstrate a pattern of inappropriate behavior, the teacher may make a referral to the guidance counselor for individualized support to address the behavior and to teach appropriate replacement behaviors.

## **Short-Term Suspension**

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from class by the classroom teacher, the principal, or other authorized school personnel for the remainder of the subject period or for less than one-half of the school day, (2) the changing of a student's location to another room or place on the school premises, or (3) a student's absence under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school). A student who is placed on a short-term suspension will not be permitted on school property or to take part in any school function during the period of suspension without prior approval from the principal.

The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed.

In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the board unless it is appealable on some other basis.

### **1. Pre-Suspension Rights of the Student**

Except in the circumstances described below, a student will be provided with an opportunity for an informal hearing with the principal or designee before a short-term suspension is imposed. The principal or designee may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations against him or her, and to make statements in defense or mitigation of the charges.

The principal or designee may impose a short-term suspension without first providing the student with an opportunity for a hearing if the presence of the student (1) creates a direct and immediate threat to the safety of other students or staff or (2) substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the principal or designee will give the student notice of the charges and an opportunity for an informal hearing as soon as practicable.

### **2. Student Rights During the Suspension**

A student under a short-term suspension will be provided with the following:

- a. the opportunity to take textbooks home for the duration of the suspension;
- b. upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and
- c. the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

### **3. Notice to Parents or Guardian**

When imposing a short-term suspension, the principal or designee will provide the student's parent or guardian with notice that includes the reason for the suspension and a description of the student conduct upon which the

suspension is based. The principal or designee will give this notice by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed.

The initial notice may be by telephone, but it must be followed by timely written notice. The written notice must include all of the information listed above and may be sent by fax, email or any other method reasonably designed to give actual notice. School officials will also maintain a copy of the written notice in the student's educational record.

Multiple short-term suspensions for a student with disabilities will be addressed in accordance with the *Policies Governing Services for Children with Disabilities* and other applicable state and federal law.

### **Long-Term Suspension**

Long-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for more than 10 school days. Disciplinary reassignment of a student to a full-time educational program that meets the academic requirements of the standard course of study established by the State Board of Education and that provides the student with the opportunity to make timely progress toward graduation and grade promotion is not a long-term suspension requiring the due process procedures in this policy, nor is an absence under G.S. 130A-440 (for failure to submit a school health assessment within 30 days of entering school).

The principal may impose a long-term suspension on a student who willfully engages in serious violation of the Code of Student Conduct if the violation either (1) threatens the safety of students, staff, or school visitors, or (2) threatens to substantially disrupt the educational environment. The principal may impose a long-term suspension for minor violation if aggravating circumstances justify treating the student's behavior as a serious violation.

If the offense leading to the long-term suspension occurred before the final quarter of the school year, the exclusion will be no longer than the remainder of the school year in which the offense was committed. If the offense leading to the long-term suspension occurred during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following year.

## **Expulsion**

An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the recommendation of the principal, the board may expel a student who is 14 years of age or older for certain types of misbehavior including use of drugs and alcohol, theft, trespass and damage to property, assaults, threats, and harassment, and weapons, bomb threats, terrorist threats, and clear threats to safety if the student's continued presence in the school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to policy related to student sex offenders may be expelled if the student's continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of Hobgood Charter School.

## **Determination of Appropriate Consequence**

### **1. Principal's Recommendation**

The principal may impose a short-term suspension or any other consequence in the school's Code of Student Conduct. If the principal determines a suspension of more than 10 days (either long-term or 365-day) or an expulsion is an appropriate consequence, the principal will propose the disciplinary penalty based upon a review of the student's culpability and dangerousness and the harm caused by the student, plus any other mitigating or aggravating factors the principal finds relevant.

- a. Culpability of Student – In assessing the culpability of the student for his or her behavior, the principal may consider criteria such as:
  - the student's age;
  - the student's ability to form the intent to cause harm that occurred or could have occurred; and
  - evidence of the student's intent when engaging in the conduct.
  
- b. Dangerousness of the Student – In assessing the dangerousness of the student, the principal may consider criteria such as:
  - the student's disciplinary or criminal record related to anti-social behavior or drugs and alcohol;
  - whether a weapon was involved in the incident and if a weapon was involved, whether the student had the ability to inflict serious injury or death with the weapon;



- evidence of the student's ability to cause the harm that was intended or that occurred; and
- whether the student is subject to policy related to Student Sex Offenders.

- c. Harm Caused by the Student – In assessing the severity of the harm caused by the student, the principal may consider criteria such as whether any of the following occurred:
- someone was physically injured or killed;
  - someone was directly threatened or property was extorted through the use of a weapon;
  - someone was directly harmed, either emotionally or psychologically;
  - educational property or others' personal property was damaged; or
  - students, school employees, or parents were aware of the presence of a weapon or of dangerous behavior on the part of the perpetrator.
- After considering the above factors the principal will make a recommendation to the board, stating the nature of the offense, the substance of the evidence involved and the length of suspension recommended. The principal must also consider and make a recommendation as to whether any alternative education services, counseling or other programs should be part of the consequence for violating the Code of Student Conduct, school standards, or school rules.

If the principal recommends expulsion, he or she will identify the basis for determining that there is clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.

After considering the above factors, the principal will make a recommendation to the board stating the nature of the offense and the substance of the evidence involved. If the principal recommends an expulsion, he or she will identify the basis for determining that there is clear and convincing evidence that the student's presence in school constitutes a clear threat to the safety of other students or employees.

