

Unity Classical Charter School:  
A Challenge Foundation Academy

STUDENT CODE OF CONDUCT

**STUDENT RIGHTS RESPONSIBILITIES  
AND  
CHARACTER DEVELOPMENT  
HANDBOOK**

## Mission Statement

Through classical education's rigor, Unity Classical Charter School will develop intellectually, morally and physically excellent citizens who embrace learning and the desire to serve.

## Vision

Unity partners with parents to inspire and educate the whole student. Our Classical K-8th grade curriculum is a rigorous academic program, which includes foreign language and the arts. Utilizing the time-tested classical education paradigm, we encourage our students to grow emotionally and mentally. Our teachers accomplish this through helping their students pursue academic excellence, mastering sound reasoning, and acquiring truth. Our students learn to think critically, listen with discernment, and communicate effectively which aids them in becoming the best he or she can be, and helping them become a contributing citizen of these fine states.

## Basic Rights and Responsibilities

The maintenance of a positive school climate conducive to the individual pursuit of learning, working and living is shared by parent/guardians, students and all school personnel: Each is expected to work positively toward this goal and to respect the individuality and the rights of every person. Parent(s)/Guardian, students and school personnel are also expected to deal effectively with behavioral concerns. The regulations below are written in accordance with N.C. General Statutes 115C-390 and 391.

## **RESPONSIBILITIES**

### **A. UCCS- CFA Board Responsibilities**

1. To adopt a fair and consistent discipline policy that establishes clear standards of student behavior.
2. To ensure, through the School Director / Head and the Discipline Committee that there is fair and consistent application of the discipline policy.

### **B. Parent(s)/ Guardian Responsibilities**

1. To assume legal responsibility for the behavior of the child as determined by law and community practice and to ensure that the child is familiar with the discipline policy and regulations.
2. To teach the child self-discipline, respect for authority and for the rights of others.
3. To make sure that the child attends school regularly and that the school receives notification of the reason for absences when the child cannot attend.
4. To work to the best of his/her ability to provide the necessary materials and a positive home learning environment for the child to succeed in school.
5. To maintain communication with the school and provide the school with a current telephone number through which he/she may be reached during the school day.
6. To respond quickly to school to get the child when called upon.
7. To be available for conferences when requested.
8. To cooperate with the school staff to develop strategies to benefit the child.

### **C. Student Responsibilities**

1. To be aware of and to abide by system wide policies, regulations and school guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To conduct oneself in a manner which is conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To respect the personal, civil and property rights of all members of the school community.
5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
6. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
7. To attend school and classes regularly, on-time and to be prepared with the necessary learning materials.
8. To know and to follow the policies and regulations for every event considered part of the school program regardless of the time or place.
9. To immediately comply with any staff member's reasonable request to carry out school rules.

### **D. Teacher Responsibilities**

1. To provide opportunities for all students to develop self-discipline and respect for the rights of others.
2. To accept shared responsibility for control and discipline of students throughout the school building and property.

3. To consider the physical, social, intellectual and emotional development of the students.
4. To establish and inform students of individual classroom behavior expectations, and to maintain discipline within the classroom.
5. To provide appropriate learning opportunities for all students.
6. To be aware of and to abide by system wide policies, regulations and school guidelines for discipline.
7. To confer with support personnel for possible solutions to inappropriate student behavior and to attend conferences upon request.
8. To use positive reinforcement, whenever possible, and not ridicule or use negative comparison when correcting a student.
9. To report to the parent/guardian at regular reporting periods and at other times, when appropriate, regarding the acceptability of a student's behavior.
10. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out of class disciplinary action.
11. To refer, in writing, a disruptive student to the School Director / Head when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.

#### **E. School Director's Responsibilities**

1. To consistently apply the Code of Conduct guaranteeing clear standards and consequences for student behavior.
2. To maintain order at UCCS-CFA. The School Director/Head has primary responsibility for maintaining order on the campus.
3. To discipline students, the School Director / Head shall have authority to exercise discipline over the pupils of the school pursuant to the policies adopted under these provisions.
4. To report certain acts to law enforcement. When the School Director / Head has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, or possession of a controlled substance in violation of the law, the principal shall immediately report the act to the appropriate local law enforcement agency.
5. To assign duties and responsibilities to the Discipline Committee in reviewing the grievances.
6. To assume the overall responsibility for the implementation of procedures and rules that are necessary to establish standards of acceptable student behavior in the school.
7. To be readily available to handle disruptive behavior, discipline and emergency situations.
8. To communicate effectively to parents the expectations of the school discipline program and the role of the parent/family in supporting the efforts of the school in providing a safe school environment.
9. To utilize resources/agencies that can provide additional services and support to the school discipline program if needed.
10. To provide assistance to teachers and parents on issues related to a sound disciplinary program, establishing effective rules and consequences, legal issues, etc.
11. To develop a viable communication network that informs the community, parents, and staff of the status and modification of the school's discipline policies and procedures.
12. To continuously monitor and assess current data in order to make modifications to the program and provide alternative disciplinary strategies to fit the needs of the school.

**Privacy Act:** The Privacy Act of 1974 forbids the dissemination of personal information of individuals without their authorized permission or, in the case of a minor, the parent or guardian's written permission, except internally where the information is necessary to effectively conduct school business. In accordance with the Privacy Act, no individual member of the community, whether or not he/she is affiliated with UCCS-CFA, has the right to receive personal information concerning any individual associated with the school, whether it is a student, staff member, or board member, except in cases where the information is critical to the job requirements of the individual and is approved by the School Director. Personal information includes, but is not limited to, the individual's health, academic, or discipline records, religion, marital status, political party affiliation, and grades. This does not restrict individuals from discussing their own private information freely, nor does it interfere with any other form of free speech.

**Freedom From Harassment:** If an unauthorized individual, whether or not he is affiliated with the school, approaches a staff member for personal information concerning another staff member or student, the request will be denied, the individual will be informed that he/she is seeking private information, the person receiving the request will record the details of the incident and submit a copy of the information to the School Director/Head. Likewise, if a student or staff member feels threatened by another individual concerning demands that are not duty-related, he should record the incident and immediately submit the concern to the School Director, who will take appropriate action. If it occurs again, the School Director/Head will investigate it, and determine whether or not harassment charges should be pursued against the individual. Parents, of course, have every right to seek and obtain private information concerning their own child(ren), but not the private information concerning others.

**Safe & Orderly Classroom Visits:** Parents and visitors are welcome at UCCS-CFA, and encouraged to actively participate in their children's education. In the interest of maintaining a safe and orderly environment for students, however, we request that all visitors check in with the school's secretary, arrive five minutes before the beginning of the class they wish to observe, and remain in the class until all students have been released.

### **Foreword**

The primary purpose of Unity Classical Charter School: A Challenge Foundation Academy (UCCS-CFA) is to provide a solid and high quality classical education that prepares children for life and all its obstacles and challenges. We teach children how to think for themselves using critical thinking skills. In order for teachers to teach and students to learn, an atmosphere conducive to learning must be consistently maintained. Accordingly, the teacher, as the recognized authority in the classroom, serves as the role model to set the expectations for student behavior. Discipline is defined as well-ordered, directed behavior. The parents, guardians, students, teachers, School Director/Head, administrative and support personnel, and the Board of Directors of UCCS-CFA share responsibilities in the positive development and maintenance of disciplined behavior. Discipline shall be maintained without the use of corporal punishment, which is prohibited at UCCS-CFA. Every student has a right to an environment that encourages learning and that is free of disruption. This handbook presents guidelines on behavior and school citizenship for students that are based on policies of UCCS-CFA. The following broad categories related to student conduct are included:

- Basic Rights and Responsibilities
- The Student Code of Conduct

- Due Process Procedures and Rights of Appeal

The rules of conduct and sanctions for violations detailed in this document are part of our continuing responsibility to monitor student behavior. The explanations of violations and the definition of terms have been expanded to assist students in understanding the expected behaviors.

