UNION DAY

SCHOOL

Upper School

Parent-Student Handbook

2022-2023

Admissions, Enrollment, and Lottery

Please follow the links below to review each important UDS policy. Parent and Student signatures will be collected for the Student Handbook and these policies. The UDS Policies Acknowledgment Signature Page is included in the MYP Student Orientation White Folders.

Attendance Policy **Confidentiality Policy**

Social Media Policy **Cell Phone/Electronics Procedures**

Technology/Google Apps Agreement

Admission

As required by G.S. 115C-218.45, any child who is qualified for admission to a NC public school is qualified for admission to UDS. Admission will not be determined by school attendance zone/area in which the student resides.

The School will not discriminate against any student on the basis of ethnicity, national origin, gender, disability, religion, creed, intellectual or athletic ability.

Admissions Priority By state law, UDS may give enrollment priority to the following:

• Siblings of currently enrolled students who were admitted to the School in a previous year. The term “siblings” includes any of the following who reside in the same household : step-sibling, half-sibling, and children residing in a family foster home.

• Siblings of students that have completed the highest grade level at UDS

• Limited to no more than 15% of the School’s total enrollment the following may be given priority:

• Children of full time employees Children of board of directors A student who enrolled in the School within the two previous years but left the School (i) to participate in an academic study abroad program or a competitive admission residential program or (ii) because of the vocational opportunities of the student’s parent.

Equal Education Opportunities

Union Day School provides equal education opportunities for all students and does not discriminate on the basis of race, gender, disability, nationality, or religious affiliation. The school adheres to the legal obligations and requirements under section 504 of the Rehabilitation Act and the Individuals with Disabilities Act Amendments, including identification, evaluation, and provision of an appropriate education.

Open Enrollment and Lottery

The School will hold open enrollment beginning in January of each year. The enrollment will continue for a minimum of 30 days. At the end of the enrollment period, if the number of applicants does not exceed the available space, for that grade, the

students who have properly applied will be accepted. If the number of applicants exceeds the available space, for a particular grade, a lottery will be held to determine enrollment.

Lottery placement will be conducted no later than two weeks after the end of the enrollment period." Students' names are randomly pulled from all eligible applicants for each grade. In the interest of fairness, a third-party individual selected to pull lottery names. Siblings of current students will have first preference. Students who are pulled after the grade has been filled will go on a wait list. Wait lists will be deleted at the end of each academic year and parents will need to reapply for the new academic year.

UDS will attempt to contact all families with the results of the lottery within 3 business days after the selection. If contact is not made, after several attempts, UDS will move on to the next student on the waitlist. Once UDS has made contact with the family, the family has 3 business days to make a decision about enrollment. If the family declines enrollment or does not reply within this timeframe, UDS will move to the next student on the waitlist.

General Student Information

After School Care

The School will maintain an after school care program that begins at dismissal and ends at 6:00pm, Monday-Friday. The program will begin the first day of school and end the last full day of school. The program will not be open on teacher workdays, half days or holidays. Enrolled families will need to complete an after school care enrollment form with emergency contact information, medical information, name(s) of people authorized to pick up the child(ren), etc. All students must be signed out upon pick up and a photo ID presented to the after school care staff. The School will charge families at a rate

comparable to the LEA's. Families with a demonstrated financial need may apply for a reduction in cost. The after school care program will consist of, but not be limited to: attendance, snack, homework time, physical activity, related art activity and read aloud/ story time/silent reading.

Attendance

Daily attendance is very important in a student's academic success. If a student must be absent, please send a written note within 48 hours for all absences with the date and the reason for the absence. Undocumented absences will be considered unexcused.

In accordance with NC State Board of Education guidelines, and the North Carolina Compulsory Attendance Law (NC GS 115C-378), absences must be for one of the following reasons in order to be considered excused:

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: The Head of School is 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: Approval for an educational field trip must be submitted to the administration office at least 10 days in advance for approval. The educational trip must have educational value and the parents must provide his or her own educational resources to accompany the trip and submit to the teacher to show evidence of learning.

8. 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-407.5Article V (E)

Per NC GS 115C-378,The Head of School or his/her designee shall notify the parent, guardian, or custodian of his child's excessive absences after the child has accumulated three unexcused absences in a school year.

After not more than six unexcused absences, the Head of School and/or his designee shall notify the parent, guardian, or custodian by mail that he may be in violation of the Compulsory Attendance Law and may be prosecuted if the absences cannot be justified under the established attendance policies of the State and local boards of education. Once the parents are notified, the school attendance counselor shall work with the child and his family to analyze the causes of the absences and determine steps, including adjustment of the school program or obtaining supplemental services, to eliminate the problem. The attendance counselor may request that a law-enforcement officer accompany him if he believes that a home visit is necessary.

After 10 accumulated unexcused absences in a school year, the Head of School and/or his designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the student and the student's parent, guardian, or custodian, if possible, to determine whether the parent, guardian, or custodian has received notification pursuant to this section and made a good faith effort to comply with the law. If the Head of School determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the Head of School shall notify the district attorney and the director of social services of the county where the child resides. If the Head of School determines that the parent, guardian, or custodian has made a good faith effort to comply with the law, the Head of School may file a complaint with the juvenile court counselor pursuant to Chapter 7B of the General Statutes that the child is habitually absent from school without a valid excuse. Evidence that shows that the parents, guardian, or custodian were notified and that the child has accumulated 10 absences which cannot be justified under the established attendance policies of the local board shall establish a prima facie case that the child's parent, guardian, or custodian is responsible for the absences. Upon receiving notification by the Head of School the director of social services shall determine whether to undertake an investigation under G.S. 7B-302.

