

DURHAM

CHARTER

Parent and Scholar
Handbook

2025-2026

www.durhamcharter.org

919-956-5599

Durham Charter School (DCS)
Parent/Scholar Handbook
2025-2026
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Who We Are

Durham Charter School serves more than 1250 scholars, grades K-12, in Durham, North Carolina. We are the oldest public charter school in the state. We exist to provide a world-class education for families in Durham who have historically had few high-quality options.

Our Mission

Our mission is to build a world-class K-12 school in Durham that empowers scholars to thrive in college, career, and life.

The Handbook is an overview of the school's goals, services, and rules. It is an essential reference book describing what we expect of our parents and scholars, and what they can expect of the school.

This Handbook is designed to exist in harmony with Board policy. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to scholars and parents through newsletters and other communications. **In case of conflict between Board policy and any provisions of this Handbook, the provision that was more recently adopted by the Board of Directors will be followed*.**

We ask that our parents review the entire Handbook with their scholars and to keep it as reference throughout the school year. Parents or scholars with questions about the material in this Handbook should contact the front office.

**Note: The Executive Director or designee can exercise judgment on an as-needed basis in support of the school's pillars, and, if necessary to comply with overall Board policies, the Executive Director or designee can include a reasonable and temporary revision consistent with overall Board policy to the Handbook pending discussion and approval at the next Board meeting.*

Section 1: General Information

School Divisions

<u>Grades Served</u>	<u>Leader</u>
Elementary: K-3	Principal Elizabeth Wiley
Middle: 4-8	Principal Tanice Palmer
High: 9-12	Principal Adrian Edwards

Board of Directors

Please see *Section 7* for school governance. All board meeting information is available on the website

Academic Calendar

[2025-2026 Testing Calendar](#)

<i>Temporary Transition Plan</i> School Hours (Full Day)		
<u>Grades Served</u>	<u>Current Location</u>	<u>Hours</u>
Elementary: K-5	807 W Chapel Hill	Doors Open: 7:40 am Tardy: 8:10 am Dismissal Begins: 2:00 pm Dismissal Ends: 2:30 pm
Middle: 6-8	600 E Umstead	Doors Open: 7:30 am Tardy: 8:00 am Dismissal Begins: 1:55 pm Dismissal Ends: 2:25 pm
High: 9-11	4621 Kemp Road (Cottages)	Doors Open: 8:15 am Tardy: 8:30 am Dismissal Begins: 1:30 pm Dismissal Ends: 2:00 pm

<i>Temporary Transition Plan</i> School Hours (Early Release Days)		
K-12		n/a No Early Release Days Scheduled

School Hours (Full Day)		
<u>Grades Served</u>	<u>Current Location</u>	<u>Hours</u>
K-12	4621 Kemp Rd. Durham, NC 27703	Doors Open: 8:00 am Tardy: 8:30 am Dismissal Begins: 3:30 pm Dismissal Ends: 4:00 pm

School Hours (Early Release Days)		
<u>Grades Served</u>	<u>Current Location</u>	<u>Hours</u>
K-12	4621 Kemp Rd. Durham, NC 27703	Doors Open: 8:00 am Tardy: 8:30 am Dismissal Begins: 1:00 pm Dismissal Ends: 1:30 pm

School Staff

Please visit our website for the most current list of staff members.

Office Hours

<i>Temporary Transition Plan</i>		
<u>Grades Served</u>	<u>Current Location</u>	<u>OFFICE Hours</u>
Elementary: K-5	807 W Chapel Hill	7:00 am-3:00pm
Middle: 6-8	600 E Umstead	7:00 am-3:00pm
High: 9-11	4621 Kemp Road (Cottages)	7: 30 am-3:00pm

Office Hours		
<u>Grades Served</u>	<u>Current Location</u>	<u>OFFICE Hours</u>
K-12	4621 Kemp Road	7:30 am-4:30pm

Attendance

Daily Attendance

Durham Charter School scholars are required to be present and on time and remain in school for the full day, every day. Regular daily attendance is expected of all scholars as frequent absences and tardies have a critical impact on their education and emotional and social progress. Prompt daily attendance at school enables each scholar to gain the skills, knowledge and concepts to be successful in the classroom, explore new academic challenges and perform successfully in challenging academic settings.

Durham Charter School monitors scholar attendance very closely and abides by the Compulsory Attendance public school law governing scholar attendance (N.C.G.S. 115C-378).

Arrival/School Hours

All scholars are expected to arrive at school on time every day and attend all classes as scheduled. Teachers cannot provide effective instruction for children who are frequently absent or tardy, as scholars who arrive tardy disrupt the learning environment.

Scholars should not arrive on campus before posted Arrival times, unless they have been formally pre-registered for *Ivy Camps Before/After School Care* (available only to Elementary and Middle School scholars and provided by a third party). Scholars who arrive at school on time will have access to free universal breakfast.

<i>Temporary Transition Plan</i> School Hours (Full Day)		
<u>Grades Served</u>	<u>Current Location</u>	<u>Hours</u>
K-5	807 W Chapel Hill	Doors Open: 7:30 am Tardy/Instruction Begins: 8:00 am
6-8	600 E Umstead	Doors Open: 7:30 am Tardy/Instruction Begins: 8:00 am
9-12	4621 Kemp Road (Cottages)	Doors Open: 8:00 am Tardy/Instruction Begins: 8:00 am

School Hours (Full Day)		
<u>Grades Served</u>	<u>Current Location</u>	<u>Hours</u>
K-12	4621 Kemp Rd.	Doors Open: 8:00 am Tardy/Instruction Begins: 8:30 am

Late Arrival/Tardiness

Durham Charter School takes timely arrival to school very seriously. Scholars who are tardy miss critical instructional time. Scholars reporting to school at or after Instruction Begins will be considered tardy. Any scholar who is not in the classroom and ready to learn by Instruction Begins must report to the office for a tardy pass. Tardy scholars must enter through the school's main entrance and **must be accompanied by a parent or guardian to gain entry to the school/office.** All tardies are marked unexcused unless a Doctor's note is received **at the time of check in.**

Scholars who are tardy will receive consequences from the Dean of Students including loss of LiveSchool points/rewards. Excessive tardies may result in additional disciplinary consequences including but not limited to loss of eligibility for athletic activities, clubs, and Arts performances. Tardies in high school may result in additional disciplinary consequences including but not limited to after school/lunch detention.

Early 'Check-Out'

Scholars dismissed early in the day, for any reason, must be signed out in the office by a parent or pre-registered adult guardian. Parents and guardians must present a valid form of Identification in order to check-out their scholar. Parents and guardians must try to schedule all appointments/activities for after school hours so that scholars do not miss instructional time. ***Durham Charter School takes missing class to 'check-out early' very seriously. Scholars who 'check-out' miss critical instructional time.***

Durham Charter School does not permit 'early check-out' after dismissal preparation begins (after 1:30pm during ***temporary transition plan*** and after **2:30pm** generally) and parents will need to join the car line to pick up their scholar after that time.

Frequent and chronic 'early check-out' are not permitted and will be closely monitored by the administration.

Dismissal

Scholars may not remain on campus after dismissal unless they have been formally registered for After School Care (available only to Elementary and Middle School scholars) or are participating in a school-sanctioned after-school activity (e.g. athletics, clubs, rehearsals) under the direct supervision of a faculty member. Once scholars leave campus they may not return until the beginning of the next day.

Scholars must be picked up from school in a timely manner. Families who do not pick up scholars by dismissal end will be subject to a monetary penalty of \$5 per 5 minutes.

Transportation Changes

Scholars may depart from school in the following ways: School Bus, 'Car Rider', or Walker. Scholars are expected to take their pre-assigned transportation mode home daily.

In **rare** occurrences, parents may need to make dismissal transportation changes (e.g. Bus Rider switched to Car Rider on a particular day). In order to make a transportation change, parents must contact the school via phone at 919-956-5599 and leave a voicemail in the proper inbox by 1:30pm (12:30pm during **temporary transition plan**). We will not make changes after this time or by any other means of communication. This gives the office staff enough time to notify teachers about changes and ensures scholar safety.

What if my child 'misses' their bus in the afternoon?

Our office will contact the parent/guardian to inform the family that their scholar did not board their bus and the family must make arrangements to pick their scholar up from campus as soon as possible.

Compulsory Attendance and School Attendance Review Team (SART)

North Carolina compulsory education laws are found in NC. General Statutes section 115C-378 requires that children between the ages of seven (7) and (16) attend school. "Failure to send a child to school can result in criminal prosecution of the parent or scholar (if the scholar is declared undisciplined)."

To ensure scholars are attending school regularly, Durham Charter will incorporate a School Attendance Review Team (SART) framework to address absences and tardies. Excessive absences and tardiness will result in a mandatory meeting with the site based *School Attendance Review Team/ Leadership team*. This framework is a problem-solving model where the parent and school officials sit down to talk, listen, and prepare an action plan. Durham Charter's intention is to resolve attendance violations through our School-Based Truancy Court, rather than the criminal court process under N.C. Statute. However, if the child's absences do not improve or the parent refuses to attend Truancy Court, the school will enforce the law to its fullest extent which may include a referral to the Durham County District Attorney.

If a scholar misses more than three (3) days from school without a documented excuse or has an accumulation of more than 5 tardies, the parent will be contacted and a meeting may be scheduled.

Parents are required to attend any and all meetings scheduled by the SART team. In determining whether there were extenuating circumstances for the absences, the SART team will use the following guidelines:

- All absences will be considered in determining whether a scholar is truant and has attended the required percentage of days.
- The team will consider the acceptability of and authenticity of documents reasons for scholar's absences.
- The scholar or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

Types of Absences

Parents or guardians must explain in writing to a school official the reason for their child's absence. Please notify the school of your scholar's absence by sending an email to absent@durhamcharter.org. This procedure is required for all absences. Durham Charter School recognizes two kinds of absences: excused and unexcused.

Absences are excused for the following reasons and is accompanied by official documentation:

- Illness or Injury (Day 1 and Day 2)
- Illness or Injury (Day 3+) when accompanied by a provider note verifying the condition that caused the absence
- Death in Family
- Observed religious holidays
- Doctor/dental appointments
- Court/Administrative Procedures
- Quarantine
- Additional criteria based on Local Board/Policy
- Select 'Educational Opportunities' (prior/advance approval required at least 2 weeks in advance in writing by Principal)
- Temporary absence resulting from any cause acceptable to the Executive Director

Absences are unexcused for the following reasons:

- Illness or Injury (Day 3+) when not accompanied by a provider note verifying the condition that caused the absence
- Car trouble or lack of transportation
- Oversleeping/ traffic
- Personal Business
- Vacations
- Failure to bring an official doctor's note or other official documentation within two school days following an absence Doctor's Notes After Absence for Illness

Routine appointments with doctors and dentists should be planned during half days and vacation periods or after school. *Durham Charter School takes missing school very seriously. Scholars who are absent miss critical instructional time.*

Scholars may be marked excused for illness or injury for a period of 2 days based on a parent note and at the discretion of the Executive Director or designee. Scholars may not be marked excused for more than a period of 2 days unless a statement from a Doctor verifying the condition that caused the absence is provided. Scholars absent for illness or injury for more than 2 days without sufficient documentation will be marked as 'unexcused absences'.

Extended Family Vacations

Extended Family Vacations are not permitted during the school year. Parents who need to take their children on an extended trip due to an unforeseen emergency should notify the school administration immediately to schedule a meeting with the Principal. Extended absences from school may result in scholar retention.

Family Death or Emergency

If there is a death, emergency or similar traumatic situation in your family that may affect the scholar's attendance, emotional/social well-being and level of concentration, please notify the school Principal or designee so that we can best support your family.

Attendance for Credit

To receive credit in a class, a scholar must attend at least 90 percent of the days. These guidelines are set by the state of North Carolina and must be strictly adhered to. High school scholars who miss 10 or more per marking period for any reason must repeat their courses in order to earn credit for graduation.

Before/After School Care

Durham Charter School no longer hosts our own Before/After School Care. Durham Charter School has partnered with a third party provider, *Ivy Camps*, for on campus Before and After School programming. Families will register directly with *Ivy Camps*. For more information, check the DCS or *Ivy Camps* website.

After School Activities

School sponsored after school activities are by invitation only based on scholar participation in arts, athletics, and other events. Scholars remaining in the building for sponsored after school activities must be under the direct supervision of a staff

member at all times. Teachers will give families ample notice in advance for all scheduled after school activities. Transportation home after events is not provided by Durham Charter School for any activities scheduled after regular dismissal time including, arts, athletics, events, and (when applicable) after school detention. Parents must pick up scholars promptly by the advertised activity 'end time' to avoid 'Late Pick Up Fees'.

Cancellations of After School Activities

In the event of the cancellation of an after school activity, the activity sponsor/school will contact parents via ParentSquare as soon as possible. Parents should be notified of cancellation of any activity by 1:30pm. In the event of a cancellation, all scholars will report to their 'regular' mode of transportation at dismissal. Should scholars remain after regular dismissal, the sponsor of the after school activity will monitor scholars until parent pickup. Parents must pick up scholars by the advertised activity 'end time' to avoid 'Late Pick Up Fees'.

Participation in After School activities is a privilege and not a right and is at the discretion of the school. Scholars may be required to stay after school for After School Detention and for homework and classwork completion.

Withdrawing from School

A scholar under 18 may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent at minimum 2 business days in advance so that records and documents can be prepared. The parent may obtain information regarding the withdrawal process from the school records manager.

To complete the withdrawal, all school property must be returned, which may include: library books, athletic uniforms/supplies, school technology equipment, and class materials. Additionally, balances must be cleared, which may include fees for lost/damaged property.

All withdrawals are considered final. If a parent wishes to re-enroll their student, they must submit an application for the following year.

Continuous Enrollment

In accordance with G.S. 115C-218.45(h), students who are enrolled at a charter school are not required to reapply for enrollment in subsequent years. However, Durham Charter School maintains a Continuous Enrollment Policy to ensure that families are actively engaged, responsive, and committed to meeting school expectations each

year. This policy establishes clear requirements for families to maintain their child's enrollment from year to year and supports our operational and instructional planning.

Policy

To remain continuously enrolled at Durham Charter School for the following school year, families must meet **all** of the following requirements by the deadlines communicated each spring:

1. **Re-Enrollment Paperwork**

Complete and submit all required re-enrollment forms, which are distributed in the spring. These forms confirm a family's intention to return and help the school plan for staffing and resources.

2. **Ongoing Communication**

Maintain regular and responsive communication with school staff, including responding to calls, emails, or messages related to academic progress, attendance, and school operations.

3. **Report Card Pickup**

Pick up the student's final report card in person during designated report card distribution days at the end of the academic year.

4. **Payment of Fees**

Pay all required school fees in full by **June 30** of the current academic year, unless an alternative arrangement has been approved in writing by school leadership.

Consequences

Failure to meet all of the above requirements will be considered an indication that the family does not intend to return. In such cases, the student will be **unenrolled from Durham Charter School for the following school year**, and their seat will be offered to another student on the waitlist.

School Uniform Policies

Uniform and Dress Code Rules

Each scholar K-8 is required to wear the approved school uniform each school day and high school scholars follow a 'Uniform Dress Code'. French Toast is the exclusive uniform provider of Durham Charter School and all uniforms must be purchased from French Toast directly. 9-12 'Dress Code' items are purchased from OneScreenPrinting or French Toast. Scholars must report to school each day in clean, approved clothing. Uniform/Dress Code checks are conducted each school day at several checkpoints in the school. Should a scholar not report to school in a clean, approved school

uniform/Dress Code, the scholar will remain out of class until the parent/guardian brings the scholar the required school uniform/attire. Should the scholar report to school out of uniform on a consistent basis, further disciplinary actions may be taken. Families struggling to provide their scholar with the uniform should contact the Ops Manager at their site.

All scholars will be expected to comply with the following dress code: All hair ornaments should be minimal so that they do not disturb the classroom environment. Hats and coats are not to be worn inside the school during the school day, except when scholars enter and exit the building. Scholars who choose to wear outerwear during the school day may wear the DCS approved navy blue jackets or sweatshirts which must be purchased through French Toast. Scholars will store backpacks, purses and other types of carrying bags and other personal items in their bags on a hook/cubby in their classroom. Generally, scholars do not carry cell phones, backpacks, purses or bags inside the school during the school day (with some exceptions for transitions).

Grades K-8th Uniform

French Toast is the exclusive provider of K-8 Uniforms.

Durham Charter School Uniform (K-8) **25-26**

- The DCS Uniform is sold by *French Toast* only.
- The DCS uniform is a navy blue, white, gray polo top or white or blue button down collared shirt with the school logo and gray or navy bottoms. Plaid skirt and jumpers optional. *Matching ties optional.*
- No visible undershirts. No 'long sleeve' sticking out.
- All pants and shorts from French Toast have belt loops. Scholars must wear a black or dark blue belt (1st and up).
- PE uniforms should be worn on PE days. PE uniforms include navy sweatpants and DCS PE t-shirt or sweatshirt.
- Tennis shoes/ sneakers (any color). No boots. Tennis/sneakers must not have lights, wheels, or make noise.
- Socks, tights and socks must be navy blue, white or neutral. Other colors are not allowed. No patterns of any kind are allowed.
- Only DCS sweaters and jackets are permitted inside.
- Dress to impress in a clean, approved school uniform.




FRENCH TOAST
























































Grades 9th-12th

Please refer to the *Addendum 1* for full information.

The following items violate Durham Charter School Dress Code:

Jeans/pants/bottoms with rips/tears/holes, shirts having logos other than the seal or lettering, animation, dangling earrings, excessively tight clothing, oversized and excessive jewelry including large hoop earrings, headbands, scarves, “doo-rags,” or other head covering (unless it is due to medical/religious beliefs), excessive hair bows, clips, pins or hats.

Durham Tech scholars will also follow a dress code. See Addendum.

Dress Down and Spirit Week Dress

Scholars are periodically permitted to ‘Dress Down’ and wear clothing of their choice. ‘Dress Down’ days are earned on a periodic basis and awarded to scholars individually by their teacher and the Dean of Students. Check the ‘Dress Down’ ticket for each event for details. Scholars are required to comply with provisions of the Dress Code on ‘Dress Down’ days. Scholars are also periodically permitted to dress for Spirit Weeks. Check Spirit Week flyers for each event for details.

Scholar-athletes may wear their team gear (jersey) on game days if approved by the coach and Athletic Director in advance.

Scholar Fees

During the school year, fees are assessed for numerous reasons such as damaged technology, supplies and materials, field trips, etc. Parents/guardians are expected to pay the balance due in full once they are notified by the school. The school office will notify parents in writing of an outstanding balance. Parents are required to pay any outstanding balance within fifteen (15) days. Any student owing an outstanding balance cannot participate or attend any field trip or school-sponsored activity. Once the balance has been satisfied, the scholar may resume participation in these areas.

Scholars are expected to provide consumable items, such as pencils, erasers, and notebooks/folders. Please see the school website for updated school supply lists.

- A fee for voluntarily purchased items, such as yearbooks, class rings, school pictures, and graduation announcements.