**A set of rules does not replace the administrator's judgment in the review of discipline incidents. The levels indicated for school-initiated consequences are a guide for the administrator, but the levels may be increased or lessened if, in the view of the administrator, the situation calls for that judgment. (Violations of the laws of North Carolina will be handled pursuant to normal arrest procedures and are not within the administrator's jurisdiction.) The administration has the authority to use administrative discretion in dealing with these matters to ensure the safety and well being of our students.** In order for schools to be safe and orderly places for learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good sound judgment must be exercised in consideration of conditions of the moment. Furthermore, it is recognized that students need to be active participants in maintaining a safe and orderly school environment. To promote the active involvement and self-discipline of students, school staff members must remember that students need to feel respected and valued. Opportunities to learn from mistakes create a context for students to learn to make good choices in the future. *Ultimately, the goal is for students to do the right thing, even when no one is looking.*

**Staff & Student Rights:** No individual, whether it be a parent, staff member, or board member, has the authority to give directives to any student, other staff member, parent, or board member, unless he or she has been explicitly delegated that authority by the School Director, except in extreme cases where the safety of the school community is clearly at risk.

### **Student Code of Conduct**

The code of conduct for students attending UCCS-CFA is presented as rules and sanctions. These rules and sanctions have been adopted by UCCS-CFA and represent its official policy. Each rule is accompanied by the consequences (sanctions) for breaking that rule. These consequences are stated as minimum and maximum for each rule violation. Teachers, School Director, and other authorized personnel (including volunteers and bus drivers) are responsible for monitoring student conduct. Rule violations are to be reported via Electronic Discipline slips (referred to as E-Slips) to the School Director.

### **EXPLANATION OF DISCIPLINARY LEVELS SCHOOL INITIATED CONSEQUENCES**

UCCS-CFA is responsible for following the Code of Conduct and applying the appropriate Level intervention for any violations.

#### **Level I Conference/Verbal Warning:**

Staff members may conduct a conference among any combination of the following:

Teacher/Student

Teacher/Parent

Teacher/Counselor

Teacher/Student/Administrator

Teacher/Student/Counselor/Parent  
Administrator/Student  
Administrator/Parent  
Telephone Conference with Administrator/Parent  
Telephone Conference with Teacher/Parent  
Other parties as deemed necessary

**Level 2 In-School Suspension: ISS** will be defined as one full or part of a school day under the supervision of a UCCS: CFA employee. This day will be a work and study day separate from the general population of the school.

**Level 3 Suspension (1-3 days):**

Out-of-School Suspension. The denial of a student's right to attend school or school sponsored activities.

**Level 4 Suspension (4-9 days):**

Out-of-School Suspension. The denial of a student's right to attend school or school sponsored activities

**Level 5 Suspension (10 days):**

Out-of-School Suspension. The denial of a student's right to attend school or school sponsored activities

**Level 6 Long Term Suspension (365 days)/ Withdrawal/Expulsion:**

The denial of a student's right to attend school or school sponsored activities

*Note:* at the discretion of the School Director other interventions may be assigned as deemed appropriate.

**Sample list of Interventions:**

Referral To School Administrator, time-outs, silent lunches, detention, work programs, meeting of school personnel and/or other professionals, restricted activities, denial of school activities and extra-curricular events, behavior essays, Substance Abuse Programs, Mental Health Programs/evaluations/testing, referrals to other professionals, and involvement with outside agencies. Please note that this list is not all-inclusive but only a sample of possible interventions.

**UCCS-CFA may request information from professionals that could include Alcohol/Drug assessments by a certified professional, psychological counseling and/or testing with the complete results being released to the UCCS-CFA administration and/or counselor. Partial results will not be accepted when these items are required. This may be requested for the safety of other students at the school as well as the well being of the student. This information will be held in the utmost of confidence and will not be released to any third party without the written permission from the parents.**

**DUE PROCESS PROCEDURES /RIGHTS of APPEAL**

The following procedure is to be followed whenever a parent disagrees with a particular discipline situation:

1. The parent is to set an appointment to meet with the teacher or staff member if the issue does not involve an E-Discipline slip.
2. It should be brought to the School Director / Head if the issue involves an E-Discipline Slip.
3. If not satisfactorily resolved, it is then referred to the Discipline Committee.

➤ Discipline Committee:

- The Discipline Committee members will consist of 3 UCCS-CFA staff members who will serve on a regular rotating basis.
- Teachers or students involved in an incident cannot serve on the Discipline Committee that session and an alternate teacher or student will cover that seat.
- No teacher can hear a matter involving his or her student.
- The members will hear the facts from the staff issuing the E-Discipline slip and the student or students involved and may ask questions of those at the hearing.
- The members will vote anonymously on a ballot and place it in a ballot box to determine guilt or innocence.
- The majority vote will stand as the final decision on the matter.
- The School Director will administer the appropriate consequences as per the decision of the committee.

4. Finally, if the issue remains unresolved, the School Director will hear the evidence and make a determination. A final recourse for the parent is to write a letter of grievance to the UCCS-CFA Board of Directors. Letters should be addressed to the Chairperson of the Unity Classical Charter School: A Challenge Foundation Academy Board of Directors, Unity Classical, 1929 West Arrowood Rd., Charlotte, NC 28217.

To ensure professionalism on the UCCS-CFA Discipline Committee:

1. The committee members will consist of staff members (teachers and administration except for the Director / Head) at UCCS-CFA who will serve on a regular rotating basis to reduce bias.
2. Any members that issued the E-Discipline slip cannot serve on the Discipline Committee that month but will serve on a later committee. Another teacher will rotate on to cover that seat.
3. No member can hear a matter involving his or her child or a friend's child.
4. The members will hear the facts from only the staff issuing the E-Discipline slip and the student or students involved and may ask questions of those at the hearing.
5. The members will vote anonymously on a ballot and place it in a ballot box for guilt or innocence.
6. The majority vote will stand as the final decision on the matter.
7. The findings of the members will be turned into the School Director for follow up if guilt is found.

**APPEAL FORM:**

**A COPY OF THIS FORM MAY BE OBTAINED AT THE SCHOOL OR COPIED FROM THE INTERNET SITE.**

**Request for Appeal**

Submit to the School Director at the time of parental notification of discipline.

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

Print Student's name: \_\_\_\_\_

I have reviewed the UCCS-CFA Students Rights and Responsibilities Handbook and I am requesting a review of the decision on my child. This appeal form must be submitted to the School Director when I am notified of the discipline or the decision becomes final. After receipt of the Appeal Form the School Director will arrange a hearing date and time with the Discipline Committee to review only the original allegations. At that hearing the individual(s) who issued the E-Discipline slip and the student charged will present their information to five members of the Discipline Committee (to consist of 3 teachers, Director/Head, and/or Dean of Students, VP)

***I have read and understand the rules regarding this appeal.***

Parent's signature: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Unity Classical Charter School: A Challenge Foundation Academy  
1929 West Arrowood Rd.  
Charlotte, NC 28217  
Telephone: 980- ???-????