## 2. Notice to the Student's Parent

The principal will provide to the student's parent written notice of the recommendation for long-term suspension or expulsion by the end of the

workday during which the long-term suspension or expulsion is recommended when reasonably possible or as soon thereafter as practicable. The notice will be delivered by hand or postal mail. If the notice is mailed, the principal must verify that the parent received the notice. Certified mail may be used to verify the date of delivery. The notice must be written in plain English, and when appropriate language resources are readily available, also in the parent's native language. The notice will contain the following elements:

- a. the notice type, i.e., notice of long-term suspension or expulsion
  - b. dates for which the suspension is proposed, if applicable;
  - c. a description of the incident and the student's conduct that led to the recommendation;
  - d. the specific provision(s) of the Code of Student Conduct that the student allegedly violated;
  - e. the specific process by which the parent may request a hearing to contest the decision and the deadline for making the request;
  - f. the process by which the hearing will be held, including all due process rights to be accorded the student during the hearing;
  - g. notice of the right to retain an attorney to represent the student in the hearing process;
  - h. notice that an advocate, instead of an attorney, may accompany the student to assist in the presentation of the appeal;
  - i. notice of the right to review and obtain copies of the student's educational records prior to the hearing;
  - j. a reference to the policy on Student Discipline Records, regarding the expungement of disciplinary records; and
  - k. the identity and phone number of a school employee whom the parent may call to obtain assistance in receiving a Spanish translation of the English language information included in the document.
3. Board Decision – Long-Term Suspension
- The student or student's parent may appeal an imposed long-term suspension. The student or parent must appeal to the board in writing within 10 school days of receiving the principal's decision. The principal will inform the board chairperson of the request for an appeal and will arrange in a timely manner a hearing before the board within seven school days of the request, if reasonably possible. The suspension need not be postponed pending the outcome of the appeal. The board will make reasonable effort to

provide to the student and parent and to the principal written notice of its decision within five school days of hearing the appeal, but in any event not more than 30 calendar days after receiving the request for appeal.

#### 4. Board Decision – Expulsions

The student or parent may request a hearing within 10 school days of receiving notice of the principal's recommendation that the student be expelled. The hearing will be scheduled with the board within seven school days of the principal's receipt of the hearing request, if reasonably possible. The principal will notify the student and parent of the date, time and place of the hearing. Any appeal of a long-term suspension will be addressed in the same hearing.

If a hearing is not requested by the student or parent, the principal will submit written evidence to support his or her recommendation to the board. The board may elect to request a hearing or to request additional records or documents.

When the board decides to expel a student, the board will document the basis for its determination that there is clear and convincing evidence that the student's behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The board also will consider and make a written determination of whether alternative education services are to be provided to the expelled student. Regardless of whether the school provides alternative education services, the board expects the school principal to work with other agencies to help the student and parent identify other types of services that may be of assistance to the student. The board will send via certified mail to the student's parent a copy of the decision, notification of what information will be included in the student's official record, the procedure for expungement of this information under G.S. 115C-402, and notice of the right to petition for readmission pursuant to G.S. 115C-390.12.

Students with disabilities recognized by the Individuals with Disabilities Act will receive educational services during periods of suspension or expulsion to the extent required by *Policies Governing Services for Children with Disabilities* and state and federal law.

## **Alcohol, Tobacco, Vaping, and Drug Usage**

A healthy learning environment is free of alcohol, tobacco, vapes and drugs. The possession, distribution, or sale of these substances or paraphernalia in any form is prohibited on school property.

## **Bullying Prevention and Education**

We support a secure school climate, conducive to teaching and learning that is free from threats, harassment, and any type of bullying behavior. We promote consistency of approach and work diligently to create a climate in which all types of bullying are regarded as unacceptable. Hobgood Charter School's policy against bullying or harassing behavior, including cyber bullying, is provided to staff, students, and parents as defined in G.S. 115C-390.1(b)(8). The school is committed to providing an environment in which its employees, volunteers, and students are treated with courtesy, respect, and dignity and are free of harassment, whether sexual, threatening, or discriminatory in nature.

It is illegal and against school policy for anyone to make unwelcome sexual advances, request for sexual favors, and other verbal, written, teasing, jokes, or physical conduct of a sexual nature; to use foul or offensive language; or to create an intimidating, hostile, or offensive environment through physical or verbal conduct relative to gender, religion, age, national origin, or disability.

## **Bullying and Harassment**

Hobgood Charter School follows the North Carolina law regarding bullying and harassing behavior. Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication that takes place on school property, at any school-sponsored function, or on a school bus, and that:

1. Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or

pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Discrimination, harassment, and bullying are prohibited at the School and during school-related activities between students, employees, school agents, volunteers, visitors and any other person associated with or under the control of the Hobgood Charter School. Procedures established by the school for reporting suspected discrimination, harassment or bullying shall be followed in any instances involving such conduct.

HCS prohibits reprisal or retaliation against any person who reports an act of discrimination, harassment, or bullying. This policy, however, shall not be used to bring frivolous or malicious complaints. Any HCS employee who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate school official. The Lead Administrator is authorized and expected to establish training and administrative procedures to help eliminate discrimination, harassment, and bullying and to foster an environment of understanding and respect for all individuals.

#### *Procedures for Handling Discrimination, Harassment, and Bullying*

1. Any student or staff member who believes s/he is the victim of harassment, bullying, and/or discrimination should immediately inform a trusted teacher or school official. Students are also encouraged to inform their parents or guardians.

2. When anyone reports harassment, bullying, and/or discrimination to a school employee, that employee shall notify the Lead Administrator or designee as soon as possible and within 24 hours.
3. If the Lead Administrator is involved in the allegation, then the school employee will immediately inform the Board Chairperson who will conduct the investigation, working in concert with the School's Board of Directors. In all other cases, the Lead Administrator will be immediately informed and will conduct an investigation or appoint a designee to conduct the investigation.
4. In conducting an investigation, a group may be convened to include some of all of the following: the student's homeroom teacher, other teachers or administrators, the school counselor, and any other appropriate personnel. Interviews will be conducted as appropriate. At all times during the investigation, confidentiality will be balanced with the need to gather facts.
5. The Lead Administrator, Board Chair or designated investigator will communicate, as appropriate, with the complainant or complainant's parents or guardians. A confidential report will be prepared and filed. Based upon the outcome of the investigation, appropriate disciplinary action will be taken.

## **Cheating and Plagiarism**

Cheating and plagiarism, including giving or receiving of any unauthorized assistance on academic work or copying and representing another's work as one's own, is prohibited. Students determined to be cheating/plagiarizing will receive a "0" for the work and the teacher will contact the parents regarding the conduct.