The school reserves the right to waive any fee or deposit if the family is unable to pay at the discretion of the Executive Director or their designee. A request for such a waiver

must be made in writing to the front office and include evidence of the inability to pay.

Instructional Materials

School approved curriculum materials as well as some independent reading books are provided free of charge for each subject or class. Materials must be treated with care and used as directed by the teacher. Scholars must return all materials and books to the teacher at the end of the school year or when the scholar withdraws from school.

All instructional materials are reviewed by the Executive Director or their designee.

Lost and Found

A Lost & Found box is located at each site. Please label all personal belongings (e.g. clothing, water bottles, lunchboxes) with your scholar's name. Unclaimed articles will be donated and disposed of on an ongoing basis as often as once per month.

The school will not accept responsibility for the personal items of scholars. All personal items should be locked away in the scholar locker or kept in their bookbag. Any personal item(s) that staff members judge to be unsafe or improper for school will be confiscated and held in the office to be picked up by the parent/guardian. All personal items not retrieved by the last day of school will be donated and disposed of.

Child Nutrition

Durham Charter is a sponsor of the National School Breakfast and Lunch Programs. All enrolled scholars at Durham Charter School receive school meals at no cost through the Community Eligibility Provision (CEP) made possible by the USDA.

Durham Charter's meal service is automated. Scholars are issued a 4-digit confidential PIN number and are expected to memorize this number for entry at the point of sale. PIN numbers are considered confidential and should never be shared.

Breakfast and Lunch Periods

A nutritious breakfast and lunch, including milk, are served daily. Breakfast service begins at arrival and ends at tardy. Lunch periods are scheduled throughout the day based on grade/schedule. Scholars may also bring their lunch from home. If a parent needs to drop off lunch for a scholar during the day, they must leave it in the front office.

Menus are posted monthly on our school website and in the school cafeteria.

If your child has a known allergy to any food or needs special dietary requirements, please contact our school nutrition coordinator and Director of Business Operations.

No Fast Food

As participants in the USDA National School Breakfast and Lunch Programs, Durham Charter School has a NO Fast Food Policy throughout our school, during school hours. Scholars, teachers, school administrators, personnel, staff and volunteers are prohibited from bringing any fast food (*defined as food obtained from a restaurant/eatery with a drive-thru window*) on the campus of the school during the hours of 12:00 a.m. until 4:15 p.m.

Water Bottles

Durham Charter School has drinking fountains available for scholars equipped with Water Bottle Filling Stations. The school will not provide water bottles or cups for water to scholars. Scholars are encouraged to bring water bottles to school labeled with their name daily. Scholars are encouraged to use refillable water bottles.

Communications

Effective communication between school and home is vital to the successful academic, social and emotional well-being of all scholars. The major communication tools are the school website, social media pages, parent newsletters, texts and emails, *ParentSquare* app, text messages, LiveSchool, Academic Progress reports, and Report Cards. These documents/platforms include timely information from the administration or teachers. In addition, telephone communication, messages, group meetings, open houses and events, e-mail and other communications will be common. Parents are encouraged to contact the school when they have questions and required to stay in communication with the teacher regarding academic outcomes, engagement, and behavior.

ParentSquare

In order to streamline communication between parents and staff, Durham Charter school utilizes the *ParentSquare* app. All communications between parents and staff should take place via email, phone call, in-person, or via *ParentSquare* app. Parents should be advised that staff do not communicate via direct SMS text message from their personal number and will instead contact them via *ParentSquare* text.

All incoming messages to teachers during instructional hours will be reviewed during the teachers prep or after school. Teachers do not pause instruction to review messages during the majority of the day. Teachers reply to messages within 24 hours during the work week.

How can I get in touch with my scholars' teacher?

Our teachers primarily communicate with parents via *Parentsquare*. Teachers and parents also communicate via email. Teachers and parents are encouraged to stay in frequent contact regarding scholar academic progress, engagement, behavior and events. Parents are reminded to ensure all contact information remains up to date.

School Telephones

Scholars are not allowed to use the main telephone in the front office except for urgent matters. Forgetting lunch, homework, forgetting athletic uniform, and permission slips, is not considered an urgent matter. Should a personal emergency arise, parents and guardians should contact the school's main office at (919) 956-5599.

All incoming calls for teachers during instructional hours will be transferred to their voicemail. We do not interrupt teachers for phone calls during instructional time.

Communication between Teachers and Scholars

Teachers sometimes need to communicate with scholars directly regarding school matters including athletics, arts, homework and events. Teachers will not communicate with scholars directly via personal text or phone from their personal numbers but rather communicate through *ParentSquare*. Scholars may not contact teachers via personal text and instead must communicate with them through *ParentSquare*. Orchestra scholars may communicate with Instructor via Google Voice Text (which will not be the Instructors personal phone number).

Contacting Your Scholar

It is the policy of Durham Charter to take messages for teachers and scholars while they are in class. Calling a teacher or scholar out of class is disruptive to the learning process. If you wish to speak with your child's teacher, contact them by email or ParentSquare to schedule a call. In case of emergency, a staff member will pass on a message and your child will return your call as soon as possible. We ask that you do **not** contact your child during school hours via their personal cell phone.

Use of Personal Electronics and Cell Phones

The use of personal electronic devices during school hours is prohibited, which includes but is not limited to: cell phones, smartwatches, music players/iPods, and video game systems. All personal electronic devices must be turned off, stored, and out of sight during the school day. Scholars shall be personally and solely responsible for the security of their cell phones. Durham Charter School shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

Elementary/Middle/High School: Cell phones must remain off, stored, and out of sight for the entirety of the school day. Middle school scholars involved in after school activities may access their phone only when permitted by the direct supervising staff member.

If a staff member observes a scholar with any prohibited electronic device (including a cell phone) during an unallowed time of day, the employee will collect the item and turn it into the Principal or their designee. This means that all phones should be stored in the scholar's bag, backpack or Yondr pouch while at school. If a scholar or parent has executed a waiver permitting the scholar to possess an electronic device at school for medical reasons, school officials may power on and search the device if there is a reasonable cause to believe that the device has been used in a manner prohibited by law, policy, or regulation.

When a device is confiscated, the school will follow a tiered consequence system as follows:

<u>Elementary & Middle Schools</u>	<u>High School</u>
• 1st time: Device will be confiscated until the end of day, then may be released to parent/guardian in person. • 2nd time: Device will be confiscated until the end of day, then may be released to parent/guardian at an in person parent meeting with the Dean of Students • 3rd time: Device will be confiscated until the end of day, then may be released to parent/guardian, and scholar will receive 1 day 'out of school' suspension.	• 1st time: Device will be confiscated until the end of day, then may be released to parent/guardian in person. • 2nd time: Device will be confiscated until the end of day, then may be released to parent/guardian at an in person parent meeting with the Assistant Principal and scholar will receive 1 day of after school detention. • 3rd time: Device will be confiscated until the end of day, then may be released to parent/guardian, and scholar will receive 1 day 'out of school' suspension.

School Transportation

Bus Transportation

Charter schools are not required by state law to provide bus transportation for their scholars. Durham Charter School offers limited bus transportation; however, it is a privilege for scholars to ride the school buses, not a right and this right must be earned. Scholars will be provided bus service on a first come, first serve basis until buses have reached capacity.

All scholars who ride the bus must adhere to all bus rules and regulations. Failure to do so will result in a written bus disciplinary referral. Any scholar who fails to meet behavior expectations or demonstrates behavior which puts the safety of other bus riders in jeopardy will be disciplined accordingly, up to and including removal from bus. Once a scholar receives three (3) disciplinary referrals they will be removed from the bus and their seat given to another scholar from our waitlist.

Scholar Expectations include but are not limited to:

- Arrive at the bus stop 10-15 minutes prior to pick up time.
- Follow the directions of the bus driver and bus rules at all times
 - Stay seated in their assigned seat and face forward
 - Respect fellow bus riders
 - Talk quietly and use appropriate language
 - Keep their hands and feet out of the aisles
 - Keep all body parts and belongings inside the windows
 - No eating or drinking on the bus
 - Keep bus clean
 - Cell phone usage by scholars while riding to and from school on the bus is prohibited.

Bus Stop Locations - Cluster/Community Stops

- Bus will only stop at designated bus stops.
- Buses cannot stop in other places to pick-up or drop-off scholars because other locations may not be safe and secure for loading and unloading.
- Make sure scholar is waiting at the stop in the AM.
- ES/MS/HS scholars will ride on the same bus.

Parent Conduct at Bus Stop:

- All of the following conduct creates dangerous situations for our scholars, so please:
 - Do **not** pull your car in front of the bus for any reason or honk at the bus to get it to stop

- Do **not** try to go around the bus while scholars are still loading/unloading or while bus is trying to leave
- Do **not** get on the bus- legally only authorized school personnel may board the bus
 - If you need to discuss a matter with the driver, contact the Transportation Director. Drivers **do not** conduct meetings with parents while in the driver's seat at any time.

In accordance with NC State Law:

- Any Kindergarten scholar who rides the school bus to/from school must be escorted to the pick-up stop and met at the drop-off stop by a responsible adult. Kindergarten scholars cannot be released off the bus unless a responsible adult is present to meet them.

All Kindergarten – 2nd grade scholars, having no adult to meet them at the stop in the afternoon, will be brought back to the school and their parent/guardian contacted to pick them up from the school. Durham Charter School reserves the right to extend this requirement to any scholar which requires adult supervision at the afternoon drop off point.

After the 20th school day, any scholar brought back to the school three (3) times will be dismissed from riding the bus.

Bus Offenses

Level 1 Infractions	Level 2 Infractions	Level 3 Infractions
Excessive noise or repeated screaming	Blatant disrespect of bus driver and bus driver's instructions	Engaging in conduct sexual in nature
Excessive horseplay	Throwing any object out of the bus	Possession or use of any drug or controlled substance, including vape pens
Rude behavior to others	Bullying, threatening, or harassing any person on the bus or at a bus stop	Possession of a weapon or explosive
Eating/Chewing Gum or opening beverages other than water	Extreme profanity or gestures	Physical or aggressive acts that impact another person's safety
Littering	Vandalism to the bus or	
Standing or moving seats repeatedly without		

permission Other behaviors determined by the Cultural Leadership Team that disrupt the normal operation of the bus	bus-related equipment Pushing or shoving Other behaviors determined by Cultural Leadership Team that disrupt the normal operation of the bus or jeopardize	Other behaviors determined by Cultural Leadership Team that jeopardize the safety of others
Level 1 Consequences	Level 2 Consequences	Level 3 Consequences
Verbal Redirection by driver Reassignment of bus seat by driver Written Bus Referral Phone call to parent	Written Bus Referral Conference with Dean of Students Phone call to parent Bus Suspension	Immediate removal from bus

**These lists are not exhaustive lists.*

Scholars and parents should understand that bus riding is a privilege and not a right and scholars will be expected to maintain their right by following all bus rules. Scholar privileges may be suspended or revoked for a temporary period or permanently.

If a special needs scholar is receiving bus transportation as a result of an Individual Education Plan (“IEP”), the Leadership Team will have discretion in determining appropriate disciplinary consequences for improper behavior in a school vehicle.

Car Pickup/Drop Off

Families dropping off and picking up scholars by car must follow all arrival and dismissal procedures. Scholars must be picked up and dropped off promptly based on their school arrival times. Staff members will direct parents through the ‘drop off’ and ‘pick up’ lanes. All families must comply with all staff and police instructions during ‘drop off’ and ‘pick up’ to ensure efficiency and safety for all families.

Any adult picking up a scholar by car **must** have their 'Car Tag' for the scholar issued by the school. When families send a relative or friend to pick up their child, they **must** have the scholars 'Car Tag' to ensure the safe and orderly dismissal of all scholars. Adults picking up a scholar without a 'Car Tag' must report to the main office during dismissal and present identification and wait for staff to contact the parents.

Walkers

Scholars who walk to and from school are to go directly home following dismissal. Scholars who linger at the school or stop to visit friends on the way home cause undue worry for parents and staff. Scholars who walk home must have a signed Scholar Walk Release form from their parent/guardian on file in the main office stating that they are permitted to walk home. Faculty/staff do supervise walkers who must cross a street.



BUS

Morning:

- Arrive at the bus stop 10-15 minutes prior to pick up time. Buses do not wait.
- Follow the directions of the bus driver and bus rules at all times.

Afternoon:

- Follow the directions of the bus driver and bus rules at all times.
- (K-2) An adult must be present and visible at bus stop for drop off.



CAR

Morning:

- Families may not park during Car Line arrival.
- Enter the Car Line through the 'back entrance' on Shepherd Street. Remain in your car.
- Follow all staff and police instructions.
- Doors close promptly at 8:30am. Tardy parents must park and walk their child inside.

Afternoon:

- All families must enter Car Line through 'back entrance' on Shepherd Street. Families may not park during Car Line dismissal.
- Driver must have 'Car Tag' visible.



WALKER

- Cross the street only at a crosswalk at a corner and/or with the assistance of staff/ Crossing Guard

Afternoon:

- Walkers Dismiss from the Car Line area.
- Walk directly home.

Field Trips

Whenever scholars are traveling away from school, they are subject to the same expectations, regulations and appropriate politeness and civility observed at Durham Charter School. As in the classroom, the teacher will judge acceptable or unacceptable behavior. Every facet of the discipline policy will be enforced on field trips just as it is in the classroom.

Signed permission slips must be on file for each field trip. Permission slips **must** be submitted to the teacher organizing/inviting the scholar on trip **by the date set as the deadline.** If a scholar demonstrates repeated forms of misbehaviors, that scholar may require a parent/adult chaperone to accompany the scholar. Required chaperones must be on campus the day of departure and must remain with their scholar for the duration of the trip at all times. They cannot meet the class at the trip destination.

Personal Items

The school will not accept responsibility for the personal items of scholars. All personal items should be locked away in the scholar locker and kept in their bookbag. Any personal item(s) that staff members judge to be unsafe or improper for school will be confiscated and held in the office to be picked up by the parent/guardian. All personal items not retrieved by the last day of school will be donated to charity. Families are instructed to label all scholar clothing and jackets. Scholars are encouraged to bring water bottles to school labeled with their name.

Celebrations

In order to ensure our scholars' safety and focus on learning, parties are not celebrated at Durham Charter School unless special permission has been granted. Parents requesting a classroom celebration must first seek approval from the classroom teacher who in turn will seek approval from the Principal/Director of Operations. Arrangements should not be made until the parent's request has been approved and the parent is notified by the teacher. All approved classroom celebrations are held in the last 30-60 minutes of the school day (based on the site).

Special Events

School rules apply to school social events to which scholars bring guests. Guests are expected to observe the same rules as scholars attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. The school cannot assume responsibility for scholars who leave a school activity without permission.

Athletics

Durham Charter School is proud to offer an array of interscholastic sports for both boys and girls in grades 6-12. These scholars may participate in co-ed soccer, boys or girls basketball, volleyball, cheerleading and co-ed track. The co-ed soccer team will compete in the fall. Boys and girls basketball teams will compete in the winter. The co-ed track team will have competition in the spring. These athletic teams will host athletic events and travel to other area middle schools to compete. Athletic coaches will give more specific information related to the requirements and details of their sport prior to their particular athletic season.

Scholars who participate in athletics must remember they are a scholar first, athlete second. Therefore, all scholar athletes must maintain a C average in all core subject areas. All scholar-athletes are required to have a current sports physical that has been completed and signed by a physician before participating in any type of sports practice or interscholastic event. Scholar-athletes must also meet the middle school athletic eligibility requirements as stated in the North Carolina Public Schools Middle School Athletics Handbook. If you have any questions about the Durham Charter School Interscholastic Athletics Program, feel free to contact the Athletic Director at Durham Charter School.

Section 2: Scholar Expectations

Conduct Expectations

Durham Charter School maintains high standards for scholastic achievement and scholar conduct. We believe that the actions of each scholar have a lasting influence on the school as a whole.

Scholar Code of Conduct

Safe and Orderly Environment

Durham Charter School is unequivocally committed to providing a safe and orderly environment in which scholars can improve their academic achievement. Scholars whose behavior does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. This is the basis of our Scholar Code of Conduct.

Durham Charter School Code of Conduct

1. Scholars will focus on learning and never disrupt the learning of others.
2. Scholars will pay attention and complete all assigned work.
3. Scholars will respect and obey all staff members and other adults, and respect fellow scholars.

4. Scholars will follow all rules, routines, and procedures pertaining to specific areas (cafeteria, hall, etc.)
5. Scholars will respect school property and that of fellow scholars, staff members, and neighbors.
6. Scholars will cooperate in keeping the school building and premises neat and clean.
7. Scholars will use polite, acceptable, professional, and respectful language at all times.
8. Scholars attend school in proper uniform each day.
9. Scholars will not lie, cheat, or steal.
10. Scholars will follow all state laws.

Disciplinary Infractions

The disciplinary infractions listed in this Scholar Code of Conduct are not an all-inclusive list. Additionally, they do not constitute a limitation upon the authority of school officials to deal appropriately with other types of conduct which interfere with the good order of the school, the proper functioning of the educational process, or the health and safety of Scholars.

A scholar violating any aspect of the Code of Conduct will be subject to appropriate consequences. Additionally, a scholar who engages in an act of misconduct that violates the law may be referred to the appropriate authority. Scholars are expected to follow the Code of Conduct when:

- On school property;
- In a motor vehicle being used for a school related purpose;
- At a school-related activity, function or event;
- At any time or place when the scholar's behavior has a direct or immediate effect on maintaining order, safety, health and discipline in the school and bus stop;

Minor Infractions

If a scholar commits a minor infraction, he/she is subject to disciplinary consequences. Minor infractions include but are not limited to:

- Failure to cooperate or comply with any aspect of the school's Code of Conduct
- Disrupting the learning environment in any way (horseplay, excessive noise, throwing objects, etc.)
- Minor disrespect of a scholar or staff member
- Failure to complete required homework assignments
- Failure to cooperate or comply with directions of school personnel
- Improper behavior in class, school, on a school-related transportation, or during a school-sponsored activity
- Failing to have required items signed such as tests, quizzes, disciplinary forms, or report cards

- Dress code violations
- Chewing gum

Major Infractions

If a scholar commits a major infraction, he/she is subject to immediate and severe disciplinary consequences, including Short and Long-Term Suspension, Exclusion, and Expulsion. Major infractions include:

- Repeated Minor Infractions
- Repeated disruption of learning environment
- Major Disrespect of a Staff Member or Peer*
- Fighting, pushing, shoving or unwanted physical contact
- Repeated dress code violations
- Excessive demerits and repeated detentions
- Continual classroom disruptions
- Skipping Class
- Violation of school cell phone policy
- Repeated or extreme disrespect of staff or peers
- Leaving class or school building without permission
- Theft
- Damage to school, staff, and other scholar's property
- Sexual harassment
- Forgery of any sort, including parent signatures
- Bullying
- Possession/use of any form of alcoholic beverages, tobacco, inhalants, illicit drugs, etc.
- Dishonesty
- Academic dishonesty/cheating
- Use of inappropriate language
- Any inappropriate display of affection
- Possession of dangerous weapons, look-a-like weapons, personal protection devices (i.e. pepper spray) as defined by state law and dangerous weapons or instruments not otherwise enumerated herein
- Gangs and gang related activity
- Violation of Technology Use and Internet Safety Policy

**Examples of major disrespect toward staff or scholars include: yelling or cursing at a staff member; using threatening or aggressive language; refusing to follow direct instructions after multiple redirections; mocking or ridiculing a staff member; throwing objects at or near staff; openly challenging staff authority in a hostile manner; making false accusations; or repeated defiance such as walking away while being spoken to or slamming doors. Toward peers, major disrespect includes persistent verbal attacks or name-calling based on race, gender, or ability; targeted teasing intended to harm;*

spreading harmful rumors; recording or posting images or videos to embarrass; inciting conflict; or using physical intimidation.