**DUE PROCESS PROCEDURES**  
**LONG-TERM SUSPENSION OR EXCLUSION**  
**SCHOOL DIRECTOR RECOMMENDATION:**

School Director notifies student and parent(s)/guardian of recommendation for long-term suspension or exclusion.

**School Level Procedures:**

When a student is sent to the School Director for any disciplinary action or conferencing concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student.

The administrator:

- 1) Advises the student of the charge(s).
- 2) Advises the student of the facts on which the charge(s) are based.
- 3) Gives the student an opportunity to respond to the charge(s) and to provide his/her version.
- 4) Provides written verification of the proposed disciplinary actions (including a written statement of appeal procedures) to the parent(s)/guardian.
- 5) Makes every effort to notify the student's parent(s)/guardian by telephone if immediate action will be taken to suspend the student based on guidelines in the Student Code of Conduct.

**These school personnel WILL take disciplinary action against any student who violates one or more of these rules in accordance with the stated consequences.**

## **VIOLATION INDEX**

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- Rule Violation 2 Food/Beverages**
- Rule Violation 3 Medications**
- Rule Violation 4 Student dress code**
- Rule Violation 5 Personal property**
- Rule Violation 6 Misrepresentations**
- Rule Violation 7 In subordination**
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- Rule Violation 17 Breaking & Entering**
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- Rule Violation 23 Possession /Distribution of inappropriate / violent material**
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- Rule Violation 25 False alarm**
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- Rule Violation 27 Aggressive physical action**
- Rule Violation 28 Sexual Offense**
- Rule Violation 29 Alcohol, tobacco & other drugs**
- Rule Violation 30 Weapons & dangerous instruments/objects**
- Rule Violation 31 Firearms**

## **CONSEQUENCES FOR VIOLATIONS**

**LEVEL 1: Conference/ Verbal Warning**

**LEVEL 2: In School Suspension (ISS)**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**LEVEL 6: Long-term suspension/Expulsion**

**Legal Disclaimer:** Nothing in this policy is intended to contradict local, state, or federal laws or binding directives from the North Carolina State Board of Education. In the event that any item in this policy does conflict with a local, state, or federal law, or binding directive of the NC State Board of Education, the respective law or directive supersedes the policy item.

### **Character Traits Found in the Student Rights, Responsibilities and Character Development Handbook**

This handbook supports the belief that character development and student discipline go hand- in-hand; one is proactive while the other is reactive. Consequently, the rules for student behaviors have been aligned to the related character traits. This alignment chart serves as a guide for all staff members as a means to promote student learning.

Any student receiving a Level 4 suspension or higher, or multiple Level 3 suspensions will automatically forfeit the privileges of all extra-curricular activities, including but not limited to, field trips and all after school activities for the remainder of that semester or school year.

#### **RULE VIOLATIONS / CHARACTER TRAIT(S) DESIRED**

Rule Violation 1: Attendance: Citizenship/Responsibility

Rule Violation 2: Food/Beverages: Responsibility/Trustworthiness

Rule Violation 3: Medication: Responsibility/Trustworthiness

Rule Violation 4: Student Dress Code: Respect/Responsibility

Rule Violation 5: Personal Property: Responsibility

Rule Violation 6: Misrepresentation: Trustworthiness/Honesty

Rule Violation 7: Insubordination: Respect/Responsibility

Rule Violation 8: Profanity or Obscenity: Respect/Caring

Rule Violation 9: Generally Disruptive Behavior: Cooperation/Citizenship/Responsibility

Rule Violation 10: Trespassing: Citizenship

Rule Violation 11: Unsafe Action: Citizenship/Caring

Rule Violation 12: Reckless Vehicle Use: Responsibility/Citizenship

Rule Violation 13: Gambling: Responsibility

Rule Violation 14: Vandalism: Responsibility/Respect/Citizenship

Rule Violation 15: Use of Fire: Responsibility/Respect/Citizenship

Rule Violation 16: Theft: Responsibility/Respect/Citizenship

Rule Violation 17: Breaking and Entering: Responsibility/Respect/Citizenship

Rule Violation 18: Burglary: Responsibility/Respect/Citizenship

Rule Violation 19: Robbery: Responsibility/Respect/Citizenship

Rule Violation 20: Extortion: Responsibility/Respect/Citizenship

Rule Violation 21: Refusal to Allow Search: Responsibility/Respect/Citizenship

Rule Violation 22: Inappropriate Use of the Computer or Internet: Trustworthiness

Rule Violation 23: Possession/ Distribution of Inappropriate Material Respect/Citizenship

Rule Violation 24: Possession or Distribution of Counterfeit Currency: Honesty  
Rule Violation 25: False Alarm: Responsibility  
Rule Violation 26: Bomb Threat: Responsibility  
Rule Violation 27: Aggressive Physical Action: Caring/Responsibility/Justice/Fairness  
Rule Violation 28: Sexual Offense Respect/Caring  
Rule Violation 29: Alcohol/ Tobacco/ Drugs (Illegal or legal): Citizenship/Responsibility  
Rule Violation 30: Weapons/ Dangerous Instruments/ Objects: Responsibility/Caring  
Rule Violation 31: Firearms: Responsibility/Caring

**CODE OF CONDUCT EXPECTED OF EVERY STUDENT:**

Students are expected to follow the Code of Conduct. All students must read the following information thoroughly and follow the guidelines. Should you have questions concerning any of the rules listed on the following pages you should contact the school office for a complete explanation.

**ALL STUDENTS WILL:**

Attend school and class every day (Rule 1 Page 9)  
Dress appropriately (Rule 4 Page 10)  
Do as instructed by teachers and staff (Rules 7 & 9 Pages 11 - 12)  
Bring all needed materials to class (Rule 9 Page 12)  
Allow school officials to conduct a reasonable search (Rule 21 Pages 16-17)  
Use the computer and the Internet for official school activities (Rule 22 Page 18)

**ALL STUDENTS MUST AGREE TO THE FOLLOWING:**

**No** food/beverages unless permitted by the school (Rule 2 Page 9)  
**No** medication unless authorized and supervised by the school (Rule 3 Page 9)  
**No** toys, CD's, tape recorders, cell phones, beepers, pagers, lighters, matches, money [bring only enough money for field trips or special activity] (Rule 5 Page 10)  
**No** selling any items on campus unless authorized by the school (Rule 5 Page 10)  
**No** lying, cheating, forgery or false information (Rule 6 Page 11)  
**No** talking back to staff or adults, refusing to comply with reasonable requests or walking away (Rule 7 Page 11)  
**No** profanity, cursing, offensive racial or obscene speech, gestures or written materials (Rule 8 Page 12)  
**No** disruption of class or school including: chronic talking, throwing objects, horse-playing, teasing, refusing to remain seated, leaving without permission, chronic lack of supplies or repeated violations (Rule 9 Pages 12 - 13)  
**Do Not** come on campus without proper permission or go on any campus during a suspension (Rule 10 Page 13)  
**No** unsafe actions including running in parking lots (Rule 11 Page 13)  
**Do Not** drive recklessly on school grounds or operate skateboards, roller blades etc. without proper permission (Rule 12 Page 14)  
**No** gambling (Rule 13 Page 14)  
**Do Not** damage school property (Rule 14 Page 14)  
**Do Not** set fire or try to set fire to anything, this includes striking matches and flicking lighters (Rule 15 Page 15)  
**Do Not** steal anything (Rule 16 Page 15)  
**Do Not** break into the school with or without intent to steal or vandalize