Bullying Bullying is defined by NC GS 115C-407.15

(a) As used in this Article, "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.

(b) No student or school employee shall be subjected to bullying or harassing behavior by school employees or students.

(c) No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.

(d) A school 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.

(e) 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 (teacher and/or Head of School).

Reporting Bullying

Any report of bullying will be investigated, in a timely manner, by the notified teacher and/or Head of School. The following consequences will apply depending upon the student’s age and severity of the offense:

Level One Violation: Conference with teacher; notification to Head of School and parent

Level Two Violation: Parent-Student conference with Head of School Level

Three Violation: Suspension for 1-3 days and conference with parent-student

Level Four Violation: Suspension for 3 to 5 days and conference with parent-student

Calendar and Length of Day

UDS Middle School will begin, for students, at 8:00am and dismiss at 3:30 pm, daily. UDS will publish a school calendar every year. The calendar will include start and end dates for staff and students. The calendar will include, but not limited to: holidays, teacher work days, end of grading period and state testing dates. The calendar will be made available on the school's website and in the Student-Parent Handbook. Upcoming academic year/school calendars will be published to the school's website upon final board approval.

Carpool (Morning and Afternoon)

Students may begin morning drop off at 7:30am. School begins promptly at 8:00am, A students arriving after 8:10am will be marked tardy and need to be brought into the school. Afternoon dismissal will begin at 3:30pm. All parents will need to display a car card, provided by the School, during dismissal.

Cell Phones

The Board prefers that students not have cell phones at school. However, the Board is cognizant that many parents have purchased cell phones for their child(ren), for emergency purposes. Therefore, the Board has in place the following cell phone rules for students:

1. Students may not use their cell phone to make calls or send texts during the school day.
2. The cell phone must remain off and in a book bag or purse during the school day.
3. School personnel will confiscate visible cell phones and turn them in to the office. Confiscated cell phones must be picked up by a parent, from the office.

Communication with Families

Union Day School encourages frequent and open communication between the parents, teaching staff and the school. Parents should use email as the first option for contacting their child's teacher. Parents can also call the school and leave a message for the teacher. Teachers will be expected to survey their students' families to determine the

preferred form of communication for each family. The School will predominantly use email to disseminate needed information to families. If appropriate, the School will also make sure of the School's social media and website for dissemination of information.

Dress Code Policy/Uniform Policy

Union Day School students are to dress in the required school uniform. High standards of decency, cleanliness and grooming are expected at all times. The Administration believes these dress guidelines are reasonable and promote unity, builds character, and builds self-esteem. Students are to be in uniform dress code upon arrival until departure from school property unless otherwise approved by administration. **The administration reserves the right to determine appropriateness of dress in cases not covered by the Dress Code or in other cases as they may arise:**

1. Tops — Navy Blue, Carolina Blue or White collared shirt. Sleeveless tops or tops with thin straps are not allowed.

A. Clothing must be clean and tidy.

B. Sweatshirts: with Union Day School logo in White, Carolina Blue, or Navy

C. Shirts must be free of writing

D. Shirts must not have logos bigger than a quarter

2. Bottoms - SOLID khaki or Navy blue. Athletic wear is not allowed in classrooms during the school day unless it is a school designated dress down day.

A. Pants should not hang on the floor

B. Shorts/Skorts/Skirts/Jumpers: Hems should fall below fingertips when hands are extended to the side

3. Shoes and Socks/Tights

A. Durable tennis shoes, simple in appearance, are to be worn for all grades

B. Enclosed toe shoes only

C. No lights in shoes

D. Socks/tights in white, navy, gray or black with no pattern or designs

4. Coats/Jackets/Sweaters - Coats or jackets of any color may be worn before and after school as well as during recess. They cannot be worn in the classroom or hallway areas during the school day. Sweaters may be worn in the classroom, in uniform colors.

5. Hair

A. All students should have well-groomed hair in traditional styles.

B. Hair should be kept neat and out of the eyes or hanging over the face or

interfere with education

C. Bangs are not to hang in the eyes

D. No unnatural colored hair such as orange, green, purple, yellow etc.

6. Other

A. Clothing is not to be tight or form fitting

B. Belts: brown or black

C. Clothing should always be in good repair with holes mended

D. Makeup is not permitted in elementary grades.

E. No head covering may be worn at school unless required for specific reason with prior approval by the Head of School.

Enforcement Dress code will be checked at the beginning of each day. Students are expected to be responsible enough to observe the dress code. Staff should not be expected to take up instructional time to address violations, therefore repeated or continual violations will be addressed as a discipline matter by administration.

Fire and Tornado Drills

Unannounced fire drills will be conducted once a month. All students will go to their assigned staging location. Teachers should ensure they have their attendance books with them, and that they are the last person to exit the room. All lights will be turned off and all windows and doors closed. Upon arrival at the designated staging location teacher will take attendance and notify the Head of School of missing students by turning in attendance records.

All students are to be instructed in how to react in the case of a fire on campus. Students will be instructed on how to pull the fire alarm in the event that a faculty member is injured or unable to do so.

A minimum of two (2) tornado drills should be conducted yearly. One drill should take place before the third week of school and another during Severe Weather Awareness Week.

Grades

IB MYP Report Card

The International Baccalaureate Middle Years Programme (IB MYP) assesses students differently from the traditional assessments. In IB MYP, each subject has four criteria and each criterion has levels of achievement (strands) with a score of 0-8. All criteria and strands have to be assessed twice a year. ***These scores do not equate to a 100-***

point grading scale (traditional grading); therefore, a score or achievement level of 4 out of 8 should not be interpreted as a 50% F.