Disciplinary Actions and Consequences

The Executive Director or their designee may apply any of the following disciplinary actions based on the severity, frequency, and specific circumstances of the infraction. These actions are not intended to be used as a step-by-step progression of consequences. Each disciplinary decision is made thoughtfully, taking into account a range of factors, including but not limited to the student's prior behavior, the effect on the school community and staff, and the overall impact on the learning environment. School administrators retain full discretion to determine the appropriate response in each case in order to uphold a safe, respectful, and productive school environment.

- Loss of privilege
- Parent contact
- Conference with Administrator
- Referral to Counselor
- Time Out of Class/ Removal from Class for Reflection
- Lunch Detention
- After School Detention
- Saturday Detention
- Work Assignment (written reflections or copywork)
- Work Detail (Cleaning and School Beautification)
- Short Term Suspension (Less than 10 Days)
- Long-Term Suspension (10 Days or More)
- Exclusion as outlined in NC Statute 115C-218.60 and outlined in the school's charter as approved by the Board of Directors
- Expulsion

Parents or Scholars who are unsure of what conduct is prohibited by each act should consult with the Dean of Students or Principal Designee.

*Scholars who are served under IDEA (Special Education) or under Section 504 of the Rehabilitation Act of 1973 are entitled to certain additional rights in the area of discipline based upon their qualification for services under these federal laws.

**State law requires that a scholar who brings a firearm onto school property be suspended for 365 days which may, in extraordinary circumstances, be shortened on a case by case basis.

Bullying (including Cyberbullying) or Harassing Behavior

Durham Charter School is committed to maintaining a safe and respectful environment for all scholars. To that end, the school prohibits any form of bullying or harassing behavior by scholars. However, **not all conflict, teasing, or unkind behavior constitutes bullying**. Parents and scholars should understand that bullying is a specific and serious form of misconduct that meets clear criteria under state law.

Definition

Under North Carolina law, *bullying or harassing behavior* is defined as a **pattern** of gestures or written, electronic, or verbal communications, or physical acts or threatening communications that:

- Occur on school property, at any school-sponsored function, on a school bus, or off-campus if it causes a substantial disruption to school operations; and
- (1) Places a scholar in actual and reasonable fear of harm to their person or property; or
- (2) Creates or is certain to create a *hostile environment* by substantially interfering with a scholar's educational performance, opportunities, or benefits.

A **hostile environment** exists only when the behavior is both:

- Subjectively perceived by the scholar as intimidating or threatening; and
- Objectively severe or pervasive, such that a reasonable person would agree the conduct is bullying.

Important Clarifications

- **Bullying requires a pattern** of repeated behavior. A single comment, joke, or act—while potentially inappropriate—does not typically meet the standard of bullying unless it is part of a broader, ongoing pattern.
- **Social conflict, teasing, or unkind behavior is not always bullying**. Children may say things that are rude, mean, or thoughtless. While these behaviors are addressed by staff as needed, **they do not automatically constitute bullying or harassment**.
- **Not all hurt feelings are evidence of bullying**. We encourage families to partner with the school and allow staff to investigate and determine whether the behavior rises to the level of bullying as defined above.

Protected Characteristics

Bullying or harassment may include behavior motivated by perceived or actual differences, such as race, color, religion, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or disability. Bullying includes—but is not limited to—making threats, spreading rumors, physical aggression, verbal abuse, deliberate exclusion, or cyberbullying, when those actions meet the definition above.

Cyberbullying is also prohibited and includes the use of digital communication tools—such as email, text messages, social media platforms, blogs, or websites—to engage in **deliberate and repeated hostile behavior** that defames, harms, threatens, intimidates, or harasses a scholar or staff member, on or off school grounds. Cyberbullying that causes a substantial disruption to the school environment or targets members of the school community will be subject to disciplinary action.

Reporting and Investigation Procedures

1. Staff members who witness or receive credible information regarding bullying or harassment must report it to the Principal.
2. Scholars or volunteers who witness or believe a scholar has been bullied should report the incident to a staff member or the Principal.
3. Reports may be made orally or in writing, including anonymously, with as much detail as possible.
4. The Principal or designee will ensure a prompt and thorough investigation of all credible reports.
5. Retaliation or reprisal against anyone who reports bullying is strictly prohibited and will result in disciplinary action.
6. Bullying or harassing behavior, once substantiated, will be addressed in accordance with the Scholar Code of Conduct.

Additional Disciplinary Procedures

A student may be disciplined at any level depending upon the facts, frequency and/or severity of the act of misconduct. The Board of Directors authorizes the Executive Director, or the Executive Director's designee in the Executive Director's absence, to determine the level of discipline to be recommended or imposed when the act of misconduct exceeds Level 4 as defined below. A Behavior Referral will be completed

for each violation of the Code of Conduct and copies are made for the parent and kept in the student's file. Discipline records will be included in any student file properly requested by the parent to be transferred to a subsequent school. Corporal punishment is prohibited as a means of discipline.

- **Level 1 EARLY INTERVENTION:** The behavior may be a violation of the code of conduct or a disruption of the orderly operation of the classroom or a school activity. The inappropriate behavior is addressed directly with the student.
- **Level 2 PARENT NOTIFICATION:** The parent is notified by mail or a note home of the misbehavior.
- **Level 3 PARENT CONTACT:** A conference with the parent is held in order to discuss the incident and appropriate disciplinary action.
- **Level 4 BEHAVIOR SUPPORT PLAN (BSP):** When Level 2 and 3 behaviors become chronic or a student accumulates more than ten (10) suspension days in a semester, the dean and/or principal shall schedule a meeting with the parents in order to implement a Behavior Support Plan or BSP. A BSP will take into consideration the motivation for the inappropriate behavior, positive interventions that might be utilized to diminish the inappropriate behavior and disciplinary consequences that will take place if the behavior continues. The BSP is an intervention tool and does not require parent consent to implement. Copies are made for the parent and kept in the student's file. Violation(s) of the BSP will result in disciplinary action and a revised BSP. In the event of multiple (3-5) violations and revisions of the BSP, the School Executive Director, or the Executive Director's designee in the Executive Director's absence, has the discretion to impose additional disciplinary measures or recommend the student to the Board for additional disciplinary measures up to and including expulsion.
- **Level 5 SUSPENSION OF TEN (10) SCHOOL DAYS OR LESS OR OTHER DISCIPLINARY INTERVENTIONS:** When the act of misconduct disrupts the school environment, the resulting consequence issued by the school administration may include suspension of up to 10 school days, or other options that allow the school to practice discretion to enact the practices and procedures to align with Behave With Care and the School-wide Behavior System. The school administration may convene a meeting with the student, parents and others to develop or update an existing Behavior Contract that outlines the expected behavior and disciplinary action. The Behavior Contract will be signed by school administration and offered to the student and parent(s) for signature. Copies are made for the parent and kept in the student's file.
- **Level 6 LONG TERM SUSPENSION, EXCLUSION OR EXPULSION:** When the act of misconduct is considered a crime under state law, constitutes extreme non-compliance with school rules resulting in aggravating circumstances, or is

so extreme that it threatens the safety of others, the student may serve a long term suspension, be excluded from the school or, if age fourteen (14) or older, be expelled from the school. The student will be granted a right to a due process hearing. A 365-day suspension is a denial to a student of the right to attend school and to take part in any school function for a full 365 days. The Board must suspend a student for 365 days for possession of a firearm or destructive device on school property or a school sponsored event. If a teacher is assaulted or injured by a student and as a result the student is suspended long term or reassigned to alternative education services, the student shall not be returned to that teacher's classroom unless the teacher consents. No student shall be long-term suspended, excluded or expelled from school solely for truancy or tardiness offenses.

Due Process Procedures

The following due process procedures only govern the suspension, exclusion or the expulsion of a student from the school's regular educational program. If a student charged with violation of this Student Code of Conduct has been returned to the regular school program pending a decision, then such action of reinstatement shall not limit or prejudice the school's right to suspend or expel the student following that decision.

A. Suspension of Ten (10) School Days or Less: As a general rule, prior to any suspension of the student, the principal or their designee shall provide the student with the following due process:

1. The student will be informed of the charges against him/her, and, if the student denies the charges, the principal or their designee shall provide the student with an explanation of the evidence.
2. The student shall be provided an opportunity to explain their version of the facts. If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the principal or their designee may immediately suspend the student. If, after providing the student with an opportunity to provide their facts and challenge any other facts, the principal or their designee determine that the student has engaged in a prohibited act under this Student Code of Conduct, then they may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.
3. The principal or their designee shall inform (in person or by phone) the student's parent (in English and in the parent's primary language when readily available) of the suspension and of the reasons and conditions of the suspension.
4. The student shall be provided the right to take home textbooks, complete homework assignments and an opportunity to make-up exams.

5. A decision to suspend a student for ten (10) or fewer school days is final and not subject to further review or appeal. B. Suspension for Eleven (11) or More School Days, Exclusion and Expulsion

The Board of Directors will hear all long-term suspensions, exclusions and expulsions.

1. The Executive Director or their designee may recommend to the Board of Directors the long term suspension of any student who willfully engages in conduct that violates a provision of the Student Code of Conduct that authorizes long-term suspension, exclusion or expulsion.

2. The Executive Director may recommend a student be excluded from DCS and be returned to the local school system. The Board of Directors will conduct a hearing and determine whether the student should be excluded from the school. The Executive Director may recommend a student be excluded from DCS and be returned to the local school system. The Board of Directors will conduct a hearing and determine whether the student should be excluded from the school.

3. The Executive Director may recommend expulsion of any student 14 years of age or older whose continued presence in school constitutes a clear threat to the safety of other students or school staff. The student shall be given reasonable notice of the recommendation in accordance with G.S. 115C-390.8(a) and (b), as well as reasonable notice of the time and place of the scheduled hearing. At the hearing, the Board must determine, by clear and convincing evidence, that the student does indeed constitute a clear threat to the safety of other students or school staff. 115C- 390.11

4. The Board of Directors shall provide the student an opportunity for a hearing before imposing a long-term suspension, exclusion or expulsion. If the student declines a hearing or if no hearing is timely requested, the parent or student will be deemed to have waived a hearing.

5. The Board of Directors shall review the circumstances of the recommendation for long- term suspension, exclusion or expulsion and may:

a. Impose and/or decline to impose the recommended suspension, exclusion or expulsion; or b. Modify and impose the recommended suspension or expulsion.

6. A parent shall be notified by the Executive Director in writing (in English and in the parent's primary language) of the Executive Director's recommendation to suspend, exclude or expel a student.

The written notice shall:

a. State the nature of the violation with reference to the provision of the Code of Conduct

the student is alleged to have violated and the proposed consequence.

b. The student's procedural due process rights pursuant to state law including, but not limited to, the following:

- i. Advise of the right to retain an attorney or an advocate of their choice and at their expense to represent the student in the hearing,
 - ii. The right to be represented at the hearing by counsel or, in the discretion of the local board, a non-attorney advocate.
 - iii. The right to be present at the hearing, accompanied by his or her parents.
 - iv. The right to review and obtain copies of the student's educational records prior to the hearing.
 - v. The right of the student, parent, and the student's representative to review before the hearing any audio or video recordings of the incident and, consistent with federal and state student records laws and regulations, the information supporting the suspension that may be presented as evidence at the hearing, including statements made by witnesses related to the charges.
 - vi. The right of the student, parent, or the student's representative to question witnesses appearing at the hearing.
 - vii. The right to present evidence on his or her own behalf, which may include written statements or oral testimony, relating to the incident leading to the suspension.
 - viii. The right to have a record made of the hearing.
 - ix. The right to make his or her own audio recording of the hearing.
 - x. The right to a written decision, based on substantial evidence presented at the hearing, either upholding, modifying, or rejecting the Executive Director's recommendation of suspension and containing at least the following information: The basis for the decision, including a reference to any policy or rule that the student is determined to have violated. Notice of what information will be included in the student's official record and the procedure for expungement of this information. The student's right to appeal the decision and notice of the procedures for such appeal.
7. Students who receive a long-term suspension may be offered alternative education services during the long-term suspension period.
8. In the event that a student is expelled or excluded from DCS, the student is not entitled to be present on any property of the public school or attend an off campus, school sponsored event and is not considered a student at Durham Charter School.
9. The School will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school. If at the time of receipt of a notice of disenrollment there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the School may elect to complete those proceedings.

WEAPONS AND DANGEROUS INSTRUMENTS

No student or parent shall knowingly possess, handle, or transmit any weapon, as defined by North Carolina law, on school property or to an off campus school-sponsored event. Violation of this rule results in immediate suspension while an investigation takes place and may result in long term suspension or expulsion. The possession of weapons by students or parents on school property or at any school function is prohibited. In addition to school consequences, such actions will be reported to local law enforcement. As required by the federal Gun Free Schools Act, 20 U.S.C. § 7151, a student who is determined to have brought or been in possession of a firearm or destructive device on school property, or to an off campus school-sponsored event will be subject to suspension for 365 calendar days. The Executive Director is authorized to suspend any student believed to have violated board policies regarding weapons for 365 days. Notwithstanding the foregoing, the Executive Director may modify, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The Executive Director shall not impose a 365-day suspension if the Executive Director determines that the student took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, provided that the student delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee and had no intent to use such firearm or destructive device in a harmful or threatening way.

REQUEST FOR READMISSION

All students suspended for 365 days or expelled may, after 180 calendar days from the date of the student's suspension or expulsion, request, in writing, readmission to Durham Charter School Executive Director. The following is the process for students suspended for 365-days or expelled: The parent will submit a written request for readmission including a detailed explanation of why the student no longer constitutes a threat to the safety of other students or school staff along with any supporting information. The Board may offer the student an in-person meeting or may make a determination based on the records submitted by the student and the Executive Director.

The student shall be readmitted if the student demonstrates to the satisfaction of the board that the student's presence in school no longer constitutes a threat to the safety of other students or staff. There is no right to judicial review of the board's decision not to readmit a 365-day suspended student. A decision on readmission under this subsection shall be issued within 30 days of the petition. If a student is readmitted under this section, the Board and the Executive Director have the right to assign the student to any program within the school and to place reasonable conditions on the readmission. An expelled student may subsequently request readmission not more often than every six months. The Board is not required to consider subsequent

readmission petitions filed sooner than six months after the previous petition was filed.

Anonymous Reporting

Durham Charter School uses the Say Something – Anonymous Reporting System (SS-ARS) for grades 6–12, as mandated by state law. SS-ARS allows scholars and community members to report concerns about safety, bullying, or threats anonymously. Reports can be submitted via a trusted adult, by calling 911, or through the SS-ARS platform.

Distribution of Published Materials or Documents

Scholar School/Non-school Materials

Scholars must obtain a prior approval of the Principal before distributing, posting, selling, or circulating digital or written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus. Materials produced by scholars should not make use of the Durham Charter School name or logo without express permission of the Principal or their designee.

Any scholar who posts material without prior approval will be subject to disciplinary action in accordance with the Scholar Code of Conduct. Materials displayed without approval will be removed.

Demonstrations or Meetings on School Premises (Non-school sponsored)

Any scholar who wishes to promote, organize or participate in a non-school sponsored demonstration or meeting on school premises must obtain prior written approval from the Executive Director at least 3 days prior to the requested activity. The school may prohibit demonstrations or meetings at the sole discretion of the Executive Director.

Section 3: Scholar Health and Safety

Medication in School

Unless otherwise authorized or described below, school employees and volunteers are prohibited from administering medications to scholars, including vitamins and food supplements. Medication should be administered outside of school hours, if possible.

If necessary, medication can be administered at school under the following circumstances:

- Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner (“ANP”) and filled by a pharmacist
- Prescription medications must be submitted with a *Medication Administration Permission form* (one form per medication) in a labeled container showing the scholar’s name and name of the medication. The form will detail the reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. **Medications sent in plastic bags or unlabeled containers will NOT be administered.**
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the scholar’s Individualized Education Program (“IEP”) or Section 504 plan for a scholar with disabilities.
- Only the amount of medication needed should be delivered to the school, i.e. enough medication to last one day, one week, etc. In cases of prolonged need,

send in the amount for a clearly specified period. Extra medication will not be sent home with the Scholar.

- In certain emergency situations, the school may administer a nonprescription medication to a scholar, but only in accordance with the guidelines developed by the school's medical advisor and when the parent has previously provided written consent for emergency treatment. Changes to daily medications require written instruction from the physician or ANP and written
- Durham Charter School does not administer over the counter medication to any scholar. No scholar may bring in or self carry any over the counter medication.
- All medication must be picked up by the parent at the end of the school year or upon a scholar's withdrawal. Any medication not picked up will be discarded. If a parent is accompanying their child on a field trip, the parent will be required to administer the child's medication.
- No scholar may self carry or self administer prescription medication without a parents written consent via *Medication Administration Permission* form including inhalers and EpiPens. (see *Asthma and Anaphylaxis Medication*)

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and in accordance with recommendations from the American Lung Association scholars with those conditions are entitled to possess and self-administer prescription medication while on school property or at school-related events. Scholar possession and self-administration of asthma or anaphylaxis medication at school requires that the scholar has demonstrated their ability to self-administer the medication to the scholar's physician or other licensed health care provider as well as school personnel. Requirements also include written authorization from the scholar's parent and physician or other licensed health care provider on file in the school office indicating the scholar is capable of independently administering their own asthma or emergency anaphylaxis medication.

Medication in a scholar's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on an inhaler device upon request.

Illness at School

To maintain the health of our school community, scholars with a fever, cough, or communicable disease should be symptom-free for at least 24 hours before returning to school. If a child becomes ill while at school, he/she should be picked up immediately. If a child is suspected to have one of the following diseases, please have a family physician or local health department verify the scholar has been treated and is permitted to return to school: chicken pox, measles, ringworm, scabies, bed bugs, pink eye, impetigo, streptococcal, staphylococcal, meningococcal, and any other disease or

infection that jeopardizes the health and safety of scholars, faculty and staff. Should any symptoms related to these diseases be observed in a scholar, the scholar must be picked up immediately and cannot return to school without a release from the doctor.

Insurance

Scholars should be covered under an insurance plan of their parents/guardians for accidents/sickness that may occur at school. This includes insurance to cover scholars participating on our athletic teams.