- (Rules 17 & 18 Pages 15 - 16)
- Do Not** take anything from anyone by force or through intimidation  
(Rules 19 & 20 Page 16)
- Do Not** possess inappropriate pictures, music or written material that would not be acceptable at school (Rule 23 Page 18)
- Do Not** make, use, spend or give counterfeit money to anyone  
(Rule 24 Pages 18 - 19)
- Do Not** participate in any gang related activity  
(Rule 4 Page 10 and Rule 27 Page 22)
- Do Not** pull the fire alarm (Rule 25 Page 19)
- Do Not** use the telephone to call 911 unless an emergency exists  
(Rule 25 Page 19)
- Do Not** say to anyone that a bomb is at school unless the emergency exists  
(Rule 26 Page 19)
- Do Not** hit, kick, spit, shove, fight, assault or threaten anyone  
(Rule 27 Pages 20 - 22)
- Do Not** take part in sexual activity; harass other student(s), or expose private body parts at anytime (Rule 28 Page 23)
- No** alcohol, tobacco or drugs (Rule 29 Pages 23 - 26)
- No** weapons of any kind (Rule 30 Pages 26 - 29)
- No** guns, loaded or unloaded, toy or real (Rule 31 Page 29)

### **Hazing and Other Potentially Harmful Behavior**

Unity Classical Charter School: A Challenge Foundation Academy forbids any form of hazing on campus, which may result in student expulsion, and reserves the right to remove any and all school privileges from any student involved in causing the physical harm, or loss or destruction of property, of another member of the community by his/her participation in an off-campus hazing incident, or illegal activity.

## **CODE OF CONDUCT RULES/SCHOOL CONSEQUENCES**

### **Rule Violation 1 ATTENDANCE:**

Every student is to attend school each day of the school year. Moreover, each student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and his/her parent(s)/guardian are subject to its penalties. Efforts will be made to communicate with parents of absent or truant students.

#### **A. Tardiness:**

Failure to be in a place of instruction at the assigned time: a 4<sup>th</sup> Tardy and each additional tardy up to and including a 7<sup>th</sup> tardy to any class including homeroom during one quarter will result in a parent conference. An 8<sup>th</sup> tardy and each successive tardy will result in after-school suspension for each per quarter and additional days may mean the state will need to be notified. The tardy policy will reset on the first day of the new quarter.

#### **B. School/Class Cutting:**

Failure to report to school or class without proper permission, knowledge, or excuse by the school or teacher.

**C. Excessive Absences (Truancy):**

Excused or unexcused absences, which are felt to adversely affect the student's education.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**Maximum: LEVEL 3: Suspension of 1-3 days**

**Unity Classical Charter School policy is for each student to attend a minimum of 160 days of instructional time. Any student missing 20 days or more will be in jeopardy of retention.**

**Rule Violation 2 FOOD/BEVERAGES:**

A student will not eat in unauthorized areas of the school.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/ Verbal Warning**

**Maximum: LEVEL 2: ISS**

**Rule Violation 3 MEDICATIONS:**

Students are not to have prescription nor non-prescription medications in their possession at any time on school grounds. This rule will not be interpreted to prevent a student from taking medications. The rule is to allow legal medications to be dispensed by the school's proper authorities to the students to ensure the safety of all the students. Any new medications given to students must be checked in immediately upon arrival on school grounds at the front office. Proper school authorities will dispense the medications. The only exception to this is when a Doctor gives permission due to medical necessity for the student to carry a specific medication (for example; an inhaler) on his or her person and that a permission letter must be on file with the UCCS-CFA office staff.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/ Verbal Warning**

**LEVEL 2: Parent Conference and Possible ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 6 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 4 STUDENT DRESS CODE: TO BEGIN September 1st, 2017**

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/ Verbal Warning and Calling parents to bring proper uniform.**

**Maximum: LEVEL 2: Parent Conference and possible ISS**

**Rule Violation 5 PERSONAL PROPERTY:**

A student will not bring or possess any object that has no educational purpose and may distract from teaching and learning. (All items will be confiscated with the item returned to the parent at a mutually agreed time.)

**A. Toys, games, cards, radio, CD's, tape recorder, IPOD:**

The student should not be in possession of any of the above or any similar device without permission of the administration.

**B. Cellular Telephone, Beeper, Pager:**

These items must be turned to the off position and not be in view on school property. Cell phones are permitted on field trips that will arrive back on campus after the end of the school day. All Cell phones must be out of view and in the off position at all times.

**C. Selling Items on Campus:**

Students are not to sell any objects on campus that are not authorized through the school as an organized, approved school activity.

**D. Other:**

Possession of any object that could disrupt the normal order of school to include, but not limited to, personal security alarms, look-a-like beepers, lighters, matches, etc.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/ Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 - 9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**Rule Violation 6 MISREPRESENTATION:**

A student will not lie or cheat.

**A. Altering Report Cards or Notes:**

Tampering with report cards, official passes, notes or other school documents in any manner, including changing grades or forging names to excuses.

**B. False Information:**

Making false statements, written or oral, to anyone in authority.

**C. Cheating:**

Violating rules of honesty, such as plagiarism, copying another student's test, assignment, etc.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long Term Suspension/ Expulsion for any 3<sup>rd</sup> violation during middle school years (6<sup>th</sup> through 8<sup>th</sup>).**

**Rule Violation 7 INSUBORDINATION:**

A student will obey the lawful direction of any authorized staff member during the time the student is in school, participating in a school activity, or on school property. All students are expected to behave in a respectful manner.

**A. Walking Away or Talking Back:**

Leaving while a staff member is talking to a student, or talking back to a staff member in a rude manner.

**B. Failure to comply with proper and authorized direction or instruction of a staff member:**

Failure to follow any authorized direction given by a staff member.

**C. Refusal to work in class:**

Failing to do assigned work during class.

**D. Refusal to report to the office:**

Failure to report to the administrative office as directed by a staff member.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/ Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**E. Refusal of Detention:**

Failure to report to any in school alternative as directed by a staff member.

**SCHOOL INITIATED CONSEQUENCES:**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4-9 days**

**LEVEL 5: Suspension for 10 with a contract**

**Rule Violation 8 PROFANITY OR OBSCENITY:**

A student will not use profane or obscene language or make obscene gestures.

**A. Offensive Language:**

Cursing, or saying anything that conveys an offensive, racial, or obscene message to a student or a staff member.

**B. Obscene/Offensive Gestures:**

Making any sign or gesture that conveys an offensive, racial, or obscene message to a student or a staff member.

**C. Derogatory Written Materials:**

Having any written material or pictures that convey an offensive, racial, or obscene message.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**LEVEL 3: Suspension for 1-3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-Term Suspension/Expulsion**

**Rule Violation 9 GENERALLY DISRUPTIVE BEHAVIOR:**

No student may disrupt the class or school.

**A. Chronic Talking:**

Repeated talking in the classroom without permission.

**B. Throwing Objects:**

Throwing any object in any part of the school or on school grounds, unless directed by a staff member pursuant to instructional purposes.

**C. Horse playing, Harassing or Teasing:**

Rough or noisy play or pranks that serve to pester or torment another student, to include willfully throwing anything that could serve to harass, but could not injure, another student or staff member.