Below you will find two charts designed to assist you in reviewing the criteria for each subject and levels of achievement. The first chart provides an overview of the criteria of all subjects. The second chart provides you with a general level achievement descriptors used to assess students in summative assessment (end of unit test, project, presentation). Subject and task specific rubrics are provided to students for each IB summative task. P*lease contact your child's teacher with any specific questions you may have regarding your child's progress. You may also find a link for full detailed explanation on classroom website.*

Subject Criteria

Language and Literature (ELA) Criterion A: Analyzing Criterion B: Organizing Criterion C: Producing text Criterion D: Using language	**Individual and Societies (SS)** Criterion A: Knowing and understanding Criterion B: Investigating Criterion C: Communicating Criterion D: Thinking critically
Mathematics Criterion A: Knowing and understanding Criterion B; Investigating patterns Criterion C: Communicating Criterion D: Applying mathematics in real life contexts	**Science** Criterion A: Knowing and understanding Criterion B: Inquiring and designing Criterion C: Processing and evaluating Criterion D: Reflecting on the impacts of science
Language Acquisition (Spanish) Criterion A: Comprehending spoken and visual text Criterion B: Comprehending written and visual text Criterion C: Communicating Criterion D: Using language in spoken and written form	**Design** Criterion A: Inquiring and analyzing Criterion B: Developing ideas Criterion C: Creating the solution Criterion D: Evaluating
Visual Arts & Performing Arts (VAPA) Criterion A: Knowing and Understanding Criterion B: Developing skills Criterion C:Thinking creatively Criterion D: Responding	**Physical and Health Education** Criterion A: Knowing and understanding Criterion B: Planning for performance Criterion C: Applying and performing Criterion D: Reflecting and improving performance

Level Achievements

Fails to meet any of the criteria levels	Limited quality work, gaps in understanding concepts	Acceptable quality work, basic understanding of concepts	Good quality work, secure understanding of concepts	High quality work, extensive understanding of concepts
0	1-2	3-4	5-6	7-8

Grievances

During the academic year problems and misunderstandings between students, parents, and teachers may arise. The best way to resolve these problems is to keep an open, yet orderly channel of communication between all parties. The following is a strategy that will allow an open channel of communication between parents and the staff of Union Day School. The following steps are critical in maintaining a sense of discipline.

Step1: Begin with contacting your child's teacher through an email or phone call to address any issue. After the initial contact if the issue is not resolved then go to step two.

Step 2: Make an appointment with your child's teacher or team to discuss issues and concerns. Remember that teachers will not be able to have conferences and lengthy conversations in the classroom or in the hallway during class time. If you are not satisfied with the results from a teacher conference go to Step 3.

Step 3: Contact the Head of School and request a conference between yourself, the teacher, and the Head of School. The Head of School will contact you with the conference time and location. Please allow 3-5 business days for a written response from the Head of School unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. If you are not satisfied with the results of this conference go to step 4.

Step 4: Fill out the conflict resolution form to request a meeting with the Board. Please include your concerns and the results from the previous meetings. Please allow 3-5 business days for a written response from the school, notifying you of a hearing with the Board, unless it is an issue that threatens immediate safety, physical, mental, or emotional health or constitutes a criminal act. In this event, the appropriate authorities should be contacted along with the Board chair or vice chair. Once the Board has heard the complaint and investigated, a decision will be reached within 10 business days and all parties involved notified. In the event the authorities have not been notified and the Board of Directors determines there is an immediate threat to safety, physical, mental, or emotional health or constitutes a criminal act, the authorities will be immediately notified. The board will work with authorities to ensure future safety. The decision of the Board is final.

In the event the grievant does not follow this process, the Board will direct them through the necessary steps of the grievance policy. The Board will not hear any grievant where legal action is directly threatened and/or the grievant has legal representation.

Inclement Weather Delay or Closing

The School will delay opening or close for inclement weather or the threat of inclement

weather. This decision will be at the discretion of the Head of School. The Head of School may also delay opening or close for any other potential or immediate threat to students and staff. In the event that the school needs to close or delay opening, the Head of School shall contact families via school email, text messages, phone calls, local news media, and school website.

Make-Up Work

In case of extended absences due to illness, the teacher(s) will work with the returning student to schedule make-up work and test arrangements within a reasonable time frame. Valid causes for absence will be illness, family emergency, and death in the immediate family.

Meals

Union Day provides the option of hot meals through catered lunches from different vendors each day. Parents must purchase catered lunches in advance. All food for consumption in the classroom during authorized snack and lunch times are to be nut free/allergy free zones as determined by the school nurse. Students that do not wish to purchase lunch must bring their own from home.

Off Campus Activities

The same Union Day School rules of behavior and discipline as well as the consequences already outlined under Disciplinary Action will apply to Union Day School students attending and participating in any off campus school sanctioned activities. Students who display any inappropriate behaviors as outlined will be subject to the outlined consequences and may result in suspension or expulsion.

Parent Volunteers

All volunteers must register as a volunteer by completing the Parent Volunteer Registration Form. All former and new volunteers must undergo a criminal background check in order to begin volunteer duties. All volunteers must sign in at the Office for each visit to the school and wear a volunteer badge.