Health and Immunization Forms

As required by N.C. state law, Durham Charter School must have a copy of each scholar's immunization records on file and signed by a physician (or carrying a physician's stamp). Kindergarten and scholars in any grade enrolling in a North Carolina public school for the first time must submit a completed North Carolina Transmittal Health Form. Scholars who do not meet this requirement within the first thirty days of the school year will not be allowed to return to school until the forms are submitted or a plan for their completion is accepted.

Kindergarten, seventh and twelfth grade scholars, and scholars in any grade enrolling in a North Carolina public school for the first time must have certain timely immunizations. Records confirming these immunizations must be returned to the school. Scholars who do not meet this requirement within the first thirty days of the school year will not be allowed to return to school until the immunizations are completed or a plan for their completion is accepted. Contact the school or your physician for a listing of the required immunizations.

Incident Reports

Durham Charter is committed to communicating to families about their scholars' wellbeing and safety while on campus. In the event that a scholar is injured at school, DCS staff will complete an Incident Report and notify parents with a copy of the incident report. In the case of an emergency or injury, parents will be notified immediately. Parents are reminded to keep all emergency contact information up to date.

Emergency Drills or Procedures

Emergency drills, including Fire Evacuation, Tornado Shelter In Place, Lockdown, (Secure/ Shelter) are conducted at least once per month in accordance with local and state rules and regulations.

Emergency School Closing

Generally, the school dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be communicated to families via ParentSquare app, robo phone calls and text messages. The school may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather related school closings will be communicated to families as early as possible via ParentSquare app, robo phone calls and text messages. Any emergency closures are also posted on the school's social media. Therefore, no announcement means that school will operate on a normal schedule. Please make plans in advance for child care arrangements in case snow, ice, or other inclement weather closes school during the school day.

The decision to close or delay school, including length of delay, will be announced by the following television and radio stations by 5:30 a.m.

WRAL 5 – Channel 3 (cable)
WTVD - Channel 11 (cable)

If school is in session when a severe weather watch or warning is issued, school will stay open. School personnel will take necessary safety precautions. If school is in session when a tornado warning is issued, all scholars and staff will remain in the building and take shelter in designated areas. Scholars may be detained beyond the usual dismissal time for safety purposes. Scholars will be released to parents/guardians or other designated adults upon request.

Remote instruction during campus closings

Durham Charter has the capability to deliver instruction to scholars during campus closings. Administration will determine whether doing so is feasible on a case-by-case basis and communicate as far in advance as possible with staff, scholars and families. If this option is used, instructional hours would count toward the overall instructional hours for the school year.

Safety

At Durham Charter School, we take the security and protection of our scholars, faculty and staff very seriously. With that in mind, Durham Charter School uses front office electronic security doors and a computerized sign in/out system which processes criminal background checks.

When visiting the school, all visitors, including parents and guardians, must be checked in at the front office. A valid photo ID is required at check in for all visitors to the school.

Parents/guardians must report inside the school to sign their child in and out. In addition, because we protect your child's educational environment and every minute spent on instruction, we do not dismiss any child after 2:00 p.m. unless the parent/guardian has notified the school office by 1:00 p.m. of that school day.

Locker Searches

Scholar lockers are school property. Therefore, scholars have no right to privacy enforceable against the school's right to open and view the contents of those lockers. Scholars may not use their lockers to hold any illegal or unauthorized materials. School officials may inspect any scholar's locker without a search warrant, for any reason deemed reasonable to maintain safe and orderly operations. A scholar's personal items found in a locker, such as clothing, backpacks, gym bags or purses, may be searched based on reasonable suspicion.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of the school and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the owner/driver of the vehicle shall be asked to unlock the vehicle and consent to a search of the vehicle. If the owner/driver refuses to permit the vehicle to be searched, the school may contact the scholar's parents and law enforcement officials. A scholar or the owner/driver of the vehicle may be held responsible for and in possession of prohibited items found in a vehicle parked on school property or at a school-related event.

Any opportunity for scholars to drive and park on school grounds is a privilege, not a right. The school may patrol school parking lots at any time and may search a scholar's motor vehicle based on reasonable suspicion that such vehicle contains materials in violation of law or policy. Scholars are not permitted to drive or park on campus without the express permission of the Principal or designee. Scholars will be required to show proof of insurance, registration, and pay a parking fee. See Addendum 2 for full details.

Visitors

For the safety of those within the school and to avoid disruption of instructional time, all visitors must comply with all applicable Parent & Scholar Handbook policies and procedures. Visitors must park in a visitor parking space, immediately report to the main office, and be prepared to show identification.

All visitors, including parents, must present a form of identification (driver's license or other form of photo identification issued by a governmental entity). Visitors participating in special programs that have been invited to the school (college representatives, military recruiters, etc.) are required to comply with the school's rules and policies regarding visitors.

The Executive Director, Principal, or their designee reserve the right to deny any parent access to campus. If a parent refuses to comply with campus policies, they may receive a written warning. If behavior continues, they will be notified that they are no longer permitted on campus and any attempts to enter the premises will constitute criminal trespass. Visitor Sign in process:

1. All visitors, including contractors and vendors, must sign in at the front office for their visit during operating hours
2. Visitors must present photo identification to obtain a visitor's badge
3. Visitor badges are completed digitally in the front office
4. Visitors, excluding delivery drivers only dropping off/picking up packages, or Child Nutrition or Facilities vendors, are informed that they must checkout before leaving the school.

Failure to Comply or Visitors who refuse to show identification for sign in will be asked to leave the premises.

What is the procedure for visiting my scholars classroom?

You must coordinate any and all classroom visits with the school Principal directly.

Section 4: Academics

HOMEWORK PHILOSOPHY AND GUIDELINES

Philosophy

The Durham Charter School staff believes homework is an important component of the educational process. It is expected the following objectives will be accomplished through regular and well-planned homework.

- Scholars will develop more self-direction and individual responsibility.
- Scholars will develop independent study skills.
- Scholars will become better organized.
- Scholars will learn to budget their time.
- The learning process will be expanded.

Guidelines

Scholars and parents should expect homework each weekday evening.

- It is a requirement to complete homework as it is a part of the scholar's evaluation, affecting quarterly grades on the report card.
- Homework is assigned for specific instructional purposes.
- Teachers will provide clear directions for each assignment.
- Homework will include a variety of activities that support academic growth.
- Teachers will provide a time sequence for long range projects, with formal, prepared directions for the projects.
- The amount of homework will be reasonable.

Make-Up Work Due to Absence

Scholars are expected to complete all assignments missed during absence(s) from school. Scholars and parents may contact your child's teacher(s) to secure missed assignments. Scholars will have one school day to make up their work for each day absent from school.

In cases of a prolonged absence due to illness, the scholar's teacher should be contacted. Arrangements can be made to pick up class assignments for a scholars who is absent two or more days. Parents must call before 7:45 a.m. on the day the homework is needed in order to allow the teacher adequate time to assemble the assignments. Parents may pick up the assignments after 4:00 p.m. on that day.

Parents/guardians of suspended scholars may pick up homework in the main office after 4:00 p.m. on the day of suspension. Suspended scholars are required to turn in their late work in the allotted time given.

Grading Point System

Letter	Percent Grade
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	<60%

Report Cards

There are four grading period quarters, over two semesters. Report cards will be issued at two intervals during each semester. These intervals are approximately nine weeks in length. Parents are responsible for monitoring the academic progress of their child throughout the semester.

Promotion and Retention

The long-term success of DCS scholars is of utmost importance. The DCS grading policy requires scholar accountability. We believe our scholar should be expected to put forth their very best effort in the classroom every day. We expect our scholar to show growth and achieve grade level benchmarks as defined by the grade level. Teachers will communicate academic gaps scholar are having and invite parents to conference with their teachers to develop a plan to remediate the deficiencies to avoid retention including but not limited to intervention, additional homework, and tutoring when available. It is always best to catch and address gaps early. Should you have any concerns, please be proactive and communicate with the teacher and Principal. Early warnings for retention are sent to parents via a letter at the mid-year point to inform parents if retention is a possibility for their child. Receiving this letter does not guarantee retention, it is only early warning to inform parents that steps need to be taken to avoid retention. **Ultimately, decisions regarding promotion and retention are made by the Executive Director and Principals.**

Grades K-2: Scholars must meet ALL the following criteria for promotion:

- Compliance with attendance/tardy policy;
- Reading mClass standards on grade level;
- Passing grades in all subjects with 60% or higher;
- Passing EOY assessments with 60% or higher.

Grade 3: Scholars must meet ALL the following criteria for promotion:

- Compliance with attendance/tardy policy;
- Proficiency (Level 3 or higher) on EOG's;
- Passing grades in all subjects with 60% or higher;
- Meet RtA reading pathway.

Grades 4-8: Scholars must meet ALL of the following criteria for promotion:

- Compliance with attendance/tardy policy;
- Proficiency (Level 3 or higher) on EOG's;
- Passing grades in all subjects with 60% or higher.

High School: See *High School Addendums & DTCC Handbook*

Parent/Teacher Conferences

Mandatory Parent/Teacher Conferences are held twice per school year. Please refer to the school calendar for the Parent/Teacher conference schedule. Informal conferences can be scheduled before or after school at other times during the year. Parents/Guardians should contact their child's teacher to schedule a conference. The school does not allow impromptu conferences and requires parents/guardians to schedule a parent/teacher conference. In this way, time will be dedicated to address all parent questions and concerns. The middle school faculty holds parent conferences as a team. Therefore, the parent/guardian meets with all teachers at one time.

Honor Roll

Scholars may be awarded honor roll status at the end of each quarter. The goal of the honor roll system is to prepare scholars to meet the requirements to be part of the National Honor Society in high school. Membership in the National Honor Society involves much more than just academic merit; academic merit merely qualifies a scholar to be considered. The other components are Service, Leadership, Character, and Scholarship.

Section 5: Especially for Parents

Emergency Contacts

Emergency contact information must be completed upon enrollment. The school must be informed immediately of any changes pertaining to the emergency contacts. If a scholar has a medical emergency at school or a school-related activity, when the parent cannot be reached, school employees will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization.

Parent/Scholars Grievance Policy

It is the policy of the Board that its administration maintains practices and procedures surrounding the registration of a grievance from scholars enrolled at Durham Charter School and parents/guardians of scholars enrolled which comply with all applicable federal and state laws. Failure of an individual to comply with timelines listed below will result in denial of the grievance or appeal. The Board prohibits retaliation against a scholar, parent or guardian who files a grievance under this policy. Failure of the school administration to comply with these timelines will result in automatic right of appeal to the next level.

- If a scholar, parent or guardian has a concern, they should discuss the matter with the classroom teacher. Parents should reach out to the teacher directly via ParentSquare or email directly to schedule a conversation or meeting during the teacher's planning time or after school.
- Should the parent be dissatisfied with the teacher's response/meeting or wish to further discuss with administration, they should, within 5 working days of the meeting, contact the Principal or their designee and request a meeting.
- The administration will arrange a meeting within 5 days of receiving the request.
- If the scholar, parent or guardian is dissatisfied with the resolution proposed by the administration, they must, within 5 working days of the meeting, make a written request for a meeting with the Executive Director or hearing before the Board of Directors as outlined below.

In addition to the procedure above, individuals may bring concerns directly to the board, in writing, if the concern directly relates to the performance of the administration, a Board policy or decision, or an alleged violation of a North Carolina statute, the school's charter, or other applicable laws and regulations.

The written request should include a brief description of the concern and the action proposed to resolve the concern. The request must be hand-delivered or mailed to the principal, who will, in turn, notify the Board Chairman of the request. If the next Board meeting occurs within 10 days of the receipt of the request, the Chairman will place the matter on the agenda. If the next meeting occurs more than 10 calendar days from the receipt of the request, the Chairman may call a special meeting of the Board to hear the concern. The Chairman will ensure the individual is notified of the time, place and location of the meeting. The Board will deal with the concern in an open session, unless the concern involves the performance or behavior of an employee or the actions of a scholar. The individual may make a personal presentation or stand on the information contained in the request. The Board may address the concern at that meeting, or following the meeting, but in no case later than the end of the next regularly scheduled meeting. If the individual scholar, parent or guardian determines that the Board did not adequately address the concern, they may bring the concern to the North Carolina Department of Public Instruction.

If the concern is that the school has violated the Parental Rights Act, Title 7B of 115-C, the Board will address the concern at that meeting. If the parental concern has not been resolved within 30 days following the date of notification by the parent, the school shall provide a statement of the reasons for not resolving the concern. If a concern is not resolved by the school within 30 days, a parent may do either of the following: (1) Notify the State Board of Education of the concern and request a parental concern hearing. Or (2) Bring an action against the school as provided in Article 26 of Chapter 1

of the General Statutes for a declaratory judgment that the unit's procedure or practice violates the Parental Rights Act.

Title I Parent and Family Engagement Policy

The faculty, staff and administration at Durham Charter School is committed to working to support the education of each child. Each of the school's educators commits to reaching out to parents with the understanding that they share the responsibility of teaching the scholars with their parents and families. At Durham Charter School we commit to building strong relationships with the families of our scholars to increase academic achievement of all scholars. The goal of this parent and family engagement policy is to support in a more consistent and effective manner the building of relationships to support every child.

At Durham Charter School, we provide opportunities that will improve the quality of life for the scholars, their families, and the community. We intend to build an environment of academic productivity through meaningful communication, strong academic expectations and delivery of learning activities that promote the thirst for learning, respect for all people and instill scholar pride in, and ownership of a positive learning community.

At Durham Charter School, the partnership between school and home will be supported by:

- ☐ Convening an annual meeting in the school to provide information to parents, family members, and community members about the school and available programs and maintaining on file at the school, at a minimum, a copy of the agenda from the meeting highlighting that Title I programming was discussed; documentation of parent feedback and evaluation in the form of sign-in sheets and minutes from the presentation/meetings; if relevant, a copy of any presentation; and flyers, website announcements, message recordings and other advertisements for the meeting;
- ☐ Notifying parents of and clearly posting on the school's website the NC School Report Card Data;
- ☐ Providing public engagement, awareness and encouragement through parent meetings, written communications and newsletters along with website postings will set the stage for parents and the community to have opportunities to help the school make decisions about school wide operations;

- ❑ Conducting its annual Title I Open House in September to discuss school programs, academic requirements and parent involvement with parents and families as well as interested community members;
- ❑ Scheduling parent engagement meetings periodically during the school year to communicate with parents and obtain parent feedback through Family Empowerment Surveys as a way to measure and track family engagement and empowerment efforts. During those meetings, teacher and administrators will distribute information regarding instructional and school wide programming;
- ❑ Providing learning and enrichment opportunities that help parents acquire knowledge of the NC School Report Card Data; offering a flexible number of meetings, workshops and parent conferences that assist parents, family members, and community members in improving the achievement of all children;
- ❑ Providing opportunities for all parents, family members, and community members to participate in school activities, including persons with disabilities and limited English proficiency;
- ❑ Involving parents, family members, and community members to participate in an organized, ongoing, and timely way in consultation for the improvement of the school and its' programs, specifically including these critical stakeholders in the planning, review, and evaluation of programs and improve programs based on the results;
- ❑ Communicating clearly and frequently with parents, family members and community members about school policies, programs and their own children in a language they can understand;
- ❑ Assisting parents, family members and community members in understanding state academic content, the North Carolina Accountability Program, state and local assessments, and scholar performance standards;
- ❑ Providing parents with the opportunities to help the school make decisions about the education and professional development for teachers and staff directed at increasing scholar achievement;
- ❑ Informing the School's Board of Directors of events and activities planned to increase parent and family engagement. The board will invite a parent to participate as a member of the Board of Directors;
- ❑ Increasing community engagement and awareness by participating in local events such as the Families and Communities Rising Jamboree, community table events held in various locations across Durham County, and holding school events that are open to the public. By participating in these events, we

will inform the community of our presence, invite tutors and volunteers to work with our scholars, and seek opportunities to develop partnerships with agencies and institutions that can support our instructional programs;

- ☐ The School will work with the Department of Social Services, Department of Health and Human Resources, counseling services, Durham Public Schools, and other agencies to support our scholars as they progress through school;
- ☐ Having all parties involved sign a Principal/Teacher/Parent/Scholar Compact stating how each will contribute to ensuring the scholar's achievement.

By increasing the engagement of our parents and families and community entities, the scholars at Durham Charter School, known as "Scholars," will grow to be productive, responsible citizens in our community and be prepared to attend college-prep public and private high schools.

Parent Involvement

Durham Charter School advocates parent support and engagement. Parents and guardians are encouraged to volunteer, participate in their scholar's performances, attend trips, attend and participate in parent seminars/workshops and participate/attend extracurricular activities. Additionally, parents/guardians are encouraged to become a part of our Parent Teacher Organization (PTO).

School Volunteers

Parents/guardians/advocates are the key to making our volunteer efforts truly beneficial for our teachers and scholars at Durham Charter School. Durham Charter School offers an array of activities for parental involvement. Durham Charter School is very grateful for volunteer support and adherence to the following guidelines during classroom visits. Durham Charter School

1. Volunteers must complete a background check before volunteering in the school. Volunteer forms and background checks must be completed every year and the approval is good through the current school year.
2. All volunteers must sign in to the front office and receive a visitors badge when on campus.
3. All volunteers are required to defer to instructions from teachers and administration while on campus. Please remember that the teacher is ultimately responsible for the children and activities in their classroom.
4. Be sensitive to the learning environment on campus.
5. Respect confidentiality relating to all scholars. As a volunteer, you may not talk with other parents about the specific learning needs of any child other than your own.

6. Children thrive on praise and encouragement. While interacting with children please keep all comments positive.
7. Dress appropriately.
8. Durham Charter School is a non-smoking facility. Smoking is prohibited in the building, on the school grounds and all other places where Durham Charter School scholars are under your supervision.
9. The distribution of non-school-generated literature is not permitted.
10. Volunteers must sign out as they leave the building.
11. Durham Charter School reserves the right to decline any volunteer from serving.

Background checks

All volunteers, including parents, are subject to a criminal background check prior to volunteering with the school. Volunteer forms and background checks must be completed every year and the approval is good through the current school year. All visitors and parents must report to the front office with proper identification to receive a visitor's badge. This will ensure a safe school environment.

Parent Teacher Organization

The purpose of the Parent Teacher Organization (PTO) is to promote close cooperation and unity of spirit among parents, faculty, administration, staff, and scholars. Parent opinions are very important to us. We need your feedback and input. Our belief is that parents are invaluable assets and their participation is essential to improving scholar achievement. This program will encourage parents to: assist with various school activities and functions; coordinate fundraising efforts in order to provide financial assistance wherever needed in the school; foster a community atmosphere among families and staff; and support the mission and vision of the school and district. For more information on the parent organization opportunities at each campus, contact the Parent Teacher Organization leadership.

Fundraising

Scholar clubs, teams, outside organizations, and parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be submitted to the Executive Director, at least 30 days before the event. Fundraising activities not approved by the Executive Director are not permitted on school property.