**D. Refusing to Remain in Seat:**

Getting out of seat or moving seat without permission of staff member.

**E. Rude Noises:**

Making any unnecessary noise.

**F. Leaving without Permission:**

Leaving the classroom, building, or assigned area without obtaining approval of the teacher and/or administrator.

**G. Chronic Lack of Supplies:**

Repeatedly reporting to class without necessary material such as books, class supplies, pencils, etc.

**H. Other:**

Any other action that disrupts or interferes with educational activities or the school environment.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/ Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**Maximum: LEVEL 4: Suspension for 4 – 9 days**

**Rule Violation 10 TRESPASSING:**

A student will not enter any school property or school facility without proper authority, to include entering any school during a period of suspension or exclusion.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/ Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**Maximum: LEVEL 4: Suspension for 4 – 9 days**

**Rule Violation 11 UNSAFE ACTION:**

A student should not commit any action that has the potential to cause danger or physical harm to himself or to others, including attempting to allude school officials by running through a parking lot or any traffic area, climbing on the roof of buildings, being in construction areas, boiler rooms, any unauthorized area, or any action that has the potential for physical harm.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/ Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**Maximum: LEVEL 4: Suspension for 4 – 9 days**

**Rule Violation 12 GAMBLING:**

A student will not play games of skill or chance for money or property.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Verbal Warning**

**LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 - 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 13 VANDALISM:**

A student will not willfully, with or without malice, damage or destroy property belonging to another, or participate with others (either by presence or action) to damage or destroy property; i.e., school property, at a school sponsored or school-related activity on or off school property, or property belonging to a school employee. A student or parent/guardian will be held financially responsible, as allowed by North Carolina Law, for willful or malicious destruction of property.

**A. School Property:**

Defacing or damaging doors, windows, walls, mirrors, desks, computers, or any other school equipment, to include graffiti.

**B. Damaging Another Person's Property:**

Damaging any property belonging to another student or staff member to include clothing, books, class projects, automobiles, etc.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days (\$100 or below damage)**

**LEVEL 4: Suspension for 4 –9 days Level (\$250 or below damage)**

**Maximum: LEVEL 5: Suspension for 10 days with a contract (\$251 up-damage)**

Note: Damages must be reimbursed in each situation.

**Rule Violation 14 USE OF FIRE:**

A student will neither set fire nor attempt to set fire to anything on school property, or participate with others (either by presence or action) to damage or destroy school property through the use of fire. This will include striking matches, flicking cigarette lighters or using any instrument that is

capable of producing fire on school property, at a school sponsored or school- related activity that is on or off school property.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 - 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 15 THEFT:**

A student will not steal or possess stolen property, or participate with others (either by presence or action) to do so.

**A. School, Staff or Student Property:**

Taking and/or carrying away property belonging to UCCS-CFA, any staff member or any student without prior permission.

**B. Possession of Stolen Property:**

Having in one's possession property obtained without the permission of the owner, to include items stolen in the community and brought onto school grounds.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 16 BREAKING AND ENTERING:**

A student will not break into school property. This will include any unauthorized entry into school property with or without destruction to the property.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4 –9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 17 BURGLARY:**

Unlawful entry into any School property with the intent of committing a felony, or to steal or take and carry away the property of another.

**A. Attempted:**

Attempting to take property from a person by force or violence.

**B. Actual:**

Taking property from a person by force or violence.

**SCHOOL INITIATED CONSEQUENCES:**

**LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 18 ROBBERY:**

A student will not take another person's property by force or violence.

**A. Attempted:**

Attempting to take property from a person by force or violence.

**B. Actual:**

Taking property from a person by force or violence.

**SCHOOL INITIATED CONSEQUENCES:**

**LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 19 EXTORTION:**

A student will not take or threaten to take the property of others through intimidation.

**A. Attempted:**

Use of threats or intimidation in an attempt to obtain money or property from another.

**B. Actual:**

Use of threats or intimidation to obtain money or property from another.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 - 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 20 REFUSAL TO ALLOW SEARCH:**

In an effort to address the Safe Schools Mandate, the school administration has the right to conduct a search reasonable in scope of a student or his/her possessions if the administration has a reasonable suspicion that the student may be in possession of a weapon, illegal substance, or other items prohibited by law or the Code of Conduct.

**A. Search of an Individual or his/her Possessions:**

A student must cooperate with and may not obstruct or interfere with a reasonable search of the student, his/her desk, locker, backpack, book-bag, purse or other possessions, which are present on school property or at a school activity.

**B. Random Search of Student Desks:**

Student desks are the property of the school and are assigned to the student with the understanding that he/she is responsible for all property placed in the locker or desk. Desks shall be used only for storage of those items that are reasonably necessary for the student's school activities such as books, coats, school assignments, etc. A student must cooperate with and may not obstruct or interfere with a random search of his/her desk.

**C. Random Law Enforcement Canine Searches:**

The school system may use Law Enforcement canines for random searches of lockers, desks, and possessions of students, such as book bags that do not require a search of the student. A student must cooperate with and may not obstruct or interfere with a canine search conducted in accordance with this provision.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 21 INAPPROPRIATE USE OF COMPUTER OR INTERNET:**

Students must refrain from inappropriate use of school system computers or from utilizing the Internet site without proper authority.

Unity Classical Charter School: A Challenge Foundation Academy Acceptable Use Policy

USE OF COMPUTERS

STATUTORY

Legal Reference: 17 U.S.C. 101, 102, 106, 107,108, 110, 117; G.S. 115C-523, -524

In accordance with goals established in Board policy, the Board and School Director/Head will strive to make computers available to all students and to personnel who would be assisted by them.

All computers are under the control of the Board, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the School Director/Head or designee, have been taken to protect the computer from viruses or any other potential damage.

All laws, including copyright laws, will be complied with in the use of computers. Under no circumstance may software purchased by the school be copied for personal use.

To encourage the effective use of computers in the classroom, the School Director is encouraged to work with teachers in developing administrative procedures for making computers available to teachers for training purposes. Such administrative procedures may provide for allowing teachers to take computers home as a regular part of instructional planning or professional development.

**Unity Classical Charter School: A Challenge Foundation Academy  
Internet Safety Policy/Acceptable Use Agreement**

**Introduction**

Internet access providing vast, diverse, and unique resources to both students and staff is available to Unity classical Charter School: A Challenge Foundation Academy (UCCS-CFA). The goal of UCCS-CFA is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting millions of computers all over the world as well as millions of individual subscribers. Students and staff have access to the following:

- 1) Electronic mail communication
- 2) Information and news from worldwide resources and research institutes
- 3) Public domain software and shareware of all types
- 4) Discussion groups and material on virtually any subject
- 5) Access to many university library catalogs, the Library of Congress and the Educational Resources Information Center (ERIC).

With worldwide access comes the availability of material that may not be of educational value. On a global network it is impossible to control all materials, and despite the use of safeguards users may on occasion encounter objectionable material. However, UCCS-CFA believes that access to valuable information and interaction available through the network outweighs this possibility.

Internet access is coordinated through an association of government agencies and regional and state networks. Smooth operation of the network relies upon the proper conduct of the users as they adhere to the guidelines and responsibilities noted in this agreement. In the event a user violates any terms or conditions, their account may be terminated, and future access to the network may be denied.