Pledge of Allegiance and Moment of Silence

In accordance with NC GS 115C-47 (29)(29a), UDS will observe a moment of silence/ quiet reflection at the beginning of each day. UDS will display the US and NC flags, in each classroom, when available, and require all to stand during the recitation of the Pledge of Allegiance daily. UDS will provide age appropriate instruction on the meaning

and historical origins of the flag and Pledge of Allegiance. UDS will not compel any person to salute the flag, or recite the Pledge of Allegiance. However, standing is required. If flags are donated or otherwise available, flags shall be displayed in each classroom.

Report Cards

Report cards will be completed every 9 weeks for parents to review. Report cards are to be signed and returned in a timely manner.

Retention/Promotion

North Carolina public school students are assessed through end-of-grade (EOG) tests in reading and mathematics in grades 6-8; science assessments in grade 8.

A student may be retained if the student falls below a 70% yearly average in core subjects or exceeds the maximum number of allowable absences (ten unexcused absences). Parents will be notified of possible retention by the end of March. The final decision for promotion will be made by the end of May.

Parents may request a meeting with the school Head of School, to discuss the recommendation for retention. Final decisions about student promotion are made by the school Head of School under North Carolina public school law.

Search and Seizure

In order to protect the safety and welfare of students and school personnel, school authorities may conduct a reasonable search of a person and/or possessions, in accordance with students' constitutional rights. Students may be subject to a search based upon a reasonable suspicion that the student has violated the law and/or school policy.

Selling Items for Profit

Students are not allowed to sell items at school such as candy, gum, games, toys, etc. All items intended for sale or sold for profit will be confiscated. The only exception to this expectation is the selling of goods for an approved school fundraiser in times that do not interfere with instruction.

Student Records

Confidentiality of all student records is protected by the Family Educational Rights and

Privacy Act (FERPA). Only authorized individuals, including parents/guardians and students eighteen and over, have access to these files. Union Day School cannot make available any student information to unauthorized persons. Parents may review their child's academic record; however, parents are not allowed to remove them from school property.

UDS employees with an educational purpose may have access to student records. Authorized government officials, state and local officials with authority to access student records, officials from other schools where the student has been or will be enrolled (with signed and dated parental consent) and proper authorities/persons during an emergency situation.

The Head of School or his/her designee will be responsible for compiling and maintaining each student's official record. The record should include, but not be limited to: birth certificate, immunization record, state standardized test results, final report card, suspensions, expulsion, and attendance record.

The School will permanently maintain official student records, including any Exceptional Children (EC) records. The Head of School will maintain these records in the school records room. The school records room will be held under lock and key, with the Head of School in sole possession of the key.

Tardy

If a student arrives after 8:10 a.m., the parent and student will need to go to the office to sign the student in and get an admittance slip to present to the teacher. Students need to be in the building in his/her assigned class seat no later than 8:10 a.m. All students who are tardy must be signed in by the parent or adult. Without the signature of a parent or adult, the child will be marked absent. An older school-aged child does not count as a responsible adult.

Technology

Acceptable Use Policy

The information technology resources of Union Day School are provided for the support of the educational and professional goals of the school. These resources include devices such as laptops, Chromebooks, software, email accounts, networks, and services. Access to these resources is a privilege and that privilege can be revoked if the user is found in violation of the acceptable use guidelines.

Supervision and Monitoring
School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Any device, including school owned or personal, connecting to the UDS wireless or wired network may be scanned to make sure it adheres to basic security standards. Users should have no expectation of privacy while using UDS email accounts, computers, other electronic devices, or wired and wireless data networks. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks and on school owned devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Damages
The parents and/or guardians of any student agree to be responsible for and to reimburse UDS for any damage that their student may cause to information technology resources offered by UDS including any device, server, and/or network. This includes lost or stolen device(s). Union Day School makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. UDS will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service. UDS will not be responsible for the accuracy, nature, or quality of information stored on UDS devices, accounts, or servers; nor for the accuracy, nature, or quality of information gathered through UDS provided Internet access. UDS will not be responsible for personal property used to access LCS devices or networks or for UDS provided Internet access. UDS will not be responsible for unauthorized financial obligations resulting from UDS provided access to the Internet. Students must have a signed copy of the acceptable use policy on file before they can access these resources.

Consequences for Breaches of the Acceptable Use Policy
In the event a student breaches any part of the Acceptable Use Policy, there will be consequences imposed by the school, consistent with the Code of Conduct and UDS policies. Each situation will be considered independently. Users found violating the law while using UDS technology resources will be turned over to law enforcement

AUP Expectations for Students:
● Will not share personal, identifiable information, (i.e. school name, location, etc.) and will respect the privacy of others.

● Will responsibly use the resources provided. UDS technology resources should be used for educational purposes. Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching noneducational videos, etc.).
● Will comply with all state, federal and local laws, including, but not limited to, copyright laws and laws prohibiting harassment by computer.
● Will not interfere with others' work or with the performance of the computers, both hardware and software. This includes, but is not limited to, the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to harm or destroy data of another user.
● Are expected to be respectful and professional while using UDS technology resources.
● Are responsible for all activities under their UDS issued email and/or computer account.
● Will charge their UDS issued device over night if applicable.
● Will bring their device to school every day if applicable.
● Will protect the UDS issued devices from damage and theft. Required precautions include the use of the protective case when transporting devices at all times. if applicable
● Are not permitted to take, transmit or post photographic images/videos of any person on campus on public and/or social networking sites unless done as part of an authorized assignment by a teacher and permission of any/all individuals involved.
● Understand the User Agreements, including Acceptable Use Policy (AUP), and building specific student rules.

Parents or guardians:
● Are encouraged to monitor student Internet and social media website use at home
● Are responsible to pay the full repair/replacement cost of any UDS issued device that has been damaged by their student, or that was lost or stolen while in their care.