## **Dress Code**

School-wide standards on student attire are intended to reduce discipline problems and improve school order. The Board has approved the following dress code for all HCS students:

- Suggestive or provocative clothing shall not be worn.
- Graphic language or suggestive, provocative messages or art are not allowed on any clothing.
- Pants, shorts, or skirts worn below the beltline are not allowed.
- Undergarments and underwear are not to be exposed including sagging jeans or exposing tops. If leggings are worn, they must have a garment over them reaching mid-thigh.
- All shorts, skirts, and dresses must come to at least mid-thigh.
- No cut-off shirts or half-shirts are allowed. Shirts must come to and cover the full torso.
- Hats and sunglasses should not be worn in the classroom or inside buildings. Hoods from coats or hoodies are to be removed upon entering the building.
- Tank tops, spaghetti straps, tube or halter-tops may not be worn under any circumstances.
- See-through shirts are not permitted.
- Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs are not appropriate and must not be worn during school hours.
- Torso/body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during school hours.
- Jeans with holes or sagging pants/shorts are not allowed.
- Some type of footwear must be worn at all times. No spike heels or bedroom shoes will be allowed.

- Students are encouraged to wear HCS shirts, especially on Friday to show school spirit.
- Throughout the year, HCS will have special attire days such as field trips whereby everyone may wear outfits appropriate to the occasion.

The Dress Code will be enforced and non-compliance will result in a parent/guardian contact, and the student will be excluded from school/school activities until acceptable clothing is provided. Any student deemed in violation of the dress code shall be required to change into appropriate clothing or make arrangements to have appropriate clothing brought to school immediately. In this case, there shall be no further penalty.

If compliance of the Dress Code continues to be a problem, the student may be subject to other disciplinary action as outlined in the school discipline policy.

Note: The Lead Administrator/Principal shall exempt a student from complying with this policy when compliance would impose a substantial burden on a medical condition or the exercise of a sincerely held religious belief. A parent, guardian, or person in loco parentis of a student shall submit to the Lead Administrator/Principal in a written statement explaining the medical condition or religious belief and how it is affected by the school Dress Code policy.

### **Electronic Devices Including Cell Phones**

The use of cell phones and other electronic devices in school situations can be disruptive to the educational environment and inappropriate use of such devices is not acceptable. Any school personnel that observes a student using a cell phone or other electronic device in an inappropriate manner will immediately confiscate the device and follow these discipline guidelines:

- 1<sup>st</sup> Offense: Staff returns cell phone/device to student at the end of the school day.



- 2<sup>nd</sup> Offense: Staff brings cell phone/device to Lead Administrator/Principal and student retrieves cell phone/device at the end of the day.
- 3<sup>rd</sup> Offense: Parent will be required to retrieve cell phone/device from the Main Office.
- 4<sup>th</sup> Offense: Student will be subject to suspension.

All incoming calls should be directed to the main campus phone number at (252)242-1880. Personal and social calls by students are not allowed during instructional school hours. Permission to use the phone must be obtained by the student from a teacher, office staff, or administrator.

### **Internet Usage Rules for Students**

- No gaming websites are allowed.
- Educational game sites will be given by instructor only.
- Each class will have their own grade specific sites.
- Students are not allowed to check or use Facebook, personal email accounts, Pinterest, personal blogs, or social media sites.
- No sports websites or videos should be viewed unless prior permission is granted and the site is related to a specific project.
- No sites that contain adult content, violence, blood & gore, alcohol & drugs, or gang activity should be viewed.
- Students are not to use the Internet in a way that would violate the Student Technology Agreement or the Social Media Policy.

#### **Be Polite and Show Respect:**

When using the computer to write, send, or to receive messages or information, always use kind and proper language and abide by the rules of friendliness. Treat others and equipment with respect. You may be alone in your use of the computer, but others using electronic machines, with or without your knowledge, may view what you scribe or receive. Parents or legal guardians may obtain access to their student's email upon request. You must not vandalize or abuse the equipment. Show respect for property, others, and self. The computer and electronic resources belong to the school.

#### **Be Honest and Obey the Rules:**

Do not do things on the computer that would be against the rules, the law, or may be looked upon as dishonest. This includes visiting inappropriate websites. Use the computer and the Internet for appropriate educational purposes only.

**Keep Personal Things Private:**

It is advised that students not tell or show others any personal or family information over the Internet such as home address, phone numbers, passwords, personal photos when used with names, or Social Security numbers. Do not log on or use another person's account. Keep personal and electronic information private.

**Playground Behavior**

Teachers and teacher assistants will supervise playground activities. Playground behavior expectations mirror classroom expectations. Students will be expected to play in an appropriate and safe manner. In the event of inclement weather, students will have indoor recess supervised by staff members. K-6 students will have recess daily. Staff members will take a radio out with them to the playground for communication and emergency purposes.

**Property Damage**

Students are expected to respect school property. Intentionally damaging or attempting to damage or deface the school or other personal property is subject to disciplinary action. Students not adhering to this Code of Student Conduct may be referred to law enforcement authorities. Any proven incidents may result in student suspension and/or expulsion from HCS.

## **Weapons in School**

Students are not permitted to possess, handle, or transmit any weapon, facsimile of a weapon, danger instrument/substance, or other object that can reasonably be considered or used as a weapon or dangerous instrument/substance. Students not adhering to this Code of Student Conduct may be referred to law enforcement. Any proven incidents of possession will result in suspension and/or expulsion from HCS.

## **SCHOOL EMERGENCY PROCEDURES**

### **School Closing Outside School Hours**

During extremely bad weather, it sometimes becomes necessary for a decision to be made concerning the closing of school. When a decision is made in the early morning that school will close for the day, it must be relayed quickly to all students and parents. In order to accomplish this task efficiently and with maximum coverage, school officials will follow the protocol below:

1. The ONE CALL system will notify all staff and families of a closing or delay. This will show up on caller ID as 1-877-698-3261. Please answer these calls.
2. A decision to cancel school or delay school will be announced by 7:00 a.m.
3. School officials will relay information to WRAL and WNCT for broadcasting.
4. School officials will post information on the school's website ([www.hobgoodcharterschool.org](http://www.hobgoodcharterschool.org)) and the Hobgood Charter School Facebook page.
5. No announcement means that the school will operate on normal hours.