**A signature at the end of this document is legally binding and indicates that the signatory has carefully read the terms and conditions and understands their significance.**

**Access to Inappropriate Material**

To the extent practical, UCCS-CFA has taken precautions to restrict access to inappropriate materials by using technology protection measures or "Internet Filters" to block or filter inappropriate Internet content, inappropriate electronic communications, and other access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depiction of material deemed obscene or pornographic, or to any material deemed harmful to minors.

Technology protection measures may be disabled, or in the case of minors, minimized only for bona fide research or other lawful purposes and only when subject to staff supervision.

It is the policy of UCCS-CFA to strive to:

- A) Prevent user access to or transmission of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications over its computer network
- B) Prevent unauthorized access and other unlawful online activity
- C) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors
- D) Comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254 (h)].

## **INTERNET – TERMS AND CONDITIONS**

### **I. *Privileges***

The use of the UCCS-CFA network is a privilege, not a right. Inappropriate use will result in disciplinary action.

### **II. *Acceptable Use***

UCCS-CFA's networks are to be used in a responsible, efficient, and legal manner that supports the educational objectives and employee guidelines of UCCS-CFA. To the extent practical, steps shall be taken to promote the safety and security of users of the UCCS-CFA online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Unacceptable uses include, but are not limited to, the following:

- Transmission of any material in violation of any federal or state regulation
- Unauthorized access, including so-called 'hacking,' and other unlawful activities
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors
- Violation of copyright/trademark laws
- Creation of and/or transmission of threatening or obscene material, child pornography, or information deemed harmful to minors
- Forwarding of confidential communications without the author's prior consent
- Plagiarism or copyright violations through use of the network
- Distribution of material protected by trade secret
- Utilization of the network for personal profit
- Promotion of political and/or campaign information
- Use of offensive or harassing statements or language, including profanity, vulgarity, and/or disparagement of others based on race, national origin, sex, sexual orientation, age, and/or disability
- Use of materials/e-mail espousing personal, political, or religious beliefs
- Sending or soliciting receipt of sexually oriented messages or images
- Sending/forwarding of chain letters
- Solicitation of money for any reason other than educational purposes
- Installation of or downloading of unauthorized files/software
- Accessing of UCCS-CFA's network without appropriate authorization

- Changing of the settings on computers unless deemed appropriate by the system operator
- Disruption of the network
- Damage of or alteration of the school's hardware and/or network design
- Access of chat rooms except those set up and/or approved by the school's administration
- Access of programs not appropriate for educational use
- Unauthorized use of password-protected programs (e.g., PowerSchool, and other administrative software)

### III. *Network Etiquette Rules*

Users must abide by network etiquette rules. These rules include, but are not limited to, the following:

- Be polite. Rudeness is never acceptable
- Do not provide any personal information (such as address/telephone number, social security number, or checking/savings account numbers)
- Follow chain of command procedures

Netiquette rules apply chiefly to electronic mail (e-mail), mailing lists and newsgroups. Following netiquette rules makes the Internet a civil place to communicate and share ideas.

### IV. *Disciplinary Action*

The following measures may be taken in response to unacceptable use:

- Disciplinary action as defined by UCCS-CFA's Code of Conduct
- Restitution of costs incurred through damage, including loss and/or repair
- Limitation or cancellation of user privileges
- Criminal prosecution
- Reprimand/Suspension/Dismissal of staff member

### V. *Education, Supervision and Monitoring*

- It shall be the responsibility of all members of the UCCS-CFA staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet, including educating students regarding cyber bullying awareness and response and appropriate behavior when using chat rooms or social networking websites, in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21<sup>st</sup> Century Act.
- Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Coordinator or designated representatives.

## VI. *Security*

Security on any computer system is a high priority, especially when that system includes many users. Attempts to log in to the system as any other user, share a password, or allow a security breach may result in cancellation of user privileges. If a security problem is identified, notify the system administrator. Do not demonstrate the problem to other users. Messages relating to or in support of illegal activities may be reported to the authorities.

## VII. *E-mail Accounts*

Employees will be assigned individual e-mail accounts. E-mail accounts are to be used only by the owner unless written permission is obtained from the owner of the account. Impersonation and anonymity are not allowed. Electronic mail is not guaranteed to be private; system operators have access to all electronic mail. E-mail accounts, including free accounts and those provided by outside vendors (e.g., Hotmail, Excite Mail, et al.) may be monitored if those accounts are accessed through the school network. Upon leaving the school, the employee's account will be terminated.

## VIII. *Privacy*

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Files stored on UCCS-CFA's servers and hard drives of individual computers are not private. Confidential files (e.g., personnel files, Exceptional Children's records, and other similar electronic data repositories) are to be accessed only by authorized personnel.

## IX. *Vandalism*

Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any part of the UCCS-CFA network. This includes, but is not limited to, the uploading or creating of computer viruses.

## X. *Disclaimer*

UCCS-CFA will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The user accepts personal responsibility for any information obtained or sent via the network, including the sharing of personal information such as home address, checking account and credit card information.

### **Adoption:**

This Internet Safety Policy/Acceptable Use Agreement was adopted by the Board of Unity Classical Charter School: A Challenge Foundation Academy at a public meeting following public notice on a day, October 26, 2016.

## **SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**  
**LEVEL 3: Suspension for 1 -3 days**  
**LEVEL 4: Suspension for 6 - 9 days**  
**LEVEL 5: Suspension for 10 days with a contract**  
**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 22 POSSESSION OR DISTRIBUTION OF INAPPROPRIATE AND/OR VIOLENT MATERIAL:**

A student must refrain from having any inappropriate material in his/her possession, including but not limited to pictures, magazines, CD's, cassettes, explicit or graphically violent materials (i.e., instructions/documentation concerning the creation of or the use of weapons).

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**  
**LEVEL 4: Suspension for 4 -9 days**  
**LEVEL 5: Suspension for 10 days with a contract**  
**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 23 POSSESSION OR DISTRIBUTION OF COUNTERFEIT CURRENCY:**

A student may not possess, distribute, produce or use counterfeit currency on school property or at a school sponsored or school-related activity on or off school property.

**A. Simple Possession of Counterfeit Currency:**

Possession of counterfeit currency on school grounds.

**B. Distribution of Counterfeit Currency:**

Distributing counterfeit currency on school grounds or at school related activities or conspiring to distribute counterfeit currency.

**C. Production of Counterfeit Currency:**

A student must refrain from the production of any counterfeit currency on school premises through the use of school equipment. This includes conspiring with anyone to produce counterfeit currency at school.

**D. Use of Counterfeit Currency:**

Using or attempting to use counterfeit currency to purchase items on any school premises, or at any school activity, or to pay for obligations owed to any school.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum LEVEL 4: Suspension for 4 - 9 days**  
**LEVEL 5: Suspension for 10 days with a contract**  
**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 24 FALSE ALARM:**

Calling 911, signaling or setting off an automatic signal falsely indicating the presence of a fire or an emergency is prohibited. This includes making statements/phone calls that such an emergency exists on school grounds, on school bus or at any school function.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 25 BOMB THREAT:**

Any notification, false or otherwise (verbal or written), indicating the presence of a bomb or explosive on school grounds, school bus or at any school activity. **N.C.G.S. §115 C-391(d3) requires an automatic suspension of 365 calendar days for any student who makes a false report or perpetuates a hoax relating to a bomb. This law also requires that the Division of Motor Vehicles revoke the permit or the license of a person convicted of making a false threat.**

**SCHOOL INITIATED CONSEQUENCES:**

**LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 26 AGGRESSIVE PHYSICAL ACTION:**

A Student will not exhibit any form of aggressive physical action against another student, staff member or any other adult at school.