Sales

Advertising may be permitted for school-related activities. This may include school newspapers, yearbooks, and other fundraising projects. No person may display, solicit, or sell any items or service to scholars or school personnel while on school property, at school-sponsored events, or on school transportation without the written permission of the Executive Director or their designee.

Public Relations

Durham Charter will provide a superior educational opportunity to your scholars. Our success is dependent on many factors, one of which stresses parental involvement in all aspects of the school. The extraordinary volunteer effort of the parent body will be a key component of the success of our school, and will continue to contribute to the school's success in the future.

The parents of Durham Charter are the most important and effective ambassadors for the school to reach out to current parents, community members, community organizations, foundations, corporations, and friends. The information contained here is designed to help you be more effective in representing the school and answer basic questions you may have.

The Executive Director or designee will serve as the sole spokesperson with the media for Durham Charter on all matters of school interest. No unauthorized use of the Durham Charter School name or branding is permitted.

Section 6: Use of Technology

Acceptable Use Policy

Durham Charter School (DCS) offers a school-wide area computer network with Internet access for scholars, teachers, and staff. Teachers and staff also have access to email through the school's network. The network and other school technological resources provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the Board. Through the school's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information. Access includes local, national and international connections to (1) libraries, companies, agencies and businesses; (2) discussion groups on a variety of subjects; (3) information news services; and (4) electronic mail communication.

Acceptable uses of technological resources are limited to activities that support learning and teaching, except when otherwise specifically authorized by the Principal in the best interest of the school. Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the Common Core and Essential Standards curricula and in meeting the educational goals of the Board. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

This policy applies to all scholars and employees (including teachers, administrators, and staff), as well as any other users who are expressly authorized by Durham Charter School to use school technological resources, including, but not limited to, Board of Director members, contractors, consultants, and part-time/temporary workers.

The Executive Director shall ensure that school computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The Principal shall develop any regulations and submit any certifications necessary to meet such requirements. In addition, the Principal or Designee shall develop any other rules, procedures, forms or other guidance needed to implement this policy.

Requirements for use of Technological Resources

Durham Charter's Board of Directors realizes that today's 21st Century classrooms must use technology in order to achieve the school's academic goals for its scholars.

School technological resources include, but are not limited to computers, interactive smartboards, mobile devices, websites, networks, servers, the Internet, phones, copiers, facsimile machines, televisions and video-recorders, email accounts, and licensed software.

Scholars are given the privilege to use the Internet along with the responsibility of using it properly. Scholars are responsible for exhibiting high standards of behavior in using the school's technological resources. Scholars will be taught safe, ethical, and responsible uses of technological resources.

Staff members will instruct scholars in the correct use of these resources, and ensure that scholars read and understand the guidelines established by the school; however, the ultimate responsibility for a scholar's actions in using the technological resources rests with the scholars.

Failure to adhere to the requirements of this policy may result in disciplinary action, which may include immediate revocation of user privileges, suspension of access to school computers, other disciplinary action, dismissal and appropriate legal action.

Misuse or damage of any school technological resource may result in disciplinary action and criminal prosecution under applicable state and federal law.

Employees should maintain the highest ethical behavior in using the Internet and should promote that behavior among scholars. When using technological resources in the classroom, instructional personnel shall:

1. Make every attempt to maintain the curricular focus of Internet use by locating and directing scholars toward sites on the Internet that support that focus;
2. Make reasonable efforts to supervise a scholar's use of the Internet during instructional time and ensure that it is in a manner that is appropriate to the scholar's age and circumstances of use;
3. Model and provide instruction in the ethical and appropriate use of the Internet in a proper school setting as provided in this policy; and
4. Follow the same criteria of Internet resources that are applicable to all instructional materials.

Guidelines for Acceptable Use: All Users

1. School technological resources are provided for school-related authorized purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support teaching and learning. Use of school system technological resources for commerce or profit or for amusement or entertainment is prohibited. School technological resources shall not be used for charitable endeavors without prior approval of the Principal or Designee. School technological resources shall not be used for political purposes.
2. Under no circumstance may software purchased by the school system be copied for personal use. Users must obtain permission from the Principal prior to copying or loading school software onto any computer, whether the computer is privately owned or is a Durham Charter School computer;
3. Scholars and employees must comply with all administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited. All rules of the Code of Conduct apply to scholars' use of the Internet and other technological resources.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material

that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.

5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, blogs or other forms of electronic communication, scholars must not reveal personally identifiable, private or confidential information, such as the home address, telephone number, credit or checking account information or social security number of themselves or fellow scholars. In addition, school employees will follow the guidelines of the Family Educational Rights and Privacy Act (FERPA), when publishing scholars information. Users also may not forward or post personal communications without the author's prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks and data of anyone connected to the server or the Internet. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. The technology department provides antivirus software for all DCS-owned computers. Users must not disable any antivirus programs from running on those computers.
8. Users may not create, download, or introduce entertainment software, games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the Principal or Designee. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Durham Charter School.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without appropriate authorization or the owner's express prior permission. In addition, employees shall not share or reveal their passwords or user IDs for any data system. All employees with access to InfiniteCampus or other sensitive data are responsible for safeguarding their user IDs and passwords.
11. If a user identifies a security problem on a technological resource, he or she must immediately notify a supervisor without demonstrating the problem to other users. Unauthorized attempts to log onto any school computer or Durham Charter School network as a system administrator may result in cancellation of user privileges and additional disciplinary action. Any user identified as a

security risk or having a history of problems with other computer systems may be denied access.

12. Views may be expressed as representing the view of the school or part of the school only with prior approval by the Principal or Designee.
13. School technological resources may not be used to interfere with or disrupt other users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising; propagation of computer viruses; distribution of large quantities of information that may overwhelm the system; posting personal or private information about the user or other people on the Internet; arranging or agreeing to meet with someone the user has met on-line for purposes other than official school business; posting information that could be disrupting, cause damage, or endanger scholars or staff; and accessing chat-rooms or instant messaging software, unless for a valid educational purpose or official school business.
14. Using school computers for illegal, harassing, or inappropriate purposes, or in support of such activities, is prohibited. Illegal activities are any violations of federal, state, or local laws and include, but are not limited to, copyright infringement and illegal file sharing; committing fraud; threatening another person; or intentionally engaging in communications for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing another person. Harassment includes, but is not limited to, slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, visual depictions, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Inappropriate use is any violation of other provisions of this policy and includes, but is not limited to, using another person's ID or password; plagiarizing; accessing, producing, storing, posting, sending, displaying, or viewing inappropriate or offensive material, including pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, or images of exposed private body parts; and accessing material advocating illegal acts or violence, including hate literature.

Internet safety

The Board of Directors is aware that there is information on the Internet that is not related to the educational program. The Board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. Durham Charter School personnel shall take reasonable precautions to prevent scholars from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The Principal

shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. Employees may have a different level of blocks or filters.

Privacy

Durham Charter School's electronic information resources, the Internet, and use of e-mail are not inherently secure or private. No right of privacy exists in the use of technological resources. Users shall have no expectation of privacy while using school technological resources. Users should not assume that files or communications created or transmitted using school technological resources or stored on servers or hard drives of individual computers will be private. School administrators or individuals designated by the Principal may review files, monitor all communication, and intercept email messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. School personnel shall monitor online activities of individuals who access the Internet via a school-owned computer. The Board reserves the right to take appropriate disciplinary action based on the user's inappropriate or illegal use or use that is in violation of this policy. Communications relating to or in support of illegal activities will be reported to the appropriate authorities. Information in electronic messages is not anonymous and is subject to disclosure to third parties under state and federal law in certain circumstances.

Personal Websites

The Executive Director may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Scholars

Though school personnel generally do not monitor scholars' Internet activity conducted on non-school system computers during non-school hours, when the scholar's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the school, the scholar may be disciplined in accordance with the Scholar Code of Conduct.

2. Employees

Employees are to maintain an appropriate relationship with scholars at all times. Employees are encouraged to block scholars from viewing personal information on employee personal websites or online networking profiles in order to prevent the possibility that scholars could view materials that are not age-appropriate. Employees may not use personal web sites or online networking profiles to post information in an attempt to communicate with scholars in their roles as school system employees. If an employee creates and posts inappropriate content on a website or profile or engages in

any direct communication with scholars, parents, supervisors or co-workers (whether by email, instant messaging, or other digital media) and it has a negative impact on the employee's ability to perform his or her job as it relates to working with scholars, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and scholar teachers working in the school system.

Employee Personal Use

The Board expects that employee use of technological resources will be related to the school system's goals of educating scholars and conducting school business. The Board recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with the employee's work or school business, and is not otherwise prohibited by Board policy or regulations, Durham Charter School procedures, or applicable law.

Care of Property

Users of Durham Charter School computers are expected to respect school property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment. Users may be held responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school is responsible for any routine maintenance or standard repairs to school computers. Users are expected to timely notify the technology personnel of any need for service.

No Warranties

Durham Charter School makes no warranties of any kind, whether express or implied, for the electronic information resources it is providing. The board will not be responsible for any damages suffered by users, including loss of data resulting from delays, non-delivery, service interruptions, or any other cause. The board will not be responsible for any claims, losses, damages, costs, or other obligations arising from the unauthorized use of school electronic information resources. Use of any information obtained via the Internet is at the user's risk. The board specifically denies any responsibility for the accuracy or quality of information obtained through its service. Users are responsible for any losses sustained by the Durham Charter School resulting from the user's intentional misuse of the school system's electronic information resources.

Application of Public Records Law

All information created or received for work purposes and stored on or contained in the school's computer resources or electronic data files is subject to public disclosure unless an exception to the Public Records Law applies. This information may be

purged or destroyed only in accordance with the applicable records retention schedule and the State Division of Archives regulations.

Legal References: U.S. Const. amend I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e), -39.

Internet and Computer Use Policy

Ongoing strategic planning at Durham Charter School places emphasis on scholar use of technology. Our vision is to bring our scholars into the 21st century through innovation and modern technology. Our 1-to-1 laptop program for grades 5-8 is an extension of this vision.

As used herein, the term "Computer" refers to any desktop, laptop, Chromebook, or other mobile computing device owned or issued by Durham Charter School to any scholar for school and home use. The term "Privately-Owned" refers to any privately-owned mobile computing device. The term "Computer Services" refers to the School's network or Internet connections to access school or Internet-based information.

All scholars are responsible for their actions and activities involving computers and computer services, and for their computer files, passwords and accounts. These rules provide general guidance concerning the use of the computers and computer services and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity. Scholars, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the IT department. These rules apply to all computers and computer services regardless of how they are accessed.

By enrolling and attending Durham Charter School you agree and acknowledge the following:

As a DCS Scholar, I understand that my Chromebook and email account are owned by the school and are not private. Durham Charter School has the right to access my information at any time. I understand that my right to have a cell phone or other electronic device at the school is a privilege and not a right.

A. Acceptable Use

1. Durham Charter School's computers and computer services are provided for educational purposes and research consistent with our educational mission, curriculum and instructional goals.
2. Scholars must comply with Board policies, school rules and expectations concerning scholar conduct and communications when using computers and computer services, whether on or off school property.
3. Scholars must comply with all specific instructions from school staff when using the computers and computer services.

B. Prohibited Uses

Unacceptable uses of the computers and computer services include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Scholars may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and illegal materials, images (still or video) or messages.
2. Violating Copyrights or Software Licenses - Scholars may not copy, download or share copyrighted materials without the owner's permission. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Durham Charter School assumes no responsibility for copyright or licensing violations by scholars.
3. Downloading "Apps" and Personalizing Computer –Only the IT Department in the school can download programs to the scholar computers. Stickers and other markings on the outside of the computer will not be allowed. Each Chromebook is easily identified by a specific numbering system ("Asset Tag") that is placed on the computer by the IT Department.
4. Plagiarism – Scholars may not represent as their own work any materials obtained on the Internet (papers, articles, music, etc.).
5. Misuse of Passwords/Unauthorized Access – Scholars may not share passwords, use other users' passwords, access or use other users' accounts.
6. Malicious Use/Vandalism – Scholars may not engage in any malicious use, disruption or harm to computers and computer services, included but not limited to hacking, "jailbreaking", and creation/uploading of computer viruses.

B. Scholars Access & Monitoring - Ultimately the computer is the property of the school, and the school has the right to determine what is appropriate and

to search the computer if necessary at any time. The district's filter allows the district to block websites which are inappropriate for scholars whether they are accessing the web via the district wireless network or if they are connected to the Internet at other locations. This software also allows for screen monitoring, which makes it possible for appointed district personnel to monitor scholar Chromebook screens. Scholars who access inappropriate sites during the school day or are accessing sites that are not related to the class they are in will face disciplinary action from the teacher and the administration. If sites are accessed by accident (which does occur at times) it is recommended that the scholar immediately move to another site, and report the incident to an adult immediately.

C. Scholar Privacy and Safety

- Scholars will:
 - Access the system for educational purposes during school hours, (this includes the use of networked printers in the building).
 - Use appropriate language and be respectful of others. This includes no cyberbullying.
 - Observe and respect license and copyright agreements.
 - Keep passwords and personal information confidential (Scholar names, telephone numbers, and addresses should not be revealed over the system).
- In addition, scholars may not:
 - Give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent). Scholars should never agree to meet people they have contacted through the Internet without parental permission.
 - Scholars should inform their teacher and parent if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
 - Ever use any option that "remembers" your password. The easiest way to breach security is to allow someone else to use your login account. Anyone who has access to your account, even for a few minutes, has access to your email, your local data, your server account, and any website to which you saved your password.
 - Give password(s) to anyone.
 - Video tape staff or scholars without their consent or knowledge, this includes:
 - Webcams
 - Chromebooks/Laptops
 - Cameras

- Cell phones
- Any other digital devices.
- o Post anonymous messages.
- o Use school issued email accounts for personal use.
- o Forward email commonly known as “SPAM,” Unsolicited Commercial Email (UCE), or “junk email.”
- o I.M.(instant message) or chat during class unless relative to academic related expectations.

D. Compensation for Losses, Costs and Damages

- A scholar who does not have a computer due to a computer being damaged accidentally will be allowed to use a computer from school. These computers are called “Hot Swaps” and will be available for scholars to use during the time of repair.
- The scholar and their parents are responsible for compensating Durham Charter School for any damages incurred by the scholar for violations of Board policies/procedures and school rules while the scholar is using computers and computer services. The scholars and their parents are similarly responsible if the scholar takes any action that would void the warranty covering the computer or willfully/negligently damages the computer in any way.

F. Additional Rules for Use of Privately-Owned Mobile Devices by Scholars

- Scholars are not permitted to use privately owned mobile devices during school hours.
- Durham Charter School is not responsible for damage, loss or theft of any privately-owned mobile device.

G. Discipline and Liability

- Any scholar who violates the rules and expectations relative to this policy and technology use will be subject to disciplinary action. Consequences may vary from a letter (or a phone call) home to detentions or suspensions depending on the violation or degree of computer misuse. Serious violations will result in the scholars’ use of technology restricted and revoked.
- Specially, misuse of the computer equipment or network may result in one or more of the following consequences depending on the severity of the infraction:
 - o An informal warning from a staff member or administrator
 - o A formal verbal or written warning for misconduct
 - o Loss of technology privileges
 - o Parent conference

- o Detention
- o Major infractions may result in out-of-school suspension and further sanctions as determined by the administration.

H. Disclaimer

Durham Charter School does not have control of the information on the internet or information contained in emails. The school uses a network filter to help maintain a safe environment. Additionally, the School may choose to block sites that it believes distract from the academic environment or unnecessarily consume Network Resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of Durham Charter School. While Durham Charter School's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content. At Durham Charter School, we expect scholars to obey the Internet and Computer Use Policy when using the Internet and school-wide resources. Any scholar found in deliberate violation of the policy will be disciplined.

Section 7: Important Notices

Rights Under the Pupil Rights Protection Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights concerning scholar privacy, parental access to information, and administration of physical examinations to minors. These include the right to:

Consent before scholars are required to submit to a survey, which is funded in part or in whole by a program of the U.S. Department of Education, that concerns one or more of the following protected areas ("protected information survey"):

1. Political affiliations or beliefs of the scholars or scholar's parent
2. Mental or psychological condition of the scholars or her family
3. Sexual behavior or attitudes
4. Anti-social, demeaning, illegal, or self-incriminating behavior
5. Critical appraisals of others with whom respondents have close familial relationships
6. Legally-recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious affiliations, beliefs, or practices of the scholars or parent

8. Income, other than as required by law, to determine program eligibility
- Receive notice and an opportunity to opt a scholars out of the following:
 1. Any other protected information survey, regardless of funding
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of the scholars (except for hearing, vision, scoliosis, or any other physical exam or screening permitted or required under state law)
 3. Any activity involving the collection, disclosure, or use of personal information or the marketing, selling, or distributing of such information to others
 - Inspect the following, upon request and before administration or use:
 1. Surveys created by a third party before their distribution by a school to its scholars
 2. Instruments used to collect personal information from scholars for marketing, sales, or other distribution purposes
 3. Instructional material used as part of the educational curriculum

The school has developed and adopted policies regarding these rights, as well as arrangements to protect scholars privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school will directly notify parents of these policies at the beginning of each school year and after any substantive changes. The school will also both directly notify parents through U.S. Mail, e-mail, parent meetings, or the Parent and Scholars Handbook at the start of each school year of the specific or approximate dates (if such events are planned and scheduled) of the above activities and provide an opportunity to opt a scholar out of participating in them. *Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW Washington, D.C. 20202-5920

Gender Equity Policy (Title IX)

The school certifies compliance with Title IX of the Education Amendments of 1972, as amended, 20 U.S.C 1681 et seq. (Title IX), and its implementing regulation, at 34 C.F.R. Part 106, which prohibits discrimination based on sex. The school, as a recipient of federal financial assistance from the United States

Department of Education, is subject to Title IX and does not discriminate based on gender in employment or any educational program or activity it operates.

Complaints or grievances regarding discrimination based on gender should be delivered in writing to the principal of the school and should provide specific details regarding the event, the date of the event, and the parties involved. The complaint will be considered confidential and will be expeditiously investigated by the principal with the assistance of school attorney as necessary and appropriate.

Unsafe School Choice Option

Title IX, Section 9532 of the No Child Left Behind Act of 2001 provides that a scholar attending a “persistently dangerous school” or a scholar who is a “victim of a violent criminal offense” on school property, as defined by law, has the right to transfer to another safe school in the district, if their parent requests a transfer. If there is not another safe school in the district providing instruction at the scholar’s grade level, the school shall contact neighboring districts to request that the scholars be permitted to transfer to a school in one of those districts.

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) requires us to annually notify parents, scholars, staff members, and others who regularly occupy the school building of compliance with AHERA. An Asbestos Management Plan (AMP) has been developed for the school and is on file in the school office. Parents may schedule an appointment with the principal if they wish to review the AMP.