## **Emergencies that Occur During School Hours**

***Emergency Messages to Students:*** Only emergency telephone messages will be delivered to students. Please make after school arrangements for your student(s) before school begins. If schedules do need to be rearranged, please call the office before 1:45pm to allow enough time to notify students.

***Fire Drills & Lock-Down Drills:*** There will be a fire drill during the first ten (10) days of school and then at least once per month for the remainder of the school year. The teachers and students will follow the exit plan posted on the class door and the procedures in the Crisis Plan.

There will be a Lockdown Drill at least once per year. The teachers and students will follow procedures in the school's Crisis Plan.

***Unscheduled Early Release:*** Hobgood Charter School is responsible for making its own decisions with regard to any weather-related early release as well as delayed start, cancellation, or opening. Should an emergency situation arise that results in an early release, the following protocol will occur:

1. The ONE CALL system will notify all staff and families of an emergency early release day. This will show up on caller ID as 1-877-698-3261. Please answer these calls.
2. School officials will post information on the school's website ([www.hobgoodcharterschool.org](http://www.hobgoodcharterschool.org)) and the Hobgood Charter School Facebook page.

Students remaining at school awaiting pickup will be held in the cafeteria.

## **Tornado Procedures**

- Tornado Watch: Conditions are favorable for a tornado to occur.
- Tornado Warning: A tornado has been spotted in the area. A warning is more severe than a watch.

In the event of a tornado watch, staff will monitor the weather conditions and follow the procedures below should tornadic weather be imminent.

In the event of a tornado warning, all students will be taken to their assigned safe zone. The teachers and students will remain in this safe zone until the warning has ended following the procedures in the school's Crisis Plan.

## **Student Security**

Students in grades K-3 must have an adult with them at all times on the campus. They may not be sent to the office with another child, only with an adult (teacher or teacher assistant). If a student is needed in the office, an adult must accompany them. If it is an early dismissal, the main office will call the teacher to have the student at the door for the parent to pick up.

Students in grades 4-8 must have a hall pass when walking around campus or going to the office. They may walk alone.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. By law, schools can release information to governing agencies regarding name and address. If you do not wish for your child's name to appear in any publication by Hobgood Charter School, please write for a waiver to the Lead Administrator.

For additional information on privacy rights, please call (202) 260-3887 or contact the US Department of Education, Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-5920.

### **Maintenance and Review of Student Records**

Student records will be maintained in a secure, central location. An inspection log will be placed in every student record folder for the purpose of recording the names of all individuals reviewing the folder as well as the reason for the review. A parent or guardian shall be allowed access to all records of his/her child upon proper request. A formal review of a student's complete record shall be conducted only in the presence of, or by, the Lead Administrator.

### **Request for Copy of Records**

If a parent or guardian needs to request a copy of their student's records, they must submit an official written request to the front office. The front office will process the request. If the request is allowable, the front office will make the appropriate copies available to the parent or guardian within 5-7 business days.

### **Personal Information**

Please notify the school concerning changes in addresses, phone numbers, and any other pertinent information. Information will remain confidential. It is important that our office be notified of any visitation restrictions which limit contact with non-custodial parents of family members. Please understand that for the school to forbid contact or information for a non-custodial parent, there must be legal documentation on file.

## MEDICAL INFORMATION

### Administering Medicine to Students

Students may receive medication at school when the medication is deemed medically necessary for health or learning and must be taken during the school day. All medication, including over-the-counter, must be prescribed by a licensed medical practitioner with prescribing authority. It is the responsibility of the parent/guardian to complete appropriate medical paperwork and provide it to the school with information regarding the student's medical needs.

School staff may administer medication to students only when the Parent and Physician Order for Medication Form, available on the HCS website and in the front office, is completed by the **parent, physician** and **present at the school**. No medication will be given by a school official unless it is in a container dispensed by a pharmacy with the student's name, name of medication, date prescription was filled, and directions clearly marked. A new medication form must be completed *and* signed by a physician if there are changes in medication directions. Parents or guardians are responsible for monitoring medication expiration dates and replacing medication when expired.

In the event of an emergency, if there isn't medication on hand, the school will call 911.

At the beginning of each school year, a parent/guardian will need to bring the medicine in the original prescription container clearly labeled along with the completed Parent and Physician Order for Medication Form to the front office at school. The school **cannot** give medicine to your child without this form. Medicine will be stored in the business office with students being required to come to the office to receive their dose. Only FDA approved pharmaceuticals manufactured in the US will be administered on campus.

Sunscreen, insect repellent, cough drops, and other over-the-counter medications must also be accompanied by the completed Parent and Physician Order for Medication Form that has been signed by a licensed physician and filled by a prescription. These products should be in the original container and labeled with a pharmacy label as a prescription

medication. Lip balm does not require a medication form and is for self-use and self-carry.

State law allows students who have met certain conditions to carry and self-administer emergency medication during the school day and at all school-sponsored after-school events, including transportation to and from the event, for asthma and severe, life-threatening allergies (anaphylaxis). Medication includes asthma inhalers and injectable epinephrine. The parent or guardian must provide the school with a completed Parent and Physician Order for Medication Form signed by a licensed physician certifying the student has been trained to self-administer. HCS has the right to deem a student unable to self-carry even if approved by a licensed physician.

All unused, discontinued, or expired medication must be picked up in the front office by the end of the school year. Any medications not collected by that time will be properly disposed of.

Medication administration information may not apply to all field trips.

### **Allergies and Asthma**

Parents who have students with severe allergies should conference with the Lead Administrator/Principal and teacher(s) so that a health care plan can be developed.

Students with severe asthma should get appropriate medical provider permission and documentation and the Lead Administrator's permission to self-carry.

### **Communicable/Infections Disease**

Admission to school may be denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students. The Board of Directors recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as human immunodeficiency virus (HIV) infection. Students who complain of illness at school may be referred to the school office and may be sent home by the



Lead Administrator as soon as the parent/guardian or person designated on the student's emergency medical authorization form has been notified.