Technology Fee

A $25.00 annual technology fee will be collected for every student in Grades K-8. This fee will cover licensures, infrastructure, etc. The School may waive this fee in the event of financial hardship.

Telephone Use

The Union Day School telephone is for business and emergency use only. Students will not be allowed to make routine calls from school at any point in the school day. Obviously, emergency use is unquestioned, but you are asked to make travel and after-school plans ahead of time so we don't tie up the school telephone.

Testing

All children in grades 6-8 will participate in grade appropriate state required End-of-Grade testing. All state standardized testing materials will be held under lock and key in the student records room, with only the Head of School possessing the key.

Textbook Fees

Students will be held accountable for the condition of textbooks and materials they are assigned. If they are lost, damaged, or rendered unusable, parents will be required to reimburse the school for the cost of the book, plus shipping.

Transportation

Union Day School will provide limited transportation to and from school using cluster stops.

Solicitations

All solicitations are prohibited without the permission of the administration. This includes the selling of tickets, candy, the distribution of political materials, the circulation of petitions, etc.

Visitors/Volunteers

Visitors and volunteers are welcomed at the School and are reminded that they are very visible while on campus and should conduct themselves as role models. Visitors are those who make routine visits to their child's classroom to participate in events, etc. Volunteers are those who have signed up to offer specific support while on campus. Due to the nature of their assignments in working directly with our students, volunteers may be asked to review and sign a confidentiality policy and subject to a background check. Visitors and volunteers are subject to the same expectations of the conduct as outlined for students in the Parent and Student handbook. The following are guidelines for all staff to follow in relation to visitors and volunteers.

The School is authorized to ban/restrict any person the administration deems as a threat to the welfare of the children and the safety of the faculty. We are charged to

place the security and safety of the children and employees as our highest priority. All visitors and volunteers must report to the administration building prior to going to the classrooms and receive a pass. It is the responsibility of the teacher or assistant to stop anyone on campus who does not have a visitor's pass and direct them to go to the administration office and get one prior to allowing them into the classroom.

Student Code of Conduct

Discipline and self-control are essential to the academic and social success of each child. Union Day School is committed to helping children develop as productive citizens who demonstrate self-discipline, sound moral character, and respect for our community of unique individuals. Teachers will communicate their discipline and positive behavior plan with families during Back to School Night. Support from the behavior interventionist will be determined on an as-needed basis.

The purpose of the discipline and positive behavior policy is to ensure a safe, positive, learning environment in the school while taking into consideration the behavioral development of the students. For this reason, the aim of disciplinary measures, positive behavior, and support interventions is to correct the students and help them learn from their mistakes, except in cases where the behavior is so severe that it puts the safety or integrity of the school in jeopardy.

● In most cases, the appropriate faculty members within the classroom setting will handle situations requiring discipline immediately and effectively. In some circumstances, either due to the severity or repetitive nature of the offense, intervention by the Head of School is warranted.

● In any action requiring suspension, the Head of School will notify the parent or guardian immediately. Appeals for a suspension lasting less than ten days goes to the Head of School. Appeals lasting more than 10 days should go to the Head of School and then to the BoD if not resolved with the Head of School." *(Parents are not allowed to appeal to the BoD any suspension lasting less than 10 days)*

● Appeals with regards to an expulsion should be formally directed in writing to the Union Day School Board of Directors or its designee within two (2) days of the student's dismissal. The suspension will remain in place until the Board meets and reviews the appeal.

Level One Violations: Less serious violations that will be handled by the classroom teacher or a faculty member responsible for student supervision. The attending faculty member may bring these situations to the attention of the Head of School or teacher if further disciplinary action is warranted, or if these actions are repeated. When teachers feel it is necessary to inform

parents of a level one violation, it will be communicated in a timely manner.

Level One Violations:

- Inappropriate and offensive gestures
- Classroom Disruption
- Defiant behavior
- Disrespect/Noncompliance
- Horseplay or roughhousing
- Refusal to complete assignments

The Head of School will handle level two and three violations. The Head of School will conduct a mandatory parent conference (in-person or via phone) and may develop a positive behavior support intervention based on discipline referral. Students will be removed from the classroom and parents will be required to pick up students for any of the level two or level three infractions listed below.

Level Two Violations:

Level two violations may result in suspension of one to three days at the discretion of the Head of School. Any incident involving fighting and weapons will be a minimum of three days suspension.

- Harassment, Intimidation or Bullying
- Aggressive behavior including but not limited to kicking, hitting, spitting, throwing objects at other students and shoving
- Physical violence/fighting
- Three repeated level one violations
- Threat to another student (verbal, written, digital, or hand gestures)
- Gross defiance
- Use of profane language
- Threats towards staff or other adult (verbal or written)
- Academic dishonesty
- Destruction of property
- Theft
- Gestures involving weapons
- Possession of tobacco/related products

Level Three Violations:

Level three violations are those that are serious enough to require suspension or expulsion. Any of these violations may result in a five to seven day suspension or expulsion from Union Day School at the discretion of the Head of School.

● A second level two violation

● Physical assault or harm to staff or other adult

● Possession of a weapon or any object being used as a weapon

● Fighting that results in physical harm or injury

● Possession of illegal or controlled substances

Student Code of Conduct Students will:

1. Maintain the safety of oneself or others through appropriate behavior.

2. Use appropriate respectful language or gestures towards other students and/or adults.

3. Display kind and pleasant behaviors towards others

4. Promote and engage in a drug free and smoke free school environment/community while on campus and attending off campus events (as defined in NCGS 14-269).