**A. Hitting, Biting, Spitting, Shoving, Kicking or Throwing Objects:**

Minor incidents of hitting, biting, spitting, shoving, kicking or throwing objects at a student or adult for the purpose of harassment.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: Level 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 –9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**B. Fighting:**

The exchange of **mutual aggressive physical contact** between students, with or without injury, is prohibited. The first incident of fighting that occurs will result in the minimum consequence. Subsequent incidents will result in more restrictive consequences.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1-3 days**

**LEVEL 4: Suspension for 4-9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**C. Threatening/Intimidating a Student:**

A student will not threaten to strike, attack or harm any student or to make one fearful by intimidation.

**LOW-LEVEL THREAT:**

A low-level threat is defined as inconsistent, unrealistic or vague and poses a minimal risk.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**Maximum: LEVEL 3: Suspension for 1 -3 days**

**MEDIUM-LEVEL THREAT:**

A medium- level threat is defined as a threat that is direct in nature, the result of forethought, and apparently consistent. This threat can be carried out, but it may not be entirely realistic.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4 – 9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**HIGH-LEVEL THREAT:**

A high-level threat is defined as a threat that is specific, logical and can be carried out. This threat poses immediate serious violence.

**SCHOOL INITIATED CONSEQUENCES:**

**LEVEL 6: Long-term suspension/Expulsion**

**D. Threatening/Intimidating a Staff Member or Other Adult on School**

**Property:**

A student will not threaten to strike, attack or harm any adult or to make one fearful by intimidation.

**LOW-LEVEL THREAT:**

A low-level threat is defined as inconsistent, unrealistic or vague and poses a minimal risk.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**Maximum: LEVEL 3: Suspension for 1 -3 days**

**MEDIUM-LEVEL THREAT:**

A medium- level threat is defined as a threat that is direct in nature, the result of forethought, and apparently consistent. This threat can be carried out, but it may not be entirely realistic.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4 - 9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**HIGH-LEVEL THREAT:**

A high-level threat is defined as a threat that is specific, logical and can be carried out. This threat poses immediate serious violence.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 6: Long-term suspension/Expulsion**

**E. Assault on a Student:**

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting).

**F. Assault on a Staff Member or Other Adult on School Property:**

An assault is viewed as one person physically attacking another when there is a clear victim. The victim usually has not retaliated beyond a possible action attempting to get the assailant to stop the assault (not mutual fighting).

**G. Multiple Assault:**

Physically attacking a student by two or more students acting together. This violation will include students who take an active part in gang initiations involving assault.

**SCHOOL INITIATED CONSEQUENCES:**

**LEVEL 6: Long-term suspension/Expulsion**

**H. Inciting to Riot/Chaos:**

Behavior of a violent or aggressive nature that occurs in a **NO HITTING ZONE** and generates aggressive actions, verbal and/or physical, and the response of students involved in the incident or witnessing the incident has the potential for widespread chaos and/or inciting to riot.

**I. Refusing to Disperse:**

Any student who witnesses an incident in a **NO HITTING ZONE** and refuses to comply with the request of staff members to disperse. The response of students involved in the incident has the potential for widespread chaos and/or inciting to riot.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4-9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 27 SEXUAL OFFENSE:**

A student will not engage in sexual behavior.

**A. Consensual Inappropriate Behavior:** Consensual behavior that is not appropriate on school grounds.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 1: Conference/Verbal Warning**

**LEVEL 2: ISS**

**Maximum: LEVEL 3: Suspension for 1 -3 days**

**B. Offensive Touching:**

Improper touching of an offensive or inappropriate nature.

**C. Sexual Harassment:**

Verbal or physical conduct of an inappropriate nature, which may reasonably be regarded as intimidating, hostile or offensive.

**D. Consensual Sex:**

Inappropriate activity involving willing participants. (Both parties must be charged at the same level)

**E. Indecent Exposure:**

Intentional exposure of private parts of one's body.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1-3 days**

**LEVEL 4: Suspension for 4-9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**F. Sexual Assault/Rape or Attempted Rape:**

Unlawful sexual assault / attempted sexual assault by force, threat, or fear.

**SCHOOL INITIATED CONSEQUENCES:**

**LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 28 ALCOHOL, TOBACCO AND OTHER DRUGS:**

A student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to, tobacco products, anabolic steroids, counterfeit or imitation controlled substances, and drug paraphernalia.

**TOBACCO:**

**A. Possession or Use of Tobacco Products:**

A student may not possess or use tobacco products on school premises.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 –9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**B. Sale or Distribution of Tobacco Products:**

Distributing or selling any tobacco products to underage student(s). Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver's license.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 –9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**ALCOHOL:**

**A. Use or Under the Influence of Alcohol:**

Drinking any alcoholic beverage or the use of any substance containing alcohol, in school, on school grounds, to and from school, on school bus, at any school function, or coming on school grounds or to any school activity after consumption.

**B. Possession of Alcohol:**

Possessing any alcoholic beverages in school, on school grounds, to and from school, on school bus, or at any school function.

**C. Sale or Distribution of Alcohol:**

Distributing or attempting to distribute any alcoholic beverage in school, on school grounds, to and from school, on school bus, or at any school function. Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver's license.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

Also, the **FIRST** violation for the above listed alcohol violations will result in a required Alcohol/Drug assessment by a certified professional and the results must be released to the UCCS-CFA counselor.

**Alcohol / Drug testing may be required.**

**DRUGS (ILLEGAL SUBSTANCE)**

**A. Use or Under the Influence of Drugs (Illegal Substance):**

Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.

**B. Possession or Attempting to Possess Drugs (Illegal Substance):**

Possessing, or attempting to possess any illegal, counterfeit or controlled substance or any action that contributes to the possession of any illegal or controlled substance. Quantity must be small enough to indicate personal use by only one individual. Under N.C.G.S. 20-11(n1) this violation can result in the loss of a driver's license.

**C. Paraphernalia:**

Possessing, distributing or using any drug related paraphernalia.

**D. Inhalants:**

Possessing, distributing or inhaling any substance/product (off-the-shelf, controlled, or illegal) for mind-altering effects. White out prohibited at school.

**E. Sale/Distribution (Attempt or Actual):**

Distributing or selling any illegal, counterfeit or controlled substance (including prescription medication given or sold to an individual other than the one for whom the prescription was written) attempting to sell or distribute any illegal or controlled substance or any action that

contributes to the sale or distribution of any illegal or controlled substance or the giving or offering to give any illegal or controlled substance to another individual. This prohibition will include sale/distribution of tobacco products to underage student(s). Under N.C.G.S. 20-11 (n1) this violation can result in the loss of a driver's license.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4-9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Also, the FIRST violation for the above listed drug violations will result in a required Alcohol/Drug assessment by a certified professional and the results must be released to the UCCS-CFA counselor.**

**Alcohol / Drug testing will be required. There will be no exceptions to this.**

**Rule Violation 29 WEAPONS AND DANGEROUS INSTRUMENTS OR OBJECTS:**

A student will not possess, handle, transport, or use any weapon, dangerous object, object that can be reasonably considered a weapon, or substance that could cause harm or irritation to another individual. **All items will be confiscated and will not be returned.** Under N.C.G.S. § 20-11(n1) possession of a weapon on school property or at a school related activity can result in the loss of a student's driver's license/permit.

**Special Note:** Any student who inadvertently possesses or finds a weapon or substance that may subject a student to punishments may or may not be recommended for this sanction if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of the weapon or substance.

**A. Toy Knife:**

Possession of any size or shape toy knife.

**B. Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon not capable of propelling a missile:**

May include, but not be limited to a cap pistol, water pistol or any look-alike gun.

**C. Laser lights:** Pointing devices that can cause serious injury to the eyes.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 –9 days**

**Maximum: LEVEL 5: Suspension for 10 days with a contract**

**D. Knife:**

**Simple Possession – Blade 2 ½ inches or smaller:**

A knife brought accidentally, without intent, will result in the knife being confiscated and a suspension imposed. Any subsequent incident will result in confiscation and progressive discipline.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4 – 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**E. Simple Possession – Blade greater than 2 ½ inches:**

Possession of any knife longer than 2 1/2 inches, regardless of intent.

**F. Razor Blade/Box Cutter:**

Possession of a razor blade, box cutter or similar device for cutting.

**G. Camouflaged Weapon:**

Knife blades, or other sharp devices camouflaged as tubes of lipstick, ink pens, hair combs, etc.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 4: Suspension for 4-9 days**

**Minimum: LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**G. Object Thrown From a School Bus:**

Any object thrown from a school bus will be considered a missile and will be treated as a weapon.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 2: ISS**

**LEVEL 3: Suspension for 1 -3 days**

**LEVEL 4: Suspension for 4- 9 days**

**LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**H. Ammunition:**

Possession of any bullets or shells or any objects that could be considered to be ammunition or which resemble ammunition.

**I. Fireworks, Small Explosives:**

Possession of fireworks or small explosive devices including firecrackers.

**J. Explosive:**

Any device containing combustible material and a fuse.

**K. Antipersonnel Spray:**

Possession of chemicals such as Mace or pepper sprays.

**L. Bomb:**

Any device brought to school that contains combustible material.

**M. Other:**

Possession of any object or substance that could cause injury including but not limited to, slingshots, ice picks, multi- fingered rings, metal knuckles, nun chucks, Bowie knife, dirk, dagger, leaded cane, switchblade knife, razors and razor blades, clubs, stun guns, fire extinguisher and/or the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons. This will include chemical or biological agents or counterfeit versions of chemical or biological agents.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

**Rule Violation 30 FIREARMS:**

A student will not possess, handle, or transport any handgun, rifle, shotgun or any other weapon, which will or is designed to or may readily be converted to expel a projectile by action of an explosion, to include camouflaged guns. (Class 1 Felony Weapon). **Under N.C.G.S. § 20-11(n1) possession of a weapon on school property or at a school-related activity can result in the loss of a student's driver's license/permit. Any student found in possession of a weapon on school grounds or at school related activities that is suspended for more than 10 days or is assigned to an alternative educational setting for more than 10 consecutive days will lose his/her driver's license.**

**A. Possession of a pistol, revolver, or any other firearm (loaded or unloaded):**

N.C.G.S. §115C-391 (d1) requires the total cessation of all educational services for a period of 365 days unless the headmaster decides otherwise on a case-by-case basis. A complete psychological evaluation will be required for any student found to be in possession of a firearm on school grounds, on school bus, or at any school function and the results must be released to the UCCS- CFA counselor.

**SCHOOL INITIATED CONSEQUENCES:**

**LEVEL 6: Long-term suspension/Expulsion**

**B. Possession of any other weapon or device other than a firearm:**

Examples may include but are not limited to starter pistol, BB gun, flare gun, air rifle, air pistol or stun gun.

**SCHOOL INITIATED CONSEQUENCES:**

**Minimum: LEVEL 5: Suspension for 10 days with a contract**

**Maximum: LEVEL 6: Long-term suspension/Expulsion**

Terms of Suspension

Any student suspended for a first time during a school year at UCCS-CFA will be allowed to make up the school work missed and receive up to 80% credit of the grade. This rule covers class work, homework, tests, and any and all other assignments completed during the suspension. A second suspension will result in all schoolwork being graded as 65% in the grade book. Any suspension will result in loss of extra-curricular activities for the semester in which the suspension occurs.

**\*\*Each additional suspension will result in all schoolwork being graded as Zero in the grade book. Any suspension will result in loss of extra-curricular activities for the semester in which the suspension occurs.**

**UNITY CLASSICAL CHARTER SCHOOL: A CHALLENGE FOUNDATION  
ACADEMY RELEASE OF INFORMATION**

I, \_\_\_\_\_, SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Students name)

DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_, hereby authorize the release of information between

\_\_\_\_\_ and UCCS-CFA. This is a reciprocal agreement between the two designated parties and the exchange of information in either direction. This information is to include: (please initial the appropriate areas)

- |  |  |
|--|--|
| <input type="checkbox"/> Admission Face Sheet                            | <input type="checkbox"/> Assessment Report         |
| <input type="checkbox"/> Psychiatric Consult/Evaluation                  | <input type="checkbox"/> Progress Notes            |
| <input type="checkbox"/> Treatment Plan and Review                       | <input type="checkbox"/> Treatment Update, Verbal  |
| <input type="checkbox"/> Psychological Evaluation & Tests                | <input type="checkbox"/> Treatment Update, Written |
| <input type="checkbox"/> Medications                                     | <input type="checkbox"/> Recommendations           |
| <input type="checkbox"/> Lab Results                                     | <input type="checkbox"/> Discharge Summary         |
| <input type="checkbox"/> Correspondence (specify): _____                 |  |
| <input type="checkbox"/> Other (specify): _____                          |  |
| <input type="checkbox"/> All of the above information that is available. |  |

I hereby request and authorize the above-named agency, organization or individual, which possesses information relative to the student, named above to release information to Unity Classical Charter School: A Challenge Foundation Academy. I understand that the information to be released may include information regarding DRUG ABUSE, ALCOHOL ABUSE, AND PHYSICAL PROBLEMS OR PSYCHOLOGICAL OR PSYCHIATRIC INPAIRMENTS.

I certify that this authorization is made freely, voluntarily and without coercion. I understand that the information to be released is protected under state and federal laws and cannot be redisclosed without my consent unless otherwise provided for by state or federal law. I understand that I may revoke this authorization at any time, except to the extent that action has already been taken to comply with it. Without my express revocation, this consent will automatically *expire in one year*. A photocopy of this authorization may be considered as valid as the original.

\_\_\_\_\_  
(Patient/Parent/Legal Guardian Signature) (Date)

\_\_\_\_\_  
(Witness) (Date)

Unity Charter Classical School: A Challenge Foundation Academy  
1929 W Arrowood Rd  
Charlotte, NC 28217  
Telephone: 980-??-??

DATE: \_\_\_\_\_

**NOTICE OF SUSPENSION:**

Dear Parent/Guardian:

Your child, \_\_\_\_\_, has been given a \_\_\_ day suspension due to the infraction(s) listed below, pursuant to North Carolina Public School Law, 115C-391(c). This suspension will be in place from \_\_\_\_\_ through \_\_\_\_\_.

We are quite hopeful that \_\_\_\_\_ will be a fine student at Unity Classical Charter School when they focus attention on schoolwork and the student's future.

Reason(s) for Suspension

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Additional Conditions of Return: *Note if any of the conditions required have not been fully complied with this will extend the length of suspension.*

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School Director Signature: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_