Pesticide Notification

The school aims to control pest populations and to reduce the use of active pesticides throughout the school by implementing an integrated pest management program. The health and safety of all persons within the school’s facilities are of primary concern. All pesticide applications are conducted before or after the school day in the absence of scholars. Please contact the school office if you wish to be notified by letter or wish to review the school’s integrated pest management program or records.

Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their child’s education records. These rights are:

- The right to inspect and review the scholar’s education records within 45 days of the day the school receives a request for access. Parents should submit to the school principal a written request identifying the record(s) they wish to

inspect. The school official will make arrangements for access and notify the parents of the time and place the records may be inspected.

- The right to request the amendment of the scholar's education records that the parent believes are inaccurate. Parents may ask the school to amend a record they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify its inaccuracy. If the school decides not to amend the record as requested by the parents, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. The school does not need written consent to disclose a scholar's education records to those with a legitimate educational interest in those records, including the following (see 20 U.S.C. §1232g; 34 CFR Part 99):
 1. School administrators, teachers, support staff, and other school officials with a legitimate educational interest in scholars' education records
 2. Persons or organizations with whom the district has contracted to perform a special task or study (e.g., attorneys, auditors, medical consultants, supplemental educational services and therapists)
 3. A school district to which the scholars is transferring if a proper records release request is received
 4. Appropriate parties in a health or safety emergency
 5. Accrediting organizations
 6. Certain federal and state officials (for audit and evaluation purposes)
 7. Appropriate parties in connection with financial aid to a scholars
 8. To comply with a judicial order or lawfully issued subpoena; however, the school must first make a reasonable attempt to notify the parent of the order or subpoena
 9. State and local authorities, within a juvenile justice system, pursuant to specific state law
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW Washington, D.C. 20202-5920

School Governance

The North Carolina Department of Public Instruction, with direction from the North Carolina State Board of Education, and in accordance with Legislation passed by the North Carolina General Assembly grants authority to the Durham Charter School Board of Directors to operate Durham Charter School.

Durham Charter School Board of Directors

The Board of Directors is the governing body of Durham Charter School. The Board is responsible for all school policies and procedures that affect the instructional and operational functions of Durham Charter School. The Board is accessible through the Board Chair. The Durham Charter School Board meets monthly on the campus of the school. A complete listing of Board meeting dates may be found on our website.

Durham Charter School Board of Directors

Mrs. Elizabeth Gnatek-Morey, President

Mr. Preston Edwards, Vice President

Ms. Gwendolyn Wicker, Vice Chair

Mr. Cary Cain, Secretary

Mr. Matt Lesesky, Treasurer

Mr. Richard Ford

Mr. Ernesto Lember

Mr. Jeff Miller

Mr. Mark Bailey

Ms. Ana Gutierrez

The Roles of the Executive Director and the Principal

The executive director provides administrative leadership for all instructional and operational functions. Each school principal reports to the executive director and provides leadership to all faculty and staff on a local school level.

Central Leadership Team

The School Leadership Team includes faculty representatives, Exceptional Children's Coordinator, Multi Language Learner Coordinator, Executive Director, each school Principal, Chief Academic Officer, and the Director(s) of Operations. The leadership team meets regularly to discuss matters of school instruction and operations.

Military and College/University "Opt Out"

Federal law requires schools to provide military recruiters and institutions of higher education, upon their request, with the names, addresses and telephone numbers of high school scholars, unless a scholar or parent has advised the school that they do not want such information disclosed without their prior written consent. Durham Charter will make an "opt out" form available to high school scholars and families.

Non-discrimination

Durham Charter School does not discriminate on the basis of race, color, national origin, gender, disability, sexual orientation, gender identity or age in its programs or activities.

Students with Disabilities: Individuals with Disabilities Act (IDEA) – Federal law requires the school to provide special education services to all students diagnosed with or who are suspected to have mental, physical or emotional disabilities and who are unable to benefit from a regular school program without special assistance. If your child or a child you know may qualify for such special assistance, please contact the school administration and Julie Franklin, Exceptional Children Director.

The McKinney-Vento Homeless Assistance Act – Congress passed this legislation in 1987 and re-authorized it in 2002 to help people experiencing homelessness. It includes the Education of Homeless Children and Youth Program that strives to reduce barriers for homeless children and youth for access and achievement.

Safe Surrender of a Newborn: NC General Statute § 115C-375.4(52)

High school scholars are required to be annually given information on the manner in which a parent may lawfully abandon a newborn baby with a responsible person in accordance with G.S. 7B-500.

A parent may legally abandon a newborn baby up to seven days old by surrendering the baby to a responsible person. According to General Statute §7B-500, the “following individuals shall, without a court order, take into temporary custody an infant under seven days of age that is voluntarily delivered to the individual by the infant's parent who does not express an intent to return for the infant:

- (1) A health care provider, as defined under G.S. 90-21.11, who is on duty or at a hospital or at a local or district health department or at a nonprofit community health center.
- (2) A law enforcement officer who is on duty or at a police station or sheriff's department.
- (3) A social services worker who is on duty or at a local department of social services.
- (4) A certified emergency medical service worker who is on duty or at a fire or emergency medical services station.

When a parent abandons an infant less than seven days of age by voluntarily delivering the infant as provided in G.S. 7B-500(b) or G.S. 7B-500(d) and does not express an intent to return for the infant, that parent shall not be prosecuted under G.S. 14-322 or G.S. 14-322.1.

Garrett's Law

G.S. § 115C-375.4. Meningococcal Meningitis and Influenza and their Vaccines
Durham Charter School will provide parents/guardians of students in all grade levels with information at the beginning of each school year.

G.S. § 115C-375.4(51)

At the beginning of each school year, Durham Charter School will provide parents/guardians of fifth through twelfth graders with information about cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent these diseases. Please visit: <https://immunization.dph.ncdhhs.gov/family/vaccines/hpv.htm>

Healthy Youth Act of 2009

This North Carolina legislation redefines what is to be included in the human sexuality education component of health education instruction in seventh, eighth, and high school health education classrooms. The high school Health course syllabus contains information for parents/guardians related to their opportunity to review instructional materials and withhold consent for their students to participate in related health education instruction prior to the instruction. Parents/guardians of seventh and eighth graders will be notified in advance should human sexuality study be planned in an upcoming lesson and given the opportunities described above.

G.S. § 115C-391.1.(j)(1) Permissible use of seclusion and restraint

The Deborah Greenblatt Law (House Bill 1032) was passed by the NC Legislature in July, 2006. This law applies to situations which may require school personnel to use physical or mechanical restraint, seclusion, or isolation in order to manage disruptive and dangerous student behaviors. All permissible and prohibited incidents involving restraint, seclusion, and isolation must be reported and documented by school personnel.

Physical Restraint shall be considered to be a reasonable force when used in the following circumstances:

1. As reasonably needed to obtain possession of weapons or other dangerous objects on the person, or within the control of the student;
2. as reasonably needed to maintain order or to prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present.
5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
6. as reasonably needed to escort a student safely from one area to another;
7. if used as provided for in an IEP, Section 504. or behavior intervention plan; or
8. as reasonably needed to prevent imminent destruction to school or another person's property.

G.S. § 115C-47(47) To Address the Use of Pesticides in Schools

Durham Charter School will notify families and staff regarding the schedule of pesticide use on school property and their right to request notification.

Annual Announcement - Asbestos Free School

Durham Charter School is aware of the federal and state regulations regarding asbestos management in schools. This facility has submitted a management plan to the NC Department of Health and Human Services, as well as updated re-inspection reports. Materials are managed under the Operations and Management Program. A copy of the management plan is available for review at any time. If you have questions, please contact the school's office.

This notification is to inform you that no asbestos materials were used in any new construction projects at Durham Charter School. . Disclaimer statements supporting asbestos free materials from the mobile manufacturer and Vance Construction are on file in the main office.

DURHAM CHARTER SCHOOL

NORTH CAROLINA PARENTS' BILL OF RIGHTS

On August 16, 2023, the North Carolina General Assembly ratified N.C. Sess. Law. 2023-106, commonly known as the "Parents' Bill of Rights." The law enumerates the rights of parents to participate in and direct the education of their children. It also requires public school units, including charter schools, to adopt numerous policies implementing its provisions.

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DURHAM CHARTER SCHOOL PARENTAL RIGHTS

Parents' Bill of Rights

Pursuant to State and federal law, a parent has the right to the following:

- (1) To direct the education and care of his or her child.
- (2) To direct the upbringing and moral or religious training of his or her child.
- (3) To enroll his or her child in a public or nonpublic school and any school choice option available to the parent for which the child is otherwise eligible.
- (4) To access and review all education records relating to his or her child, as authorized by the Federal Educational Right and Privacy Act ("FERPA"), 20 U.S.C. § 1232g.
- (5) To make health care decisions for his or her child, unless otherwise provided by law.
- (6) To access and review all medical records of his or her child, as authorized by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), P.L. 104-191, as amended, except as follows:
 - If an authorized investigator requests that information not be release to a parent because the parent is subject to an investigation of either (i) a crime committed against the child or (ii) an abuse and neglect complaint; or
 - When otherwise prohibited by law.
- (7) To prohibit the creation sharing, or storage of a biometric scan of his or her child without the parent's prior written consent, except as authorized pursuant to a court order or otherwise required by law.
- (8) To prohibit the creation, sharing, or storage of his or her child's blood or DNA without the parent's prior written consent, unless otherwise authorized by law.
- (9) To prohibit the creation by the State, or the school, of a video or voice recording of his or her child without the parent's prior written consent, unless such record is made in connection with:
 - A court proceeding
 - An investigation into alleged neglect or abuse of the child
 - A safety demonstration
 - An academic or extracurricular activity
 - Classroom instruction
 - A photo identification card
 - Security or surveillance of buildings, grounds, or school transportation

- (10) To be promptly notified if the school, or any employee of the school, suspects that a criminal offense has been committed against his or her child, unless doing so would impede an investigation by law enforcement or a county welfare agency.

Specific Rights Related to Child's Education

Pursuant to G.S. 115C-76.25, a parent or legal guardian's rights with regard to his or her child's education include the following:

- The right to consent or withhold consent for participating in reproductive health and safety educational programs, consistent with the requirements of G.S. 115C-81.30.
- The right to seek a medical or religious exemption from immunization requirements consistent with the requirements of G.S. 130A-156 and G.S. 130A-157.
- The right to review statewide standardized assessment results as part of the State report card.
- The right to request an evaluation of their child for an academically or intellectually gifted program, or for identification as a child with a disability, as provided by State and federal law.
- The right to inspect and purchase public school unit textbooks and other supplementary instructional materials, when available.
- The right to access information relating to Durham Charter School's policies for promotion or retention, including high school graduation requirements.
- The right to receive student report cards on a regular basis that clearly depict and grade the student's academic performance in each class or course, the student's conduct, and the student's attendance.
- The right to access information relating to the State public education system, State standards, report card requirements, attendance requirements, and textbook requirements.
- The right to participate in any parent-teacher organizations.
- The right to be informed of, and to opt-in to, any survey of protected information under G.S. 115C-76.65.
- The right to opt into certain data collection for their child, as provided in Part 5 of Article 7B and Article 29 of Chapter 115C the North Carolina General Statutes.

- The right to review all available records of materials their child has borrowed from a school library.

Definitions

- As used in these policies, “parent” shall mean a person who has legal custody of a child, including a natural parent, adoptive parent, or legal guardian.

Miscellaneous Provisions

- Nothing in these policies authorizes a parent or guardian to engage in unlawful conduct, or to abuse or neglect a child.
- Nothing in these policies shall prohibit or otherwise limit a State official, law enforcement, or a court of competent jurisdiction from acting pursuant to legal authority granted under local, state, or federal law.
- An employee who encourages, coerces, or attempts to encourage or coerce a child to withhold information from his or her parent(s) may be subject to disciplinary action.
- A copy of this policy shall be posted on the school’s website.

Revised: September 9, 2023

Ref.: G.S. 114A-10; G.S. 114A-15; G.S. 115C-76.25

[Note: Several items in the above list of rights, which are drawn directly from the statutes, are worth nothing:

- *G.S. 114A-10 (listed in Item 10, above) grants parents the right to prohibit video recordings being made of their child unless in certain circumstances. These exceptions are broad enough to include most common uses of recordings in schools, including security surveillance footage and use in class and extracurricular activities.*

Schools may consider adding a separate policy concerning the use of video and audio recordings that prohibits personnel from recording students without first obtaining parent consent unless the recording meets one of the exceptions above.

- *G.S. 115C-76.25 grants parents the right to purchase textbooks “as provided in Article 8, Part 3, of Chapter 115C of the General Statutes,” which governs the selection and use of textbooks by LEAs. G.S. 115C-102, which is part of those statutes, requires LEAs to permit parents to purchase textbooks. Charter schools, however, are exempt from the statutes that govern LEAs purchase and use of textbooks pursuant to G.S. 115C-218.10. Accordingly, the language in this policy refers to the right to purchase textbooks “when available.”*

- *G.S. 115C-76.25 grants parents “The right to opt into certain data collection for their child, as provided in Part 5 of this Article and Article 29 of Chapter 115C the North Carolina General Statutes, which govern student records. These statutes, however, do not grant “opt-in” rights. Instead, two sections, G.S. 115C-402.5 and 115C-402.15, provide parents the right to “opt-out” from the disclosure of “Directory Information” as provided under FERPA. The reference to “opt-in” thus appears to be a misstatement. It is not clear whether this provision was meant to alter the right rules governing directory information. Accordingly, the model policy reflects the language of the Parents’ Bill of Rights and states “opt-in,” even though parents may only have “opt-out” rights with respect to such information.*

FERPA allows schools to publish directory information so long as the school provides notice to parents at the beginning of each school year that (i) directory information will be disclosed and (ii) parents may “opt-out” of the disclosure within a certain period of time. 34 CFR § 99.37(a). “Directory information” generally includes name, address, telephone numbers, date of birth, grade, dates of attendance, and participation in activities and sports.

Schools should continue to provide annual notice to parents regarding the disclosure of directory information and their right to opt-out if they choose.]

DURHAM CHARTER SCHOOL PARENT INVOLVEMENT POLICY

Purpose

DURHAM CHARTER SCHOOL believes that parental involvement and empowerment is fundamental to the successful education of all students. It is the responsibility of all teachers, administrators, and staff to (i) strengthen partnerships with parents and families and (ii) develop and implement a well-planned, comprehensive program to assist parents and families in effectively participating in their child's education.

To that end, DURHAM CHARTER SCHOOL has developed this and other policies to (i) inform parents of their legal rights and responsibilities with regards to their parent education; (ii) provide a parent's guide for student achievement on an annual basis; and (iii) effectively involve parents in the school and their child's education.

Ref. G.S. 115C-76.20

Parental Guide

Each year, the school shall distribute a written parental guide to student achievement that (i) includes, at minimum, the information required by the State Board of Education and (ii) is understandable to students and parents. The parental guide shall be discussed at the beginning of each school year in meetings with parents, students, and teachers.

Ref. G.S. 115C-76.30

Links to Community Services

The school shall provide on its website links to community services available to students and their families.

Ref. G.S. 115C-76.35(a)(1)

Parent Surveys / Parent Advisory Councils

Each year, the school shall survey and solicit input from parents regarding development, implementation, and evaluation of parent involvement programs. The results of this survey shall be shared with the board of directors.

The principal may form one or more parent advisory councils to assist the school in fostering cooperation among parents, teachers, administration, and staff. The principal shall inform parents about opportunities to participate in such parent advisory councils, as well as other volunteer programs and other activities, as they become available.

Ref. G.S. 115C-76.35(a)(2) and (3)

[Note: G.S. 115C-76.35(a)(2) requires schools to develop policies to establish opportunities for parental involvement in the development, implementation, evaluation, of parent involvement programs. The statute, however, spells out any particular process for doing so. This model policy suggests an annual survey, but the school may meet this requirement in other ways.]

Similarly, G.S. 115C-76.35(a)(3) requires schools to develop policies establishing opportunities for parents to participate on school advisory councils, as well as volunteer and other activities. Once again, the statute allows room for schools to adapt their policies to their individual practices. This model policy merely authorizes the principal to form such councils, leaving the formation scope, and duration of those councils to his or her discretion.]

Information Regarding School Assignments and Progress

At the beginning of each year, the principal and teachers shall communicate to parents how textbooks are used to implement the curricular objectives in their child's classes. Teachers shall also provide a syllabus or other information explaining the major topics to be covered over the course of the class and identifying the textbooks and primary supplementary materials that will be used in the class. Teachers shall periodically update parents regarding changes in the curriculum and additional materials used in the class.

Parents may access information regarding their child's assignments, including homework assignments, and their child's attendance and progress through Power School.

[Note: This policy may be adapted to match the school's chosen method of communicating class assignments, such as InfiniteCampus, weekly folders, etc. No specific medium of communication is required.]

Ref. G.S. 115C-76.35(b)(1), (2), and (3)

Information Regarding Clubs and Activities

At the beginning of each year, the school shall provide information to parents regarding clubs, as well as curricular and extracurricular activities available to children at the school, including the purpose and nature of such clubs and activities. Information regarding clubs and extracurricular activities will be communicated to parents through the school's website or its newsletter.

Ref. G.S. 115C-76.35(b)(6)

[Note: This policy may be adapted to require such information to be provided on the school's website or other methods of communication, such as newsletters, weekly folders, or email. No specific medium of communication is required.]

Rev. September 9, 2023

DURHAM CHARTER SCHOOL PARENT INFORMATION REQUESTS POLICY

A parent may request any information that the parent has a right to access under Article 7B, Part 1, of Chapter 115C of the North Carolina General Statutes, including the information set out in the school's policies governing Parent Rights, Parent Involvement, Parent Review of Instructional Materials, and Notifications Regarding Student Health. Parents requesting information under this section must submit their request in writing to the principal or his or her designee.

Process for Responding to Requests

If a parent submits such a written request for information pursuant to this policy:

- (1) Within ten (10) business days of receiving the request, the principal shall either (i) provide the requested information to the parent or (ii) provide a notice that an extension of no more than twenty (20) business days is necessary to respond to the request due to either its volume or complexity
- (2) If the principal fails to respond to the request or provide the information within the timeframes set forth above, the parent may contact the Chair of the school's Board of Directors to request such information and may request a time frame of the denial or failure to provide the information by the principal. In such case the Chair shall ensure that a response is provided to the parent within ten (10) business days.
- (3) If the Chair of the board denies the request or does not respond to the request for information within ten (10) business days, the parent may appeal the denial or lack of response to the Board of Directors. The parent must submit such an appeal within twenty (20) business days of the date the request was submitted to the Chair.
- (4) If an information request is appealed to the Board of Directors within the time limit set forth in step 3, above, the Board shall place the parent's appeal on its agenda for the next board meeting. Pursuant to G.S. 115C-76.40, the Board's decision under this policy is final and is not subject to judicial review.

Publication

A copy of this policy shall be posted on the school's website.

Rev. September 9,
2023 Ref. G.S.
115C-76.40

DURHAM CHARTER SCHOOL
PARENT REVIEW OF INSTRUCTIONAL MATERIALS POLICY

Inspection of Textbooks and Supplementary Materials

Parents have a right to inspect all textbooks and supplementary instructional materials used in their child's classroom. Parents who wish to inspect materials may submit their request in writing to the child's teacher. If the teacher does not respond or denies the request, the parent may forward the request to the principal using the procedures set out in policy for Parent Information Requests.

Objections to Textbooks and Supplementary Materials

If a parent objects to textbooks or supplementary instructional materials used in their child's classroom, they shall share that objection with their child's teacher, who shall work to accommodate the objection to the extent practicable. A parent who is not satisfied with the teacher's response may then raise the objection with the principal using the same procedures set out in the school's policy for Resolution of Parent Concerns.

Publication

A copy of this policy shall be made available at the school site and on the school's website.

Rev. September 9,
2023 Ref. G.S.
115C-76.35 b. (4)

DURHAM CHARTER SCHOOL RESOLUTION OF PARENT CONCERNS POLICY

This policy governs the resolution of parent concerns regarding the school's compliance with the requirements of Article 7B, Part 1, of Chapter 115C of the North Carolina General Statutes, or the school's policies governing Parent Rights, Parent Involvement, Parent Review of Inspection Materials, or Notifications Regarding Student Health. This policy does not govern the resolution of other parental concerns.

Parents are encouraged to communicate and seek to cooperatively resolve any concerns regarding their student's education with their student's individual classroom teachers before seeking to use the procedures set forth in this policy. This often serves as the quickest and most efficient way to address a parent's concerns.

Process for Responding to Parent Concerns

Parent concerns raised shall be submitted in writing to the principal and shall be resolved using the following procedure:

- (1) Within ten (10) business days of receiving the request, the principal shall either (i) provide a response to the parent's concern or (ii) inform the parent that additional time, up to twenty (20) days, is required to respond to the parent's concern.
- (2) If the school fails to respond within the timeframes set forth above the school will provide a statement of the reasons for not resolving the concern. The parent may (a) notify the State Board of Education of the concern and request a parental concern hearing or (b) bring an action against the school for a declaratory judgment that the school's procedure or practice violates 115. C-218.76.

Notice to Board of Directors

The principal shall immediately inform the board of directors of any concerns submitted by a parent in this section.

Applicable Law

Nothing herein shall prevent or limit a parent's ability to utilize the remedies set forth in G.S. 115C-76.60.

Rev. September 9,
2023 Ref. G.S.
115C-76.60

[Note: G.S. 115C-76.60 provides that if a parent's concerns are not resolved within 30 days that the parent may either (i) submit a complaint to the State Board of Education, who will appoint a hearing officer to recommend a solution to the State Board or (ii) file a lawsuit seeking in State court seeking a declaratory judgment, as well as attorneys' fees if the parent prevails. Accordingly, a school should work to resolve any parent concerns raised under this section within 30 days, notwithstanding the timelines set forth in this policy.]

DURHAM CHARTER SCHOOL STUDENT SURVEYS POLICY

Protected Information

The following shall constitute “Protected Information” for the purpose of this policy:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sex behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom respondents have close family relationships.
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the student or student's parent
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Collection of Protected Information

Parents shall be notified before any survey or evaluation collecting or revealing Protected Information is conducted. The notice shall include the full text of the survey or evaluation.

No student shall be permitted to participate in a survey or evaluation collecting or revealing Protected Information unless the child’s parent provides prior written consent.

Rev. September 9, 2023
Ref. G.S. 115C-76.65

DURHAM CHARTER SCHOOL NOTIFICATIONS REGARDING STUDENT HEALTH POLICY

Annual Notice of Health Care Services

The school shall notify parents at the beginning of each school year of each health care service offered at the school, if any, and the means for the parent to consent to such service. Consent does not waive a parent's right to access their child's educational or health records or to be notified of changes to the child's educational

Well-Being Questionnaires and Health Screenings

No well-being questionnaire or health screening shall be administered to a student in grades kindergarten through third grade without consent from the child's parent or legal guardian.

Prior to the administration to students in kindergarten through third grade, the school shall provide a copy of any student well-being questionnaire or health screening form. The notice shall include the method for the parent to consent to the use of the questionnaire or form for his or her child.

Changes in Services

The school shall notify parents of any changes in services related to their child's mental, emotional, or physical health or well-being, or a change in the school's ability to provide a safe and supportive learning environment for the child. Such notice shall be provided prior to, or at least at the same time as, the change is made.

Parental Involvement

Teachers and staff shall encourage children to discuss issues related to their well-being with their parents, and, when appropriate, shall facilitate discussions of such issues with a child's parents.

No teacher or employee of the school shall prohibit or encourage a child to withhold information about the child's mental, emotional, or physical health or well-being, or changes in services related to the child's health, or well-being, from the child's parent.

Nothing in this policy shall prohibit parents from accessing their child's health or education records, unless school personnel, in consultation with the principal, reasonably believe that such disclosure would result in the child being subject to abuse or neglect.

Name Changes / Changes in Pronouns

Should a student request that they be called by a name, not on their birth certificate or a legal name

change judgment, or that they be addressed using pronouns opposite their biological gender, the school will notify the student's parents or legal guardians. The student's request will be denied unless the parents also request the change in name or pronouns. Students may be called by a derivative of their legal name, such as "Libby" or "Beth" for Elizabeth or a commonly used nickname such as "Dick" for Richard. The principal will have the discretion to decide whether a derivative or nickname is commonly used.

Age-Appropriate Instruction for Children in Grades K-4

Instruction on gender identity, sexual activity, or sexuality shall not be included in the curriculum provided in kindergarten through fourth grade, regardless of whether the information is provided by school personnel or third parties.

This policy does not prohibit teachers or school personnel from responding to student-initiated questions.

Consent for Instruction Regarding Reproductive Health

The school shall notify parents before providing instruction regarding reproductive health, including instruction regarding health and safety provided to students in seventh grade. Parents may opt-out of this instruction by informing their child's classroom teacher.

Rev. September 9,
2023 Ref. G.S. 115C-
76.25

Adopted by the Board at
a Special Meeting on
11/30/23

Addendum 1- High School Specific Expectations

Absences & Tardies

North Carolina General Statute 115C-378, the Compulsory Attendance Law, details the requirements for scholar attendance. Please note that attendance is taken in every class throughout the day and if your scholar accumulates 10 unexcused absences within one semester, they will fail that class. Parents will be notified upon the 3rd and 6th unexcused absence. Parents and scholars should be aware that 3 unexcused tardies is the equivalent of 1 unexcused absence. Excessive tardies in high school grades may result in loss of special privileges the school generally affords high school scholars.

Absences (per the Compulsory Attendance Law):

Step 1- After three (3) unexcused absences, a warning letter will be mailed to the parent/guardian noting the absences.

Step 2- After six (6) unexcused absences, a letter will be mailed to the parent/guardian noting the absences and an administrator will attempt to contact parent/guardian by telephone and schedule a required in person meeting.

After six (8) unexcused absences, a letter will be mailed to the parent/guardian noting the absences and an administrator will attempt to contact parent/guardian by telephone and schedule a required in person meeting.

Step 3- After ten (10) accumulated unexcused absences in a school year, a letter will be mailed to the parent/guardian and a mandatory meeting will be scheduled with the parent/guardian and school administration to discuss possible violation of the attendance policy. The head of school or the designee shall review any report or investigation prepared under G.S. 115C-381 and shall confer with the scholar and the scholar'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 or the designee determines that the parent, guardian, or custodian has not made a good faith effort to comply with the law, the head of school or the designee shall notify the Durham County District Attorney.

Due to prior attendance concerns or high numbers of absences, the head of school or designee may notify the parent/guardian in writing that the scholar's absences will only be excused with a medical note for the remainder of the school year and the following school year.

Medical notes must be on the physician's letterhead or prescription pad including:

1. The date the scholar was seen by the doctor
2. The specific dates that he/she will be out of school due to their illness
3. The date that the scholar may return to school

In-School Suspensions and Out-of-School Suspensions

While a scholar is suspended from school (OSS), he/she may not take part in any school-sponsored events and may not be allowed to be on Durham Charter School (or at Durham Tech as a DCS scholar) property during the period of suspension.

Each scholar's official record also shall include notice of any long-term suspension or expulsion imposed pursuant to G.S. 115C-390.7 through G.S. 115C-390.11 and the conduct for which the scholar was suspended or expelled. The Executive Director of the school or their designee shall expunge from the record the notice of suspension or expulsion if the following criteria are met:

(1) One of the following persons makes a request for expungement: DCS Parent & Scholar Handbook 2024-2025 56

- a. The scholar's parent, legal guardian, or custodian.
 - b. The scholar, if the scholar is at least 16 years old or is emancipated.
- (2) The scholar either graduates from high school or is not expelled or suspended again during the two-year period commencing on the date of the scholar's return to school after the expulsion or suspension.
- (3) The Executive Director or the Executive Director's designee determines that the maintenance of the record is no longer needed to maintain safe and orderly schools.
- (4) The Executive Director or the Executive Director's designee determines that the maintenance of the record is no longer needed to adequately serve the child.

Even if the parties in paragraph (1) do not make a request, the Executive Director or the Executive Director's designee may expunge from a scholar's official record any notice of suspension or expulsion provided all other criteria contained in paragraphs (2), (3) and (4) are met.

A scholar who is in ISS or serving OSS cannot participate in any school-sponsored events during the suspension which includes on school property, school buses and bus stops, school-sponsored field trips, athletic practices and events, club events, and all other school activities."

A scholar who is in ISS or serving OSS cannot participate in any school-sponsored events on those days. Rules apply to scholar conduct on school property, school buses and bus stops, school-sponsored field trips, athletic practices and events, club events, and all other school activities.

Health and Immunization Forms

As required by N.C. state law, Durham Charter School must have a copy of each scholar's immunization records on file and signed by a physician (or carrying a physician's stamp). Kindergarten and scholars in any grade enrolling in a North Carolina public school for the first time must submit a completed North Carolina Transmittal Health Form. Scholars who do not meet this requirement within the first thirty days of the school year will not be allowed to return to school until the forms are submitted or a plan for their completion is accepted.

Kindergarten, seventh and twelfth grade scholars, and scholars in any grade enrolling in a North Carolina public school for the first time must have certain timely immunizations. Records confirming these immunizations must be returned to the school. Scholars who do not meet this requirement within the first thirty days of the school year will not be allowed to return to school until the immunizations are completed or a plan for their completion is accepted. Contact the school or your physician for a listing of the required immunizations.

Academic Policies and Procedures

Durham Charter School offers a variety of courses in the areas of language arts, literature, mathematics, social studies, science, the arts, career and technical education, and world languages. The school is fortunate to have dedicated and knowledgeable teachers to assist scholars in their quest for knowledge. While instructing the scholars in the subject areas, the faculty also promotes the development of skills that can be useful in all educational and social settings. Scholars are encouraged to question and make decisions while realizing they are responsible to themselves and others with whom they share the world and its surroundings.

Eleventh and twelfth graders participate in the NC Career and College Promise (CCP) by taking courses through a community college partner. The majority of courses earn dual credit (both high school and college level). The school will not honor college credits on high school transcripts that are taken without permission of the high school administrator or designee. Staff carefully works to enroll scholars in appropriate courses that are challenging, yet achievable. The high school administration only allows a scholar to be removed from a course in extreme extenuating circumstances. Community college courses that are dropped due to a scholar's poor academic standing or attendance will receive a zero for the course in InfiniteCampus and also have a WF denoted on the high school transcript.

Failure to comply with the above rules can result in disciplinary action ranging from after school detention to the loss of computer privileges. Administration will determine appropriate action based on the nature and severity of the situation.

Grading Procedures

Academic performance will be evaluated during two semesters. The school uses benchmark testing as a tool in many core subjects to assist in guiding instruction. Progress will be reviewed with the parent in designated parent/teacher conferences, or conferences may be scheduled by contacting the appropriate teacher or administration. The scholar's social and physical development will also be evaluated. Any scholar in danger of failing will have a scheduled parent conference after the first semester.

Grading scale:

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

Standardized Testing

High school sophomores throughout the state take the Pre-ACT and Juniors take the ACT. Upperclassmen are strongly encouraged to take the SAT test. Courses also have midterm exams, final exams, and (when applicable) End of Course exams.

Driver Education Program and Driver Eligibility

Driver Education Program: The Driver Education program at Durham Charter operates under the umbrella of the Durham Public Schools Driver Education program. The North Carolina Driving School is contracted to provide sessions of classroom instruction (30 contact hours) and in-car practice (6 hours). As this information is subject to change, please visit the Durham Charter Driver Education webpage for the most current information.

Driver Eligibility: A person under the age of 18 seeking a drivers learner's permit or provisional driver's license needs a Driving Eligibility Certificate. Upon successful completion of a Driver Education program, the scholar may obtain a Driving Eligibility Certificate from the school if the scholar is making adequate academic progress. Adequate academic progress means a scholar must pass at least 70% of the maximum possible courses each semester. In a block schedule, this means scholars must pass three of the four scheduled courses.

In order to motivate and encourage scholars to complete high school, the State of North Carolina requires schools to enforce the following legislation that will result in notification to the North Carolina Department of Motor Vehicles (NC DMV) and the revocation of the scholar's driving permit or license:

- **Dropout Prevention/Driver's License Legislation:** This legislation is directed to all North Carolina scholars under the age of 18 who are eligible for a driving permit or license. DMV revokes the permit or license if a scholar drops out of school or is not making adequate academic progress. Adequate academic progress means a scholar must pass at least 70% of the maximum possible courses each

semester. In a block schedule, this means scholars must pass three of the four scheduled courses.

- **Lose Control/Lose Your License Legislation:** This legislation requires that a scholar's permit or license be suspended for one year whenever a scholar is expelled or suspended for more than 10 consecutive days or is assigned to an alternative educational setting for more than 10 consecutive days for one of the following reasons:
 - o The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
 - o The possession or use on school property of a weapon or firearm that resulted in disciplinary action under NCGS 115C-391(d1) or that could have resulted in disciplinary action if the conduct had occurred in a public school.
 - o The physical assault on a teacher or other school personnel on school property.

Promotional Policy

High school grade level is determined as follows:

Freshman: promoted from Grade 8 with courses in Language Arts, Math, Social Studies, and Science

Sophomore: total of 6 course credits

Junior: total of 13 course credits

Senior: total of 20 course credits

(Note: Three-credit or higher college level courses can be used as dual credit for a single high school course credit.)

High School Graduation Requirements

The Durham Charter Board of Directors requires all scholars to successfully complete a combination of 28 course units (22 state-mandated, plus 6 additional locally-mandated) in order to graduate from high school at Durham Charter.

Early High School Graduation

In the event a scholar graduates early from high school, he or she is welcome to return and graduate in the Commencement ceremony in May of that school year. A modified ceremony may be offered to a graduate entering the military who will not be able to attend the May Commencement due to military obligations.

Anonymous Tip Line for Grades 6-12

Durham Charter scholars in grades 7-12 can use the Say Something app as an anonymous tip line to allow designated staff, in accordance with G.S. 115C-105.51, "to

receive anonymous information on internal or external risks to the school population, school buildings, and school-related activities.”

Durham Charter School Search Policy

To promote safe and orderly operations, School officials may conduct reasonable searches of persons and materials as necessary, in accordance with scholars’ constitutional rights. A scholar may be subject to a search either based on reasonable suspicion that the scholar has violated law or policy, or as a result of reasonable, random searches not requiring individualized suspicion. Reasonable suspicion to search an individual scholar is not required when a scholar voluntarily and knowingly consents to such search.

If an authorized school official reasonably suspects that the scholar has on his or her person or in his possession, any item or material that poses a risk of serious harm to persons or property, an authorized school official may perform a more intrusive search of a scholar’s person, including a strip search, as necessary to avoid a threat of imminent and serious harm or damage. In such instances, any bodily invasive search shall, to the extent feasible, be conducted in private by an authorized school official of the same sex, with an adult witness of the same sex present.

Durham Charter School (Scholar Automobiles)

Any opportunity for scholars to drive and park on school grounds is a privilege, not a right. The school may patrol school parking lots at any time and may search a scholar’s motor vehicle based on reasonable suspicion that such vehicle contains materials in violation of law or policy.

Durham Charter School (Use of Dogs to Aid in Searches)

School officials may use trained dogs to aid in inspections for materials that may be in violation of law or policy. Thus, without notice, the school may use trained dogs to sniff lockers, scholar motor vehicles, and other objects. Dogs will not be used, however, in random searches of individual scholars.

Dress Code

DURHAM CHARTER SCHOOL UNIFORM AND DRESS CODE POLICY

Why a Uniform? Durham Charter School seeks to build a sense of belonging and community amongst our students that gives every student the confidence to believe they are part of our collective effort to pursue our school’s mission: preparing students for success in college and career. Our school uniform and dress code policies both symbolizes and ensures that all students arrive at school with that sense of

belonging each and every day. Our uniform policy should be one that grows confidence in our students, supports their progress towards the professional world and minimizes stress on families. Below is a list of school uniform options with additional notes detailing guidelines for appearance.

Tops: All tops must fit in compliance with the dress code mentioned below

- Option #1: Any DCS issued top (including team, clubs, and house wear)
- Option #2: college sweaters, t-shirts, polos, crewnecks (no greek/fraternity/sorority references allowed)

Please note: While students may tailor their own tops, modifications or sizing of to student tops (i.e. cropping) may not expose bare shoulders, midriffs, or undergarments in any way.

Bottoms: All pants or shorts must fit in compliance with the dress code. They must be khaki/twill in material and must be black, grey, or khaki in color. The following bottoms are permitted for high school students:

- Slacks/khaki/chino pants
- Shorts/Skirts (see notes on appropriate length below)
- Joggers

Please note: no cargo pockets or rips/tears/holes are allowed. Shorts should be of a length that is not overly revealing and cover in excess of half of a student's legs or follow the "fingertip rule" (extending 1" beyond the student's hands when extended down their sides).

Accessories and Jewelry

- Jewelry is permitted but should not include large jangle/hoop earrings that make noise, cause distractions, or present safety risks
- Belts must be plain and of a simple color, they cannot include large belt buckles, studded belts, or metallic appearances

Outerwear, and Bags

- All hair ornaments should be minimal so that they do not disturb the classroom environment.
- Hats and coats are not to be worn inside the school during the school day, except when students enter and exit the building.
- Students who choose to wear outerwear during the school day may wear the DCS approved jackets
- Upper grades students will store backpacks, purses and other types of carrying bags and other personal items in their bags on a hook in their classroom.
- Students do not carry cell phones, backpacks, purses or bags inside the school during the school day

Shoes: Students can wear a variety of shoes provided that they follow the appearance guidelines for shoes

- Must be closed toed (this is a safety matter)
- No sparkling or blinking shoes
- No heels, but flat, closed toed shoes are allowed
- Must not include profane, vulgar, or otherwise distracting content
- No flip flops, No Crocs, No Boots, No Uggs

Spirit Days, Open Dress Days, and Other Events: DCS will, from time to time, have spirit weeks or days where exceptions to the uniform policy will be made. For these days DCS will provide specific guidelines about what dress is expected.

Additional Appearance Guidelines DCS staff reserve the right to exercise discretion to make uniform changes or case-by-case uniform decisions throughout the school year to maintain an environment that supports school unity, professionalism, and belonging. In those situations DCS will use the following guidelines to determine acceptable types of appearance including accessories, shoes, jewelry, hair ties, headbands, etc.

- 1) **Safety and Security:** Categorized by clothing deemed to be unsafe or unfit for day-to-day school activities (e.g. open toed shoes), encouraging of violence, or gang-related behavior.
- 2) **Vulgarity and Inclusiveness:** Categorized by clothing that is vulgar, supportive of drugs, alcohol, bigotry, sexism, racism, or otherwise offensive materials or messages.
- 3) **Academic and Behavioral Distraction:** Categorized by clothing that distracts from the attention of other students (e.g. jingling bracelets or earrings, blinking shoes, etc).

Students arriving to school without appropriate uniform will receive the following consequences:

- When a student is out of uniform the school will work with the student and a family member to correct it; this may mean being withheld from class until a family member can bring the appropriate clothing items.
- If a student cannot get in contact with a parent/family member to bring the appropriate uniform the school will lend uniform clothing (of whatever size and fit is available) with a related consequence (lunch detention, etc).
- Students frequently arriving out of uniform (more than 3 times) will have a parent or family meeting scheduled to discuss ongoing strategies to ensure the student follows the school uniform policy.

- If a student frequently changes their uniform throughout the day despite requests from staff to change it, consequences will be given in the form of detention or other determined consequences.

Exceptions to Uniform or Dress Code on Behalf of Religious Observances: DCS will recognize religious observances for students and work together with parents and students to adjust uniforms as needed. Parents must contact the DCS Principal or Dean of Students to request accommodations. Parents are asked to make requests prior to the start of the school year.

Approved by the board of directors on the _27th_day of March, 2025

High School Dress Code guidelines 9-12



Durham Technical Community College (DTCC) attendees

- May wear 11th-12th grade uniform attire or use the below guideline if choose to dress down

Dressdown guideline for DTCC

All scholars must observe the following guidelines:

- Tops must be high enough to cover the chest, and sleeveless shirts or tops are not permitted.
- Clinging or form-fitting clothing such as pajamas, leggings, jeggings, yoga pants, and similar items are not permitted. No sagging pants are allowed. Undergarments must not be seen.
- Sunglasses or shaded glasses are not to be worn inside the building unless medically prescribed for indoor use.
- Attire, accessories, symbols, visible tattoos, or any other items that are vulgar, obscene, promote illegal drug use, or display affiliation with gangs are strictly prohibited.
- Hats or caps are not permitted. Headgear such as bandannas, kerchiefs, curlers, doo-rags, hair wraps, etc., should not be worn unless medically or religiously required.
- No crocs, open toed shoes, or sandals.

The school has the authority to enhance or provide further clarification to this dress code policy with the approval of the principal and director. The school may exercise discretion in permitting attire that deviates from the standard dress code policy for special school events, such as Spirit Week, with prior approval.

Accessories

- No smart watches
- No headphones or earbuds being worn in the hallway
- Prescription glasses only
- Caps/hats are not permitted in the building unless with a medical exception
- Scholars may wear one necklace but it must be worn under the uniform

Shops

French Toast: <https://www.frenchtoast.com/schoolbox/schools/durham-charter-QS614AS#>

One screen Printing: <https://onescreenprinting.com/durham-charter/>

Buying or Selling from Another Scholar

Scholars may not sell or purchase items from another scholar without written permission from an administrator.

Smoking and Tobacco Products

No scholar shall possess, display, buy, sell or use any tobacco product. This restriction applies even when the scholar is on School property or at any School-sponsored activity as a visitor or spectator. Smoking and possession of Tobacco products is a major infraction. The use of and possession of tobacco products on campus is a serious disciplinary infraction and is grounds for exclusion from DCS. For the purpose of this policy, the following definitions shall apply:

- A. Tobacco Product: cigarettes, e-cigarettes, personal vaporizers, cigars, pipes, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or tobacco products, and nicotine.
- A. Tobacco Use: smoking, chewing, dipping, or any other use of tobacco products.
- B. Display: having any tobacco product, or vaping paraphernalia in a location or position that is visible to scholars or School personnel, or found on school property.

The display of tobacco products does not extend to displays that have a legitimate instructional or pedagogical purpose and is approved by a teacher or the Executive Director. The Executive Director may permit tobacco products to be included in instructional or research activities in the School building if the activity is conducted or supervised by the faculty member overseeing the instruction or research and the activity does not involve smoking, chewing, or otherwise ingesting the tobacco product.

Controlled Substances and Alcohol

The school is committed to being a community free of unhealthy substances including illegal controlled substances, tobacco, and alcohol. The possession, use, buying and selling of illegal controlled substances and alcohol while on School property, at any School-related activity, or in any other venue where the conduct in question is likely to substantially impact or undermine the operation or well-being of the School or its members, is prohibited. Prohibited items may include fake drugs or alcohol intended to appear or are described as actual illegal drugs or alcohol. Use or possession of drugs is grounds for exclusion from DCS.

Gambling

Gambling is not permitted on school premises or during any school-related activity. Scholars will not be allowed to take part in games of chance where money or other things of value can be lost or gained from others.

Indecent Exposure/Sexual Behavior

No scholar shall engage in behavior which is indecent, involves excessive or inappropriate touching, or is otherwise of a sexual or sexually-suggestive nature.

Theft

No scholar shall steal, attempt to steal, aid in or conceal stealing, or knowingly possess stolen property if not attempting to return or turn in such property.

The scholar is responsible for restitution for any property that is stolen, damaged, or consumed.

The degree of this offense may call for stronger consequences, including law enforcement based on the value of the stolen item(s).

Cellular Devices

See Use of Personal Electronics and Cell Phones above.

Communicating Threats

The communication of threats is prohibited. Scholars who engage in communicating threats that are intended to cause physical, social, mental or emotional harm will be subject to disciplinary action that may include, but not be limited to suspension, expulsion, and the inclusion of law enforcement.

Act of Violence to Staff

Fighting, blows passed, physical assault, injury, shoving, hitting, holding and creating a physical barrier to one's personal space.

Weapon Possession

Possession of a weapon is illegal (*G.S. 115C-390.10 - 365-Day suspension for gun possession*). Any scholar who is determined to have brought or been in possession of a destructive device on educational property, or to a school-sponsored event off of educational property shall be suspended for 365 calendar days. The administrator must report all instances to law enforcement as required by G.S. 115C-288(g) and State Board policy. The administration shall not impose a 365-day suspension if the administration determines that the scholar took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, provided that the scholar reported the firearm or destructive device as soon as practicable to a law enforcement officer or a school employee and had no intent to use such firearm or destructive device in a harmful or threatening way. Furthermore, any sharp object that is intended for use as a weapon will result in disciplinary action.

Possession of exploding firecrackers, explosives, smoke bombs/stink bombs, etc. will result in disciplinary action. Discretion will be used for possession of these items.

Bomb Threats/False Fire Alarms

Bomb threats and false fire alarms are serious matters and addressed in state law. Any scholars involved with such threats will be dealt with severely.

Sexual Harassment

Of the various types of harassment, sexual harassment is worthy of special considerations in addition to those applicable under the School's General Harassment Policy. No employee shall engage in sexual harassment against any scholar, other employee, or another person in the School community.

Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or sexually suggestive comments when:

- A. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- A. Submission to or rejection of such conduct by an individual is used as a basis for scholar or employment decisions affecting such individual.
- B. Such conduct has the purpose or effect of interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive working or educational environment.

Examples of sexual harassment include, but are not limited to:

- 1. Unwelcome leering, sexual flirtations or propositions;
- 2. Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexually degrading descriptions;
- 3. Graphic verbal comments about an individual's body, or overly personal conversation;
- 4. Sexual jokes, stories, drawings, pictures or gestures;
- 5. Spreading sexual rumors;
- 6. Teasing or sexual remarks;
- 7. Touching an individual's body or clothes in a sexual way;
- 8. Purposefully limiting a scholar's access to educational tools; and
- 9. Cornering or blocking of normal movements.
- 10. Displaying sexually suggestive objects in the educational environment.
- 11. Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.
- 12. Sexting – Sending phone text with explicit words or pictures will be dealt with severely and law enforcement may be called. Thanks

A hostile environment exists if the conduct of a sexual nature is sufficiently severe, persistent, or pervasive to limit a person's ability to participate in or benefit from the educational program or creates a hostile or abusive educational or work environment.

Romantic or sexual advances toward scholars by employees or romantic or sexual relationships between School system employees and scholars are always prohibited in all circumstances. School employees are prohibited from engaging in inappropriate relationships with scholars and are required to report such relationships or reasonable suspicions thereof to the Executive Director or other appropriate supervisory official. Procedures for reporting suspected harassment.

Athletic Guidelines

Refer to the Durham Charter School Athletic Handbook.

Addendum 2- Scholar Parking Expectations

Durham Charter High School will allow student parking starting the 2025-2026 school year. Scholars in the Senior class will be allowed to paint their spots. Scholars are encouraged to express themselves in this Senior tradition through artwork that will not only express their individuality, but also build school spirit and beautify our campus.

To be allowed to drive to school, scholars must meet the following requirements, as well as complete and return the attached document with parent/guardian signature(s).

Scholar Driving/Parking Permit Requirements

1. Scholars must have cleared any financial obligations/debts to DCS before being assigned a parking space.
 - a. This includes, but is not limited to, technology fees.
2. Scholars and their parent/guardian(s) must sign the (attached) contract and agree to all listed guidelines and expectations.
3. Scholars must submit the following documents to Ms. Oldham before requesting a parking pass:
 - a. Driver's License (Level II or higher)
 - b. Proof of Insurance
 - c. Signed Contract
4. Scholars will hang their parking permit from their rearview mirror.
 - a. First offense: \$50
 - b. Second offense: \$ 50 and a boot at the driver's expense
 - c. Third offense: Revoked driving/parking privileges
5. Scholars will return parking passes by June 1 of each year.
 - a. Failure to return parking pass will result in a \$25 fee.

Painting Guidelines (DCHS Seniors only)

- **ONLY parking spots in the reserved Senior parking area may be painted.**
 - a. Scholars must have a valid DCHS parking pass before painting their space.
 - b. Scholars are responsible for painting over spaces at the end of the year.

Design Proposal

1. Scholars must submit a proposal (colors included) to Ms. Oldham by August 11, 2026, to participate in the August Paint Party. Submissions may be submitted on paper or digitally.
 - a. Ms. Oldham will provide feedback as necessary.
 - b. Any questionable designs will be discussed and evaluated.
 - c. Variation from the approved design proposal will warrant surrender of the reserved space for the remainder of the school year.
 - d. A copy of the design proposal will be kept on file with the student's parking permit information.
2. Senior parking design request proposal sheet must be done in color and must represent exactly what will be painted on your parking space to be accepted.

Prohibited Designs:

1. No offensive language, pictures, or symbols
2. No negative or rude language
3. No street-style tagging

Painting Guidelines:

1. Scholar's name is the only name or initials that will be allowed in the space
 - a. Meaning: No significant others, no friends, etc.
2. Painting must NOT cover the WHITE painted parking lines
3. Painting must NOT cover the SPACE NUMBER
4. Only parking spaces inside the reserved Senior Parking Area are allowed to be painted
5. All designs must be painted within the 6' border of the designated paint area of the parking space.

Paint & Supplies

While the DCS will be supplying some paint and supplies for the Paint Party, scholars may have approved ideas that require different colors than the school supplies. Scholars may supply their own paint as long as it meets the following guidelines:

1. Scholars **MUST** use water-based latex exterior paint, an all-weather paint.
 - a. NO oil-based paint or chalk may be used.
 - b. NO spray paint, glitter, or textured paint
 - c. NO: “Striping Paint” or any other “Raised” paint or Roofing Tar

“Paint Party” Days

Staff will oversee scholars on Paint Party days on August 14th & 28th (Thursdays) from 3 - 6 PM and on Saturday, August 23rd, before the Senior Lock In begins. ***(AUGUST 2025 DATES ARE TENTATIVE DUE TO MOVE IN DATES SCHEDULED FOR THE KEMP ROAD SITE)***

- Students must only paint their spots
- Students must get their paint checked by Ms. Oldham before beginning.
- All paintings must be completed on the designated painting day(s).

Suggest Scholar Supply List:

1. Copy of approved design to use as a template.
2. Approved Paint
3. A broom to sweep off parking spot before painting
4. Paint brushes/rollers/sponges.
5. Painter’s tape/stencils.
6. Water bucket for dirty brushes
7. Tray(s) for paint
8. Chalk to sketch out the design.

Additional Suggested Items to Bring on Painting Day(s):

1. Towels/Blankets to sit on
2. Lawn Chairs
3. Pop-Up Tents for shade
4. Sunscreen
5. Trash Bags
6. Paper Towels
7. Water to drink

Discipline

1. Any Durham Charter High School scholar who paints a parking spot without permission or vandalizes a senior parking spot will lose their parking privileges and face disciplinary action and consequences.

2. The upkeep of the space is the responsibility of the scholar. If, for some reason, the space needs to be repainted (because of graffiti or other reasons), the scholar must speak with a school administrator immediately.

3. If a scholar withdraws or is removed from school due to disciplinary actions during the school year, the reserved parking spot will be painted over with black water-based latex exterior paint and not resold.

4. If any Durham Charter High School student parks in a senior student's assigned parking spot

- a. 1st offense, student will receive a warning, student will be asked to move the car immediately, and will receive a \$50 fine.
- b. Students who commit a **2nd violation (any infraction)**, their vehicle booted (**\$50.00 fine**)
- c. Students may lose parking privileges.
- d. Students who commit a **3rd violation**, their vehicle towed at the owner's expense and lose their parking privileges.
- e. Prohibited or unapproved designs will be painted over, and they will not receive a refund, and any deposits will be forfeited.
- f. If a student arrives at school and finds another vehicle parked in their reserved painted space, the student needs to:
 - i. Park in an empty spot and attend your class.
 - ii. Notify an administrator.

5. Taking off the paint

- a. All parking spaces must be repainted using black latex paint by June 1 (annually) in order to receive **\$50 deposits**.
- b. Money that is not refunded due to parking space clean up will be used to purchase black latex paint to do so.

Sample A

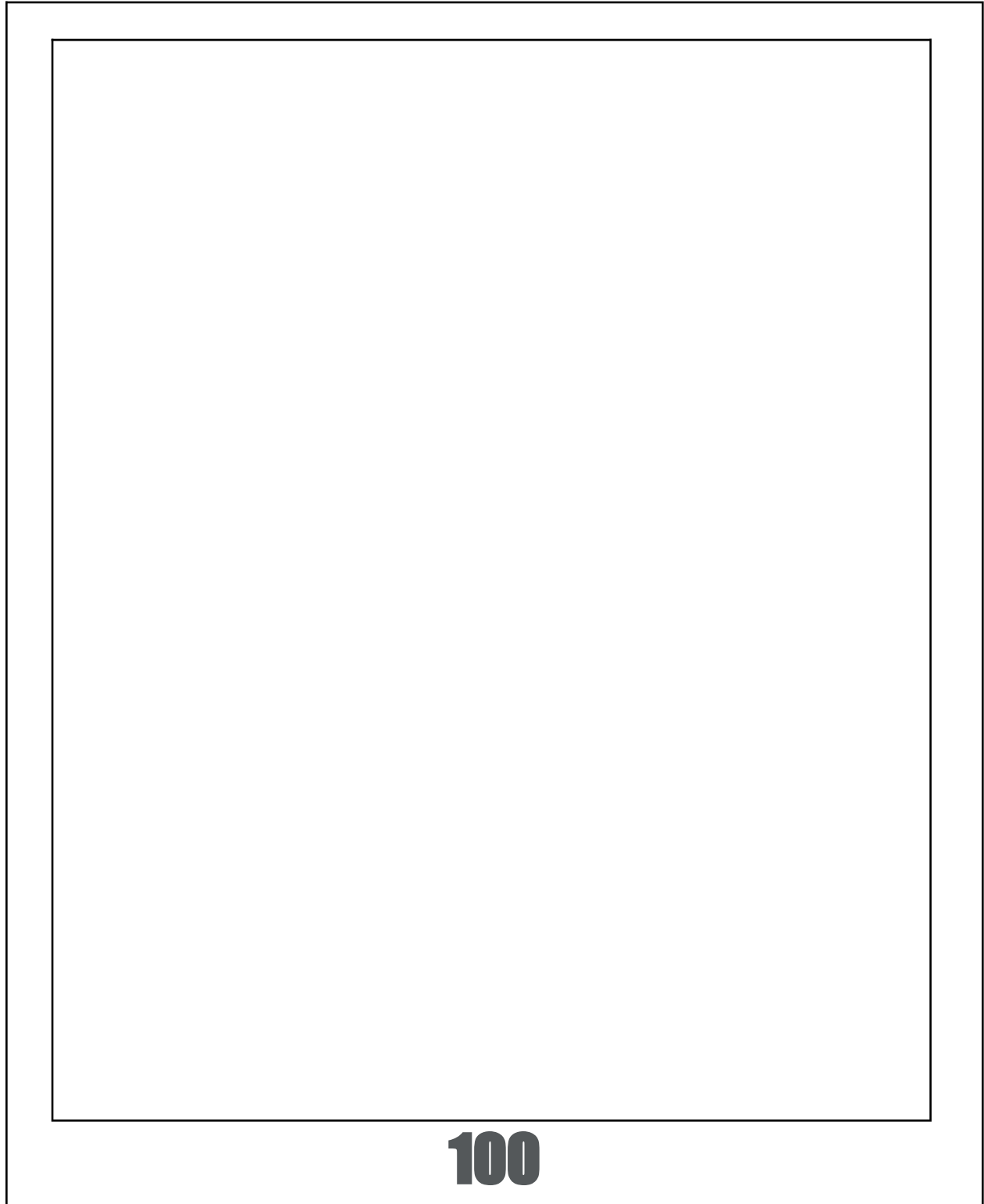


Sample B



Design Proposal:

- Design must fit inside center square - all color choices must be clearly labeled.
- Design must be approved by Ms. Oldham before painting may begin.

A large square frame with a double border. The inner square is empty, intended for a design. At the bottom center of the frame, the number "100" is printed in a large, bold, black font.

100

We _____ and _____
(Printed Parent/Guardian Name) (Printed Scholar's Name)

understand the rights and responsibilities of students and parents and agree to support and abide by the expectations, guidelines, procedures, and policies of Durham Charter School. We also understand that this contract supersedes all prior agreements and other written material on the subject.

___ I will reference the contract as necessary ___ (initial)

___ I have submitted my Level II / Level III NCDL ___ (initial)

DL # _____

___ I have submitted my insurance ___ (initial)

Vehicle Make & Model

Vehicle Color

License Plate Number

Parent/Guardian Signature

Date

Scholar Signature

Date

DCS Representative Printed

Position

DCS Representative Signature

Date