5. Promote and engage in a zero tolerance for weapons (as defined in NCGS 14-269) or powerful explosives as defined in G.S. 14-284.1 on campus or while attending off-campus events.

6. Will model good choices to avoid physical aggression and inappropriate physical contact.

7. Appropriately use school or personal property of others.

8. Will engage in anti-harassment, intimidation, and bullying as defined by NC GS 115C-407.15

9. Will remain on school grounds under the care and direction of the assigned staff/ faculty member except with expressed formal written permission from parent to teacher and Head of School. Being outside the boundaries of the school campus will be construed as leaving school grounds.

10. Exercise digital citizenship

11. Help maintain a clean eco-friendly school by recycling when possible, cleaning up litter, report school property damage such as broken bathroom fixtures and writing on walls, and reporting damage to school materials.

12. Remain in Dress Code

Disciplinary Consequences for Violation of the Student Code of Conduct

Level three disciplinary actions could be implemented for acts listed in this section and related to school activities which occur at any time, including (but not limited to) any of the following: while on school grounds, while going to or coming from school, during the lunch period whether

on or off campus, during, or while going to or coming from, a school sponsored activity, the school bus.

Definitions of Disciplinary Measures

Short-Term Suspension: suspension from school, school activities and school grounds for a period of up to ten (10) school days.

Long-Term Suspension: suspension from school, school activities and school grounds for more than ten (10) school days, but less than exclusion.

Exclusion: Permanent suspension and exclusion from school, school activities and school grounds.

Automatic Suspension or Possible Exclusion if Behavior is Repeated or if the Behavior is of a Severe Nature:

Committing repeated Class I and/or Class II offenses

Knowingly trafficking, possessing and/or using tobacco products on school property or at a school-sponsored event

Stealing or possessing stolen property

Threatening to physically harm or attack another student, staff member or adult on school property or at a school-sponsored event

Physically striking or attacking a student, staff member or adult whether as an individual act or with the assistance of others

Possessing, handling, transferring or bringing a weapon or ammunition (including a toy weapon; example – toy gun, toy knife) on school property or at a school-sponsored event

***In order to support the Student Code of Conduct, every Union Day student will uphold the Union Day School Honor Code

UNION DAY SCHOOL HONOR CODE

The basis of the Union Day Honor Code is to promote an environment of mutual trust and respect. We believe that students should uphold the principles of truth, honor, and integrity in all of their academic, athletic, and social pursuits, both within the school environment and greater community. This belief is rooted in the philosophy that every student is a responsible individual with an inherent desire to be an honorable person. This responsibility includes a student's duty to oneself and others to sustain a system of moral values, even in the face of adversity, demonstrating a sign of true leadership. These basic tenets, when followed with sincerity and integrity, prepare each student for the demands and challenges placed upon them in today's society.

6th-8th grade students are required to sign their copy of the code.

Academic Expectations for Grades 6-8

- Attend school regularly, be on time, and be present
- Enter school with a positive attitude
- Follow established dress code.
- Put forth your best effort each day.
- At all times, demonstrate respect for adults and peers inside and outside the classroom.
- Be polite using good manners and respectful language to all.
- Complete all assigned homework and avoid having others do the work for you, both in and out of the classroom.
- Will not engage in any type of dishonest behavior in test taking situations
- Work cooperatively with others.
- Will not engage in any type of bullying behavior.
- Will demonstrate kindness towards others through words and actions.
- Show appreciation for the academic efforts of those peers whose learning is different than your own.
- Ask for adult support and guidance when disagreements occur between your and a peer(s).
- Show good sportsmanship (fairness, respect, and graciousness) when engaged in or watching sporting activities, during and after school.
- Do not make false statements about adults or peers.
- Will not damage, deface, destroy or vandalize school property.
- Will promote and engage in a drug free and smoke free school environment/ community while on campus and attending off campus events.
- Will not bring any type of weapon to school.
- Will not take things that belong to others.
- Exercise digital citizenship across environments.

- Accept mistakes as a way to learn and grow.

Hallway Expectations for Grades 6-8

- Walk to the right side of the hall and facing forward.
- Speak quietly as others are engaged in learning.
- Keep hands, feet, and body parts to yourself.
- Walk at all times in the hallways.
- Stay with class until reaching destination.
- When given permission to individually leave the class, return promptly after task/ activity is completed.

Playground Expectations for Grades 6-8

- Respect students' rights and play safely.
- Listen carefully for the teacher's directions and or signals for line-up.
- Only use equipment provided by the teacher.
- Share equipment with fellow classmates.
- Stay in your assigned area.
- Engage in positive play behaviors and show a willingness to include peers in group-based activities. Avoid name calling, arguing, and physical fighting.
- Keep hands, feet, and body parts to yourself.
- Follow playground entry and exit procedures.

Bathroom Expectations for Grades 6-8

- Use facility for the purpose of taking care of personal needs.
- Respect the privacy and property of others.
- No boisterous behavior and keep hands, feet, and body parts to yourself.
- No lengthy verbal exchanges with others who are using the facility.
- Wash hands before leaving the bathroom.
- Throw used items in the proper place.
- Promptly return to assigned classroom following bathroom break, applying Hallway Expectations.
- Inform adult if bathroom facility is in need of cleanup.

Weapons and Dangerous Objects

Possession of a defined weapon, an object intended to be used as a weapon, or hand gestures imitating a weapon will not be tolerated. Possession of a weapon will result in disciplinary action -- home suspension or expulsion. Possession of fireworks and explosives or the use of these items will also result in-home suspension or expulsion.

Willful Disobedience

Willful disobedience is the intentional defiance of teachers and/or staff. Such action may not be exhibited while coming to and from school, on the bus, during the normal school day or on field trips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. All students will come to understand this policy. It may take more time, patience and understanding to illuminate the younger children; however, student safety and a positive educational environment must be maintained. Therefore, timeout, work details, and on campus suspension may be employed. Every attempt will be made to correct the inappropriate behavior before actions of suspension and expulsion are considered.

Administration of Medications

The administration of medication to students by designated staff members will be permitted only when proper and current written authorization is received from the student's parent or guardian with a prescription from a physician. Instructions for such administration of any medications must be provided by the physician and must be in the original prescribed container. Over the counter medication will not be given without being prescribed by a physician. Absences of Policy and Compliance with Laws Absence of Policy

When a situation arises for which there is no policy, the North Carolina attendance codes and Board policy will be referenced by the Head of School, acting in a manner he/she believes best serves the School. The Head of School will notify the Board promptly of the action taken and if necessary, recommend changes to Board policy.

Adopted October 5,2017

Disciplinary Consequences for Violation of the Student Code of Conduct

Level three disciplinary actions could be implemented for acts listed in this section and related to school activities which occur at any time, including (but not limited to) any of the following: while on school grounds, while going to or coming from school, during the lunch period whether on or off campus, during, or while going to or coming from, a school sponsored activity.

Act of Violence

• Fighting and threats of fighting will not be tolerated by Union Day School. This behavior is considered one of the most severe infringements on the rights of others. It is also a direct attack on the educational process. Acts of violence, whether directed at another student, teacher or adult will carry a severe penalty. Possible disciplinary actions: On-campus suspension, home suspension or expulsion. Flagrant or repeat offenses may result in a maximum consequence of expulsion.

• Threatening to cause physical harm detracts from the educational setting and places students in fear. Thus, depending on the severity of these actions, the following disciplinary actions may result: On-campus suspension, work details, home suspension or recommendation for expulsion.

Weapons and Dangerous Objects

• Possession of a defined weapon or an object intended to be used as a weapon will not be tolerated. Possession of a weapon will result in disciplinary action -- home suspension or expulsion.

• Possession of fireworks and explosives or the use of these items will also result in-home suspension or expulsion.

Tobacco, Drugs, and Alcohol Union Day School is a tobacco, drug, and alcohol-free campus. Any possession or use of these substances is strictly prohibited. Offenses of the rule may result in suspension or expulsion. This rule, as all school rules apply for after school events and school trips. Possession of these substances with the intent to distribute or sell will result in expulsion. The sale of look-alike drugs will result in suspension for the first offense and expulsion for any subsequent offense. Drug paraphernalia, whether possessed for use or with the intent to sell or distribute, will be seen as an attempt to promote the distribution and use of illegal drugs and will result in suspension or expulsion and notice to proper authorities.

Stealing, Robbery, or Extortion: These offenses will result in on-campus suspension, home suspension or expulsion. The severity of the crime and the number of offenses will dictate the punishment.

Damage to Property:

Caused or attempted to cause damage to school property will result in the replacement of the damaged property by the student. The parent or guardian will also be held responsible for the replacement of the damaged property. Severe cases of damaging, defacing or mutilating school property such as arson, damage to windows, playground equipment, computers, etc. may result in the suspension or expulsion and notification to the proper authorities.

Obscene Acts, Demeaning Statements and Vulgarity: These acts will be construed as an attack on the rights and privileges of other students who are attempting to receive an education and the rights of teachers to teach. Therefore, the attempt or act of projecting the above named actions whether on clothes, written, verbal or through gestures is in violation of school policy. The resulting disciplinary action will require: changing offensive clothing, suspension, expulsion or a combination of any of these actions.

Willful Disobedience Willful disobedience is the intentional defiance of teachers and/or staff. Such action may be exhibited while coming to and from school, on the bus, during

the normal school day or on field trips. For the safety of the student and other students and the establishment of a nurturing learning environment, respect for faculty, staff, and parents is necessary. All students will come to understand this policy. It may take more time, patience and understanding to illuminate the younger children; however, student safety and a positive educational environment must be maintained. Therefore, timeout, work details, and on campus suspension may be employed. Every attempt will be made to correct the inappropriate behavior before actions of suspension and expulsion are considered.

Sexual Harassment Prohibited sexual harassment includes, but is not limited to unwelcome sexual advances, request for sexual favors, and other verbal, visual or physical conduct of a sexual nature. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress. Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual. The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment and submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through the school.

Other types of conduct that are prohibited and may constitute sexual harassment include:

• Unwelcome leering, sexual flirtations or propositions

• Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions

• Graphic verbal comments about an individual's body, or overly personal conversation

• Sexual jokes, stories, drawings, pictures or gestures

• Spreading sexual rumors

• Teasing or sexual remarks about students enrolled in a predominantly single-sex class

• Touching an individual's body or clothes in a sexual way

• Purposefully limiting a student's access to educational tools

• Cornering or blocking of normal movements

• Displaying sexually suggestive objects in the educational environment; and

• Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

Other Harassment Intentionally engaging in harassment, threats or intimidation against

a student or group of students when the harassment is severe and pervasive and disrupts classes or creates disorder or an intimidating or hostile educational environment will not be tolerated. Appeal Procedures Appeals with regards to an expulsion should be formally directed in writing to the Union Day School Board of Directors or its designee within two (2) days of the student's dismissal. The suspension will remain in place until the Board meets and reviews the appeal.

The identity of the students other than the student appealing the suspension shall be protected to the extent required by the Family Education Rights and Privacy Act (FERPA). There are two levels to the appeals process to the long term suspensions and expulsions.

School-Level Disciplinary Hearings: held at the school and chaired by the appointed student due process officer. Administrative-Level Appeals: written appeals and school-level hearing materials reviewed by the PHead of School. Board-Level Appeal Hearings: held at special board meetings.

Student Health and Wellness

Administration of Medications

The administration of medication to students by designated staff members will be permitted only when proper written authorization is received from the student's parent or guardian with a prescription from a physician. Instructions for such administration of any medications must be provided by the physician and must be in the original prescribed container. Over the counter medication will not be given without being prescribed by a physician.

Communicable Diseases and General Illnesses

Students with the following symptoms should not come to school until he/she is symptom free for 24 hours.

• Fever -with a fever of 100 degrees or higher

• Diarrhea

• Vomiting

To protect the school population, students with diseases that are easily spread must be kept at home until treatment renders the students non-contagious.

• Pink Eye (Conjunctivitis): Student may return to school with a doctor's note, or after 24 hours after antibiotic treatment has started, or when the eye is no longer red and swollen and discharge and itching has stopped.

• Ringworm: Student may return to school after-treatment has begun. Placing patches and bandages over infected areas is not acceptable treatment.

• Chickenpox: Children may return to school after all lesions are crusted.

• Head Lice: Children may return to school when the head lice eggs are absent.

Students that become ill or injured while at school will generally be sent to the office for evaluation and treatment. The school will treat minor injuries and determine if the student is okay to return to class or if a parent/guardian needs to pick up the student. Parents will be notified of all significant injury, accident or illness occurring during school hours or while on school sponsored field trip.

Emergency Epinephrine

In accordance with NC GS 115C-375.2A, UDS will supply of emergency epinephrine auto-injectors on school property for use by trained school staff to provide emergency medical aid to persons suffering from an anaphylactic reaction. The School shall store in a secure but easily accessible location, a minimum of one epinephrine auto-injector for use in different areas of the school, such as the school office, school cafeteria, or the school gymnasium. The Head of School shall designate one or more staff members to receive initial training and annual retraining on the storage and emergency use of an epinephrine auto-injector. The Head of School I will collaborate with appropriate staff to develop an emergency action plan for the use of the epinephrine auto-injector. The plan shall include: storage procedures, symptoms of anaphylaxis, emergency follow up procedures (calling emergency personnel and student's parent), and instructions and certification in cardiopulmonary resuscitation (CPR). A supply of emergency epinephrine auto-injectors provided in accordance with this NC GS 115C-375.2A shall not be used as a medication supply for students known to have a medical condition requiring the availability or use of an epinephrine auto-injector. Those students may be authorized to possess and self-administer their asthma medication on school property under NC GS 115C-375.2.

Immunizations

No student will be allowed to attend school without a certificate of immunization. Parents will be notified the first day a child attends school without an immunization record. The parent will then have thirty (30) days to immunize the student and provide the School with the current immunization record. An extension to the thirty days will only be given if a physician verifies a need. If the parent does not supply the School with the immunization record by the end of the thirty days or extension, the Student will be suspended until the vaccinations are current.

The School will retain all immunization records in a separate file for each student. The

School will allow for inspection of these records by county and/or state health officials, without notification to parents. In accordance with G.S. 130A-155(c) and G.S. 130A-440 the School will file an immunization report, within sixty (60) days, of the start of school, each year.

Note: As part of the transfer of records, the School will transfer immunization records when a student transfers to another school.

Student Diabetes Plans

UDS will implement rules and procedures for students with diabetes that are in accordance with NC Board of Education requirements under GS 115C-12(31) and GS 115C-375.3. The School will provide general diabetic training to all faculty and staff. Two staff members will receive more intensive training. A written diabetic care plan will be created with the student's: parent(s)/guardian, physician, classroom teacher, student (if appropriate) and other appropriate school staff. The Board will report to the State Board of Education annually, the number of students on a diabetes plan and the School's compliance with state law.

Yearly Information for Parents and Students

• Meningococcal meningitis, influenza and their vaccines-information concerning the causes, symptoms and spread will be provided to parents at the beginning of each school year. The School will also provide parents with places they may obtain additional information and vaccinations.

• Cervical dysplasia, cervical cancer, human papillomavirus, and their vaccines - information concerning causes, symptoms, transmission, the benefits and possible side effects of their vaccines will be provided to parents of students in fifth through twelfth grade, at the beginning of each school year. The School will also provide parents with places they may obtain additional information and vaccinations. (Applicable to grades five through 12)

• Lawful abandonment of a child- Students in fifth through twelfth grade will receive information about how a parent may lawfully abandon a newborn with a responsible adult, in accordance with NC GS 7B-500(b) (d).

• Preventable risk information for preterm birth in later pregnancies, including, but not limited to use of illegal drugs, alcohol consumption during pregnancy, smoking while pregnant, induced abortion, and insufficient prenatal care. (Applicable to grades seven through 12)

Absences of Policy and Compliance with Laws

Absence of Policy

When a situation arises for which there is no policy, the Head of School may exercise his/her discretion, acting in a manner he/she believes best serves the School. The Head of School will notify the Board promptly of the action taken and if necessary, recommend changes to Board policy.

Compliance with Other Laws

The school shall comply with all applicable federal laws and regulations, including, but not limited to such laws and regulations governing employment, environment, disabilities, civil rights, children with special needs, transportation, and student records. The School shall comply with all applicable health and safety laws and regulations, whether federal, state, or local.