

DPLC/HOLTON 2019-2020

Student and Family Handbook



Home of the Phoenix

#WeRise!

Principal: Keshia Futrell

Assistant Principal: Joshua Gibson

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Follow us on *Twitter* @DPLCWeRise
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Table of Contents

Topic	Page Number
About DPLC	2
Bell Schedules	3
School Calendars	4
DPLC General Information	11
Student Policies and Procedures	13
Holton General Information	17
Academic Achievement	18
Graduation Requirements	19
Attendance	21
Student Support Services	23
Student Conduct Policies	25

About DPLC

DPLC Vision

The faculty and staff of the Durham Performance Learning Center and the Holton Career and Resource Center are committed to support every student to graduate prepared to be successful beyond high school.

DPLC Mission Statement

The faculty and staff of the Durham Performance Learning Center and the Holton Career and Resource Center will strive to ensure that students achieve at their highest potential, regardless of gender, ethnicity, ability, or socio-economic status. Our mission is to provide a safe environment for learning where every student makes continuous progress and is prepared for a productive future. We are committed to support every student until graduation and beyond as they pursue higher education, enlistment in the military, or employment in a career field.

DPLC Blended Learning School Environment

- DPLC is non-traditional DPS high school for students who need or desire a nontraditional pathway to their high school diploma .
- DPLC teachers provide students access to required NC Courses via Learning Management Systems like Google Classroom and Canvas as well as through small group and individualized off-line assignments.
- DPLC students attend classes Monday through Friday to complete required graduation coursework.

DPLC Creed

We believe that anyone who has an active desire to change his/her circumstance deserves the opportunity to work toward that goal.

We believe that knowledge and success stem from a quality, personal education, the courage to face our fears, our failures, and our past and move beyond them, the ability to see a new path when the one we're travelling compromises who we are and how we see ourselves, and a resilience that finds us firmly on our feet when we stumble along the way.

We believe that the lessons we learn here are for us in part but for others on the whole.

We believe that anything worth having should be difficult to get.

We believe that positive contributions to our community and school will only breathe more life into all the things we will accomplish.

We believe that our experiences do not dictate who we are or who we will become.

We believe that it is our right to strive for the greatness we know we can achieve.

We believe that the sky is the limit. We are the Phoenix, WE RISE!

Bell Schedules

Mon, Tue, Thur Schedule

Remediation	9:00-9:35
1st Period	9:38-11:03
2nd Period	11:06-12:31
Lunch	12:31-1:04
3rd Period	1:07-2:32
4th Period	2:35-4:00

Wednesday Advisory Schedule

1st Period	9:00-10:25
Advisory	10:28-11:08
2nd Period	11:11-12:31
Lunch	12:31-1:04
3rd Period	1:07-2:32
4th Period	2:35-4:00

Friday Schedule

Session 1	9:00-10:30
Session 2	10:30-12:00
Lunch	12:00-12:30
Dismissal	12:30

2-Hour Early Release

1st Period	9:00-10:05
2nd Period	10:08-11:13
3rd Period	11:16-12:21
Lunch	12:21-12:53
4th Period	12:55-2:00

2Hour Delay Schedule

1st Period	11:00-12:05
Lunch	12:05-12:38
2nd Period	12:41-1:46
3rd Period	1:49-2:54
4th Period	2:57-4:00

1-Hour Delay Schedule

1st Period	10:00-11:10
2nd Period	11:13-12:23
Lunch	12:23-12:58
Remediate	1:00-1:35
3rd Period	1:37-2:47
4th Period	2:50-4:00

Holton Barbering School Schedule Mon-Fri

Arrival and Lunch	12:30-1:00
Class Time	1:00-5:30

Holton Cosmetology School Schedule Mon-Fri

Arrival and Lunch	12:30-1:00
Class Time	1:00-4:00

DURHAM PUBLIC SCHOOLS – 2019-2020 TRADITIONAL CALENDAR
STUDENT/STAFF CALENDAR

JULY 2019

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

AUGUST 2019

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

SEPTEMBER 2019

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

OCTOBER 2019

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

NOVEMBER 2019

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

DECEMBER 2019

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

FIRST DAY August 26, 2019 LAST DAY June 11, 2020

AUGUST
August 15, 16, 19 New Teacher Workdays
August 20 Required Teacher Workday
August 21 District Required Teacher Workday
August 22, 23 Teacher Workdays
August 26 First Day of School

SEPTEMBER
September 2 Labor Day
September 18 District Early Release

OCTOBER
October 9, Teacher Workday
October 28 End of Quarter

NOVEMBER
November 1 Teacher Workday
November 11 Veterans Day
November 12 District Early Release
November 27 Annual Leave
November 28, 29 Thanksgiving Holiday