### **Meningitis, Influenza, and HPV (Garrett's Law)**

(Taken from NC Public School Health website)

Meningitis is a contagious respiratory disease caused by bacteria and is spread through air droplets and direct contact with infected persons. It can be spread through coughing, sneezing, kissing, or sharing items like drinking glasses, lip balm, eating utensils, or cigarettes. Adolescents and young adults are at increased risk of contracting this disease. Invasive meningococcal disease occurs in three common forms: meningitis, blood infection and pneumonia; other forms account for a small percentage of cases.

Meningococcal vaccines protect against most types of meningococcal disease, although they do not prevent all cases. There are two kinds of vaccines that protect against meningitis available in the US: meningococcal polysaccharide vaccine and meningococcal conjugate vaccine.

Influenza (the flu) is a contagious respiratory illness caused by the influenza viruses. It can cause mild to severe illness, and at times can lead to death.

There are two types of vaccines:

1. The "flu shot" is an inactivated vaccine (containing killed virus) that is given with a needle, usually in the arm. The flu shot is approved for use in people older than 6 months, including healthy people and people with chronic medical conditions.
2. The nasal spray flu vaccine is a vaccine made with live, weakened flu viruses that do not cause the flu (sometimes called LAIV for "live attenuated influenza vaccine" or FluMist). LAIV(FluMist) is approved for use in healthy people 2 to 49 years of age who are not pregnant.

The viruses in the vaccine change each year based on the international surveillance and scientists' estimations about which types and strains of viruses will circulate in a given year.

Human Papillomavirus (HPV) is a very common virus that is usually spread through sexual contact. Most of the time HPV has no symptoms so people do not know they have it. There are more than 150 related viruses in the group HPV, and approximately 40 types of genital HPV. Some types can cause cervical cancer in women and can also cause other kinds of cancer in both men and women. Other types can cause genital warts in both males and females.

The HPV vaccine works by preventing the most common types of HPV that cause cervical cancer and genital warts. It is given in a two-dose or three-dose schedule depending on age.

For more information on these diseases, see

<http://www.immunize.nc.gov/schools/resourcesforschools.htm>

### **Emergency Medical Situation**

If a child is injured or becomes ill after arriving at school, the parent will be contacted by phone. The Emergency Information Sheet requires home, office, and emergency phone numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be contacted. If a child needs immediate medical attention, the teacher will immediately call the front office and the administrator or designee will call 911. Once 911 is called, the parent or the child's physician will be contacted by phone. If we cannot reach the parent, the emergency contact name listed will be contacted.

### **Illness at School**

Please do not send ill or feverish children to school. Children should be fever and fever-reducing medicine-free for 24 hours before returning to school. If a student is contagious (pink eye, strep throat, chicken pox, etc.), school policy does not allow school attendance. Students who have temperature of 100 degrees or more or who are throwing up will be sent home.

## **Immunizations**

Please update student immunization records when new shots are given. If the student has serious health concerns, please contact the school office immediately. Students not providing proof of immunizations or exemption paperwork by the 30<sup>th</sup> calendar day of the school year will be excluded from school until such documentation is provided.

## **Preventing the Spread of Disease**

Students will be monitored for any of these symptoms of illness:

- Severe cough and the child gets red or blue in the face, child makes high-pitched coughs or whooping sound cough with difficulty breathing
- Yellowish skin or eyes
- Pink eye, tears, redness of eyelid lining, irritation, following by swelling and discharge of pus
- Unusual spots or rashes
- Infected skin patch, crusty, bright yellow, dry or gummy areas of skin
- Feverish appearance
- Unusual behavior, child is cranky or less active than usual or cries more than usual
- Frequent scratching of the body or scalp

If a student has any of these symptoms, the student will be removed from the other students and taken to the office. If a teacher feels a student may have a fever, the student will be taken to the office to have his/her temperature taken. If a temperature is 100 degrees or higher, the parent will be contacted for student pickup.

## PARENT COMPLAINT PROCEDURES

It is the goal of Hobgood Charter School to provide an appropriate, balanced administrative channel to allow parents to express complaints to and appeal decision of the HCS administration or staff. The primary objective of the complaint process is to ensure that the well-being of each child and the academic integrity of HCS are upheld. The complaint procedures are intended to enhance timely fact-finding, hearing and decision-making in the event of a complaint. These procedures will comply with any existing state and local laws in the State of North Carolina that deal with grievances, complaints, disputes, and conflict resolution. For the purposes of these procedures, a grievance is broadly described as the following:

*A formal or informal expression of dissatisfaction about some aspects of HCS staff decisions or actions, or administrative or academic program as implemented that is brought to the attention of the Lead Administrator or the HCS Board of Directors.*

In the interest of maintaining positive interactions and relationships, anyone with a concern or complaint should make all efforts to resolve an issue at the level at which it occurred. Listed below is the chain of command that should be followed when a concern arises:

- First Contact: Teacher
- Second Contact: Lead Administrator

In the event a parent feels the need to submit a *formal grievance* to the Lead Administrator or the Board of Directors, in compliance with the board policy on **Grievance for Families**, the grievance must be filed in writing within ten (10) business days of the originating circumstances to the Lead Administrator and include the name of the school employee or other individual whose action is at issue; the specific decision(s) or action(s) at issue; any board policy, state or federal law or regulation, or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; and the specific resolution desired. If the grievance is with the Lead Administrator, the grievance must be filed in writing within ten (10) business days to any member of the board.

## **SCHOOL RESOURCES AND INTELLECTUAL PROPERTY**

Any material produced by HCS employees, parents, visitors, or volunteers within the scope of their employment and/or involvement with the school during its operation, such as designs with the school's name, logos, symbols, signs, dramatic presentations, computer generated slices, CD-ROMS, DVDs, or other multimedia productions, websites, videotapes, lectures, books, magazine articles, printed lessons, bulletins, guides, artwork, machinery, architecture, and apparatus, now known or later developed, and others not mentioned but not to be construed as omitted, within the scope of its operation are the property of the school, which is the author and copyright holder and patent owner of the material.

Materials produced by HCS shall not be used by parents, visitors, or volunteers or any individual or groups for purposes outside the scope of the operation of the school and without the authorized, written permission from the school administration. Unauthorized use of school resources or materials produced by the school is a violation of the school's trademark rights and copyright laws.

## **SOCIAL MEDIA**

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at HCS are necessarily high. We respect the rights of students, employees, alumni, and other members of our community to Freedom of Expression as provided by the First Amendment. However, we must insist that our students and faculty meet the following standards at all times, as well as by alumni and all other users who participate in HCS-sponsored sites.

### **Comments and Participation**

Comments to HCS-sponsored sites, such as the website and official Facebook page, are welcomed and encouraged. To promote respectful discussion within these forums, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, libelous, defamatory,

slanderous, in breach of confidentiality or would adversely affect the culture of the school or be objectionable to staff, parents, or stakeholders.

For the privacy of users and their families, please assume that all postings to HCS sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet. By posting a comment or other material to HCS-sponsored sites as outlined above, users give HCS the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to the following: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. HCS reserves the right to review all comments before they are posted.

HCS further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy. Any submissions that fail to follow this policy in any way or are otherwise irrelevant will be removed. We also reserve the right to amend this policy at any time to address issues that may arise and changes in our operations or the law.

### **Posting on HCS Sponsored Sites**

In posting material on HCS sponsored sites, the following will not be allowed:

- Posting phone numbers, email addresses or other confidential information of students, faculty, or any person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is subject to misuse.
- Posting of material that HCS determines to be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.

- Posting of material that infringes on the rights of HCS or any individual or entity, including privacy, intellectual property or publication rights.
- Posting of material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group, or organization except those which are officially sponsored by HCS or granted permission by HCs, except in designated areas specifically marked for this purpose.
- Posting of chain letter, posting the same comment multiple times, or otherwise distributing “spam” via the HCS-sponsored site.
- Allowing any other individual or entity to use your identification for posting or viewing comments.
- Posting comments under multiple names or using another person’s name.

### **Creating and Maintaining Official Hobgood Charter Social Networking Sites**

All “official” HCS social networking sites must be approved by the school and should adhere to the following standards:

1. Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the school.
2. Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed first within the HCS guidelines and is appropriate to subject matter of the page.

*Unauthorized pages that have not been approved by the school will be treated as personal pages and are therefore limited to the standards provided above.*

### **Social Media by Parents, Volunteers, Visitors, or Groups**

We encourage our parents and supporters to be key communicators for our school using any form of social media. However, before content is posted to any social media outlet affiliated with HCS, please review our official guidelines. If you are a HCS employee, or a contractor hired by HCS and you are creating or contributing to any HCS social media, these guidelines

also apply to you. We expect everyone who participates in social media on behalf of HCS to understand and follow these guidelines. These guidelines change as new technologies and tools emerge, so please check them regularly.

### **Social Media Users Agreement**

HCS reserves the right to do any or all of the following:

- Ban future posts or membership of people who repeatedly violate this policy. HCS may affect such bans by refusing posts from specific email addresses or IP addresses or through other means as necessary.
- Remove comments at any time, whether or not they violate this policy.
- Users of HCS' social media outlets agree to indemnify and hold harmless Hobgood Charter School, its affiliates, directors, employees, successors, and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material a user has posted on HCS-sponsored sites.

**By posting a comment or material of any kind on a HCS-sponsored site, the user hereby agrees to the policy set forth above.**

### **Student Use of Social Media**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the HCS community and beyond. Students who participate in online interactions must remember that the posts and media reflect on the entire HCS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

1. To protect the privacy of HCS students and faculty, students may not, under any circumstances, create digital video recordings of HCS



community members either on campus or at off-campus events for online publication or distribution without consent.

2. Students may not use social media sites to publish disparaging or harassing remarks or media about HCS community members, athletic or academic contest rivals, etc.
3. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not slander, libel, or defame the school, students, or parents or staff or violate school policies.

Failure to abide by this policy, as with other policies at HCS, may result in disciplinary action as described in the Student Handbook or as determined by school administration.

## **STUDENT MISCELLANEOUS INFORMATION**

### **Birthdays and Celebrations for Elementary Students**

HCS understands the importance of celebrations for children. On birthdays and special occasions, parents/guardians are welcomed to provide a pre-packaged (not homemade) snack for the entire classroom in honor of the special occasion. These celebrations can in no way disrupt instructional time. Please seek approval from the classroom teacher, and then schedule the event with at least one week advance notice.

### **Lunch Program**

HCS will participate in the My Hot Lunchbox program to provide healthy lunches for students. Parents are to register on the My Hot Lunchbox website and are responsible for ordering and pre-paying for their student's lunches. Parents may also pack lunches for their child and are encouraged to ensure meals are healthy in nature. If your child was enrolled as an Economically Disadvantaged qualifier, please contact the front office for information regarding lunches.

## TRANSPORTATION AND TRAFFIC PATTERN

### Bus Information

In an effort to provide access to the educational opportunities at Hobgood Charter School, the board has allocated funding to provide bus transportation to multiple locations to transport students to and from school. HCS will offer bus services at no cost to students and families in the communities of Williamston, Robersonville, Oak City, Tarboro, Speed, and Scotland Neck. In order to sign up for bus transportation, parents are asked to complete a Transportation Request Form and submit it to the front office. Students will be assigned to the bus traveling to the cluster stop nearest their home address or as designated by parents.

#### *Route 1: Williamston, Robersonville, Oak City*

6:45 AM Stop at Memorial Baptist Church, Williamston

6:55 AM Stop at the New Dixie Mart, Hwy 17/64, Williamston

7:10 AM Stop at Food Lion, Robersonville

7:30 AM Stop at Woodmen of the World Office, Oak city

7:45 AM Stop at Hobgood Academy, Hobgood NC

#### *Route 2: Speed, Tarboro, Scotland Neck*

6:45 AM Stop USPS Office, Speed NC

7:05 AM Stop Piggly Wiggly, Tarboro NC

7:30 AM Stop Food Lion, Scotland Neck NC

7:45 AM Stop Hobgood Academy, Hobgood NC

Simply reverse the route in the afternoon - buses arrive at last stops in afternoon by 4:15 PM

\*Route 1 will also include a stop at the Boys and Girls Club in Robersonville prior to the stop in the Food Lion parking lot in the afternoon.\*

## **Student Behavior on Buses**

A safe and orderly environment is critical whenever transporting students. The Code of Student Conduct and board policies on student behavior apply while students are utilizing HCS bus transportation services. All students will receive training on school bus safety as required by law during the first week of school.

## **School Bus Parking**

Hobgood Charter School buses will enter from Commerce Street onto S Beech Street. Buses will turn left onto E 4<sup>th</sup> Street to park along the right side of the street in the designated areas marked with 'Bus Parking' signs. Students will unload directly onto the school yard beside Building #1 in the morning and load in the same area in the afternoon. Students will be supervised by school personnel during these transitions.

Buses will exit down E 4<sup>th</sup> Street, turning left onto S Oak Street. Buses will turn onto Commerce Street to continue the routes.

## **Carpool Drop-Off/Pickup**

Families who wish to carpool are advised to enter the carpool area from E 6<sup>th</sup> Street turning left onto S Beech Street, which is a one-way street. Drivers are to pull up to the orange cone area just beyond Building #3 where school personnel will be waiting to unload or load students. Students will be directed to their designated building to begin the school day. Drivers are to remain in the car line until released to exit down S Beech Street. For the safety of all, drivers **are** not permitted to pull around other vehicles in the carpool line.

During afternoon pickup, students will remain with their teacher outside their assigned building until they are loaded into the designated vehicle by school personnel.

**\*\*It is important that if a transportation change (including the individual picking your child up) is necessary, you provide the information to the**

classroom teacher in writing. For a carpool change, please provide the name of the person who will be picking up your child and a description of the vehicle. This individual may be asked to show his/her driver's license if there are any questions. \*\*

### **Rainy Day Dismissal**

In the event of rain, students will remain inside their designated building until called by school personnel to load. Please be advised these days will take longer to dismiss. Your patience is greatly appreciated in order to ensure the safe departure of all students.

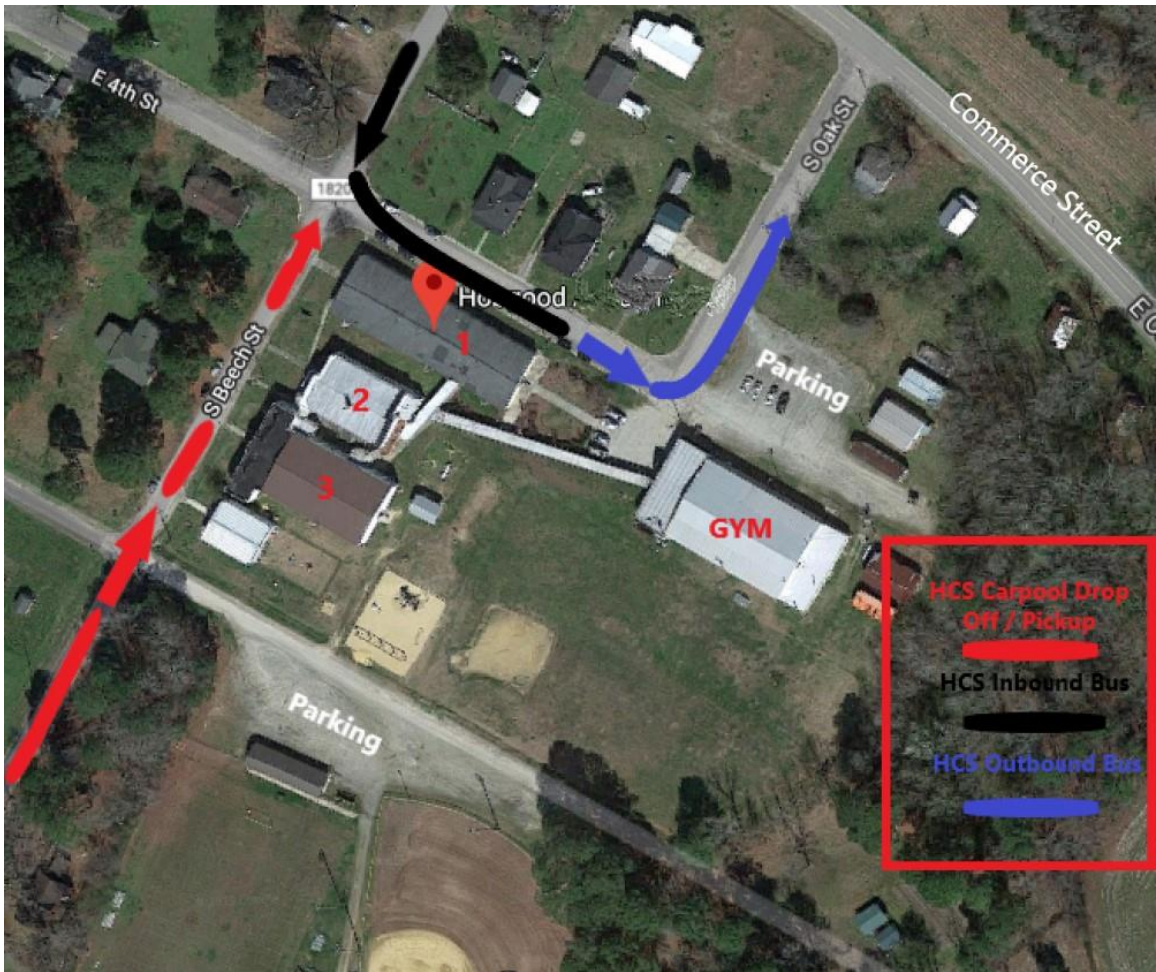
### **Parent/Visitor Parking**

During the first 2 weeks of school, a staff member will be stationed along the covered walkway to greet parents and students and provide Visitor's Passes to minimize wait time and delays in students reporting to class. After the first 2 weeks of school, parent(s)/guardian(s) who wish to walk their child into the school building must report to the office to receive a Visitor's Pass before entering their child's assigned building.

Parents may park in the gravel lot by the athletic complex or in the additional parking area by the gymnasium. Because arrival time will be busy with traffic, it is imperative that parents ensure students remain in close proximity to maximize student safety.

Parents/Visitors who come to the school during the school day should park in the gravel lot by the athletic complex or in the additional parking area by the gymnasium and report immediately to the Main Office to sign in and obtain a Visitor's Pass. Any individual on campus who is not in possession of a Visitor's Pass will be stopped by school personnel and directed to the Main Office to sign in and obtain a pass.

# HCS Traffic Flow Pattern



## **VIDEO RECORDING**

If video recording students, parents should be aware of the following:

1. HCS will send home a permission to photograph/video form for families each year. Should the parent/guardian choose to opt out of consent, he/she must mark the section denoting the child is not to be included in any photographs or videos related to school events and return the form to school.
2. Only children's images and first name are used and no descriptors identifying individual families are released. Occasionally photos of children will be used to publicize the HCS program.
3. If video recording is needed for a presentation at a professional conference or used as a professional portfolio, students whose family member opted out of photography/video through the Permission to Photograph/Video will not be included.
4. If video recording is part of a research study, no child will participate unless parental consent is given for the specific project.

## **VISITORS AND VOLUNTEERS**

### **Visitors and Volunteers Check-in Procedures**

All visitors must first report to the main office when visiting HCS. Visitors may be required to show proper identification (government-issued ID) and must wear a visitor's pass while on campus. All visitors must state their purpose for the visit when checking in at the front desk. As a reminder, solicitations, politicking, and petitioning are not allowed on campus or during school events. Only visitors and volunteers with approved and confirmed school business will be allowed on campus.

Additionally, all outside doors are locked throughout the school day. In order to maintain an orderly, respectful, and secure educational environment for the students and staff of HCS, it is essential that all parents, volunteers, and visitors to our campus be aware of their responsibilities, and adhere to the expected code of conduct as set forth in this handbook.

## **Code of Conduct for Visitors and Volunteers**

HCS is a public school of choice where teaching and learning are the highest priorities. All families who chose to be part of the HCS family are encouraged to visit campus often and seek out opportunities throughout campus.

To maintain the integrity of the learning environment and reduce disruptions to classrooms, certain limits may be set for parents, volunteers, visitors, and other members of the community who visit HCS and its classrooms. All persons on school property or attending school functions on-campus or off-campus shall follow all school policies and procedures and conduct themselves as positive role models for our students in keeping with the school's mission and vision.

As a K-8 campus, HCS has the unique opportunity for parents, visitors, volunteers, and community members to have lasting impacts on the students' academic, social, and emotional growth. We are grateful that our visitors and volunteers recognize that the education of our students is a joint responsibility and work to help all of our students understand the value of learning.

In the unlikely event that a visitor or volunteer fails to adhere to school policies and procedures, the Lead Administrator will address the issue with the visitor/volunteer. If the issue persists, is repeated, or presents an immediate safety concern, administration reserves the right to remove such individuals from the school or school function.

### **Formal Classroom Visitation Procedures**

The public is welcome to visit HCS at any time. The following process should be followed:

1. All parents, volunteers, and visitors must report to immediately to the main office.
2. Requests to observe a classroom should be made to administration in writing at least one day prior to the desired visit.
3. Administration will check to make sure that no testing, field trip, or other factors would interfere with the observation.

4. Classroom observations will not be a time for a conference with the teacher.
5. Guests who are invited to present to a class must sign in and obtain a visitor's pass. Guest speakers must be pre-approved by the administrator via teacher requests.
6. Parents and volunteers must only perform tasks approved by the teacher and the administrator.

### **Rules for Visitors and Volunteers**

- Parents and visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register through the front office.
- Anyone who wishes to observe a classroom while school is in session is required to follow the Formal Classroom Visitation Procedures so that class disruptions are kept to a minimum.
- Teachers are not permitted to take instructional time to discuss individual matters with parents, volunteers, and visitors. Pop-in visits will not be allowed as it takes away from instructional time.
- Any unauthorized person on school property or any person engaged in an unauthorized activity will be reported to the Lead Administrator or designee.
- Unauthorized persons or persons engaged in unauthorized activities will be asked to leave or stop the activity. Law enforcement may be called if the situation warrants at the discretion of the Lead Administrator.
- All parents, volunteers, and visitors are expected to abide by these rules on school property and at school-sponsored events. Parents and families who show a continued pattern of disruptive behavior by failing to follow school rules and procedures despite support from the school staff, administrators, an Board of Directors may be banned from volunteering and/or attending any school activity.



## Volunteers

- HCS encourages volunteerism on campus. In order to maintain a safe and orderly learning environment, all volunteers must register through the main office and complete all required forms PRIOR to volunteering.
- HCS requires background checks on all volunteers on an annual basis. HCS will be responsible in arranging the background checks.
- The Lead Administrator or designee will review all criminal background checks. No person who has been convicted of crimes against children, sex crimes, or serious crimes of violence will be allowed to volunteer at the school.
- If the background check presents criminal history, the Lead Administrator will determine whether the results of the review indicate the volunteer (1) poses a threat to the physical safety of the students or personnel, and (2) demonstrates that he/she does not have the integrity or honesty to fulfill his or her duties as a volunteer.
- The Lead Administrator makes the final approval of volunteers.
- Volunteers must have confirmed school business before they will be allowed to check in. To expedite the process, it is important that the staff member you are assigned to work with has notified the office of your scheduled visit.
- Volunteers must adhere to the Rules for Visitors and Volunteers as stated in this handbook.

# Hobgood Charter School

## Parent/Student Handbook Acknowledgement Form

I certify that I have read and understand the policies and procedures outlined in the Hobgood Charter School Parent/Student Handbook. I understand that the policies and procedures outlined in the handbook are subject to change pending board approval, and all changes can be found on the Hobgood Charter School website. I have reviewed the handbook with my child and ensured an understanding of the expectations in upholding the policies and procedures in the Hobgood Charter School Parent/Student Handbook.

Parent/Guardian's Signature \_\_\_\_\_

Name of Student \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE SIGN AND RETURN TO YOUR CHILD'S  
HOMEROOM TEACHER. THANK YOU!**