DECEMBER
December 11 Early Release
December 24, 25, 26 Christmas Holiday
December 23, 27, 30, 31 Annual Leave

JANUARY
January 1 New Year's Day
January 2, 3 Annual Leave
January 17 End of Quarter
January 20 Martin Luther King, Jr. Holiday
January 21 Required Teacher Workday
January 22 Teacher Workday

FEBRUARY
February 12 Required Teacher Workday

MARCH
March 11 Early Release
March 26 End of Quarter
March 27 Teacher Workday

APRIL
April 10 Teacher Workday
April 13-16 Spring Break (Annual Leave April 14-16)
April 17 Teacher Workday

MAY
May 6 District Early Release
May 25 Memorial Day

JUNE
June 11 Last Day of School—Early Release
June 12 Required Teacher Workday
June 15 Teacher Workday

INCLEMENT WEATHER DAYS
December 11, Early Release
January 21, Teacher Workday
January 22, Required Teacher Workday
February 12, Required Workday
March 11, Early Release
April 10, Teacher Workday

CALENDAR KEY:
First/Last Day of School
A Annual Leave
H Holiday
End of Quarter
ER Early Release
*ER Required Early Release
I Inclement Weather
NT New Teacher Workday
W Teacher Workday
RW Required Teacher Workday

JANUARY 2020

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

FEBRUARY 2020

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

MARCH 2020

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

APRIL 2020

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

MAY 2020

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

JUNE 2020

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

Note: The last day of school is an Early Release Day.

Friday School Calendar

Date	Subjects Assigning Friday School	Date	Subjects Assigning Friday School
August 30th	Teacher Workday	January 24	Social Studies and Health/PE
September 6	Social Studies and Health/PE	January 31	DPLC Teacher Workday
September 13	Science and Math	February 7	Science and Math
September 20	English, Foreign Language and, CTE	February 14	English and Foreign Language, CTE
September 27	DPLC Teacher Workday	February 21	Social Studies and Health/PE
October 4	Social Studies and Health/PE	February 28	DPLC Teacher Workday
October 11	Science and Math	March 6	Science and Math
October 18	English, Foreign Language and, CTE	March 13	English and Foreign Language, CTE
October 25	DPLC Teacher Workday	March 20	Social Studies and Health/PE
November 1	DPS Teacher Workday	March 27	DPS Teacher Workday
November 8	Science and Math	April 3	Math and Science
November 15	English, Foreign Language and CTE	April 24	English and Foreign Language, CTE
November 22	DPLC Teacher Workday	May 1	Social Studies and Health/PE
December 6	Social Studies and Health/PE	May 8	Science and Math
December 13	Science and Math	May 15	English, Foreign Language and, CTE
December 20	English, Foreign Language and, CTE	May 22	DPLC Teacher Workday
January 10	All Subjects Friday School	May 29	All Subjects Friday School
End of Semester		End of Semester	

Study Skills/Exam Prep

Study Skills/Exam Prep is designed to help our students adequately prepare for Final Exams and to provide instructional support on needed coursework skills. Students will meet with their teachers for an additional 35 min each day on weekly rotations. During this time, will review focus on skills needed to be successful in the course and on the final exam.

Study Skills/Exam Prep			
Week Of	Class Period	Week Of	Class Period
September 2	1st Period	January 27	1st Period
September 9	2nd Period	February 3	2nd Period
September 16	3rd Period	February 10	3rd Period
September 23	4th Period	February 17	4th Period
September 30	1st Period	February 24	1st Period
October 7	2nd Period	March 2	2nd Period
October 14	3rd Period	March 9	3rd Period
October 21	4th Period	March 16	4th Period
October 28	1st Period	March 23	1st Period
November 4	2nd Period	March 30	2nd Period
November 11	3rd Period	April 6	3rd Period
November 18	4th Period	April 20	4th Period
November 25	1st Period	April 27	1st Period
December 2	2nd Period	May 4	2nd Period
December 9	3rd Period	May 11	3rd Period
December 16	4th Period	May 18	4th Period
January 6	Mon-Thur; 1st-4th	May 25	1st Period
		June 1	Mon-Thur; 1st-4th
End of Semester		End of Semester	

PROGRESS REPORT & REPORT CARD CALENDAR FOR 2019-20

	1st Quarter 8/26 - 10/28 (44 days)	2nd Quarter 10/29 - 1/17 (44 days)	3rd Quarter 1/23 - 3/26 (45 days)	4th Quarter 3/30 - 6/11 (47 days)
Progress Report	September 25, 2019 (Wednesday) (22 days)	December 4, 2019 (Wednesday) (22 days)	February 25, 2020 (Tuesday) (23 days)	May 7, 2020 (Thursday) (23 days)
End of Grading Period	October 28, 2019 (Monday)	January 17, 2020 (Friday)	March 26, 2020 (Thursday)	June 11, 2020 (Thursday)
Report Cards Distributed	November 5, 2019 (Tuesday)	January 29, 2020 (Wednesday)	April 3, 2020 (Friday)	June 11, 2020 (Thursday) <i>Final secondary report cards will be mailed.</i>

Monday Motivation Assemblies

Monday Motivation Assemblies occur at least twice each quarter during 2nd period and are designed to celebrate the accomplishments of our students. Students will be honored for A/B Honor Roll, Best Attendance, and outstanding character-Phoenix Flyer Awards.

Monday Motivation Dates	Topic
September 30	1st Quarter Honors
November 18	2nd Quarter Honors
February 17	3rd Quarter Honors
April 27	4th Quarter Honors
June 1	Senior Honors/Exam Pre-Celebration

Advisory Calendar

First Semester		Second Semester	
Date	Topic	Date	Topic
August 26-29	Welcome to PLC Getting to Know You Understanding Expectations	January 29	Getting to Know You/Welcome to the New Semester
September 4	Relationship Building: Past	February 5	Relationship Building: Past
September 11	Relationship Building: Present	February 19	Relationship Building: Present
September 25	Relationship Building: Future	February 26	Relationship Building: Future
October 2	Social Media is Warping Your Brain	March 4	Social Media is Warping Your Brain
October 16	Making Social Media Work FOR You, Not Against YOU	March 18	Making Social Media Work FOR You, Not Against YOU
October 23	Healthy Relationships	March 25	Pennies for Patients (Discussion: Dealing with Illness)
October 30	Halloween Party	April 1	Pennies for Patients (Cards for Kids)
November 6	Sexting and Consent	April 8	Healthy Relationship
November 13	SMART Goal Review and Academic Conferences	April 22	Financial Literacy: Budgeting
November 20	Mental Health	April 29	Financial Literacy: Credit
December 4	Real Life Scenarios Food Drive	May 13	Financial Literacy: Professionals/Tax Prep
December 18	Holiday Party	May 20	Financial Literacy: Banking
January 8	End of Semester Celebration	May 27	Nutrition/Home Economics (basics)
		June 3	Life Skills Sharing what you learned
		May 21	Life Awareness - Making Good Decisions this Summer
		May 28	End of Year Celebration

Faculty and Staff

Position	Name
Principal	Kesha Futrell
Assistant Principal	Joshua Gibson
Bookkeeper	Melinda Walker
Data Manager	Beulah Lee
Front Desk	Suzanna Lopez Joan Vann-Johnson
Student Support Services (Overseeing Student Behavior & PBIS)	Leondas Hendricks
Student Support Services (Overseeing Scheduling & Graduation)	Pamela Taylor-Chair
Student Support Services (Overseeing Scheduling & Graduation)	Holly Guss
Student Support (CIS Graduation Coach)	Nick Gagnon
Student Support Services (School Social Worker)	Kafi Hill
Student Support (PBIS/RPC)	Roscoe Hager
English Teacher (English I & III)	Christopher Forbes
English Teacher (English I & IV)	Jonathan Adams
Math Teacher (Alt Math I & II, Math III, AFM)	Brianna Haro
Math Teacher (Math I/II)	Joshua Keppeler-Chair
Science Teacher (Biology)	Aaron Ashe
Science Teacher (Physical Science & Earth/ Environmental Science)	Tiffeny Morgan
Social Studies Teacher (Civics, World History, Social Studies Electives)	Jennifer Crane

Social Studies Teacher (American I & II)	Dacia Guffey
Social Studies Teacher (American I, World History, Social Studies Electives)	John Guffey
CTE Teacher (Cosmetology)	
CTE Teacher (Cosmetology)	Gena Kelley
CTE Teacher (Barbering)	Mario Little-Chair CTE
CTE Teacher (Barbering)	
CTE Teacher (Business)	Jean Sciacca
Health/PE Teacher	Derek Bryant
World Languages Teacher (Spanish & Electives)	Devonna Hobson
EC Teacher	Paula Jennings-Chair
EC Teacher	Tara Burnette
EL Teacher	Neera Bhat
EL Teacher	Ellie Darling
Technical Support	Paul Kitoko
SRO	Deputy Jim Fox
Custodial Staff	Stephanie Scott Paul Hunter

DPLC General Information

Our Building

DPLC/Holton is located in a mixed use building with two public entities. Durham Parks and Recreation (DPR) is located on the 2nd Floor and is open to the public daily. Durham residents visit DPR throughout our school day, however, visitors to DPR are confined to the 2nd Floor. Duke Clinic is located on the 1st Floor. Durham residents make appointments for general medical treatment and visit the clinic daily.

DPLC/Holton students are not allowed access to DPR during the school day. In order for DPCL students to visit the Duke Clinic, students must be registered with Lincoln and make an appointment.

School Supplies

Students will be provided laptops in each class for in school use to complete their online coursework. Students are not allowed to take school laptops home. Students should be prepared for class everyday with notebooks, paper, pencils, and other needed materials. If you need assistance with school supplies, please contact Student Support Services.

Personal Belongings

Students are responsible for personal belongings brought to school. Students are strongly encouraged not to leave phones, chargers, purses, bookbags, jackets, or other belongings unattended. If the items are lost or stolen, the school is not responsible for replacement.

Advisory

All students benefit from a significant relationship with an adult. DPLC has an Advisory Program where each advisor will meet with their students individually and in small groups on a weekly basis. Such relationships fosters increased success and support student needs throughout high school. Active participation in the advisory program promotes a sense of belonging to the wider school community. Students will meet for Advisory on Wednesday.

Before School

The school day for DPLC is from 9:00 am until 4:00 pm. Students should not arrive on campus before 8:30 am and should be in their first period class by 9:00 am. At 8:30 am, students may report to the cafeteria to eat breakfast. Students can report to their first period class at 8:50 am.

The school day for Holton Cosmetology students is from 12:00 pm until 4:00 pm. The school day for Holton Barbering students is from 12:00 pm until 5:30 pm. Students should not arrive on campus before 12:00 pm unless they are enrolled in DPLC. Students should report to the cafeteria for lunch upon arrival and to class by 12:30 pm.

Students are not allowed to leave campus for any reason once they arrive to school unless they are properly signed out.

After School

DPLC and Holton Cosmetology dismiss school at 4:00 pm. Parents may pick up students in front of the school. All students must leave campus by 4:15 pm unless remaining after school with a teacher for tutoring. Students will not be supervised in front of the school after 4:15 pm. Holton Barbering dismisses school at 5:30 pm; students must leave campus by 5:45 pm.

Breakfast

We believe that no student should start his or her school day hungry so every child enrolled in Durham Public Schools can receive a healthy breakfast, absolutely free. No forms to fill out or documents to sign. Breakfast is served at PLC between 8:30 am and 9:00 am.

Lunch

Lunch is served in the cafeteria daily. Students are also allowed to bring a packed lunch from home. Students should NOT gather or eat in the stairwells, locker rooms, or bathrooms during lunch.

Students may gather and eat lunch in the following locations: cafeteria, outside under the breezeway, or the courtyard. A Parent or Guardian can bring lunch to students during lunch time. Parents/guardians must give the food directly to the student. Staff members are not allowed to accept outside food and drink from parents to give to students.

Students are not allowed to receive off campus food deliveries such as Uber Eats, Postmates, Door Dash, Grubhub, and etc.

Student Parking

Please read the information below for the rules and policies parking on DPLC's campus.

- I understand that while my automobile is parked on DPLC property it can be searched by administration or law enforcement officers at any time if there is a suspicion of a policy violation that requires that my car be searched.
- I must hold a valid NC driver's license.
- I am aware that unsafe driving of any kind, to be determined by school resource officers or administration, may result in disciplinary action.
- I am not allowed in the parking lot during class time or during lunch.
- I am not allowed to leave campus for lunch.
- I understand that neither Durham Public Schools nor Durham Performance Learning Center is responsible for any theft or property damage that occurs on school property.
- I understand the DPLC may have random security checks in the school parking lot.

Student Policies & Procedures

In order for DPLC to operate smoothly and efficiently, the following procedures have been established.

School Safety Procedures

One of the most important jobs we have is keeping our students safe. Our school is in a multi-use facility. As such, it is very important that we know where our students are at all times and that we are aware of who is in our hallways. In addition to participating in drills and knowing proper exit and lock down procedures, all students and staff are charged with adhering to day to day safety protocols.

- Immediately report unfamiliar people in the hallway to administration, the SRO, and/or the Main Office.
- Do not wander into restricted areas.
- Report any unusual activity to administration, the SRO, and/or the Main Office.

Fire Drills

Staff and students will participate in monthly Fire Drills as required by law. Students must exit the building quietly. Classes will assemble across the parking in the athletic field and teachers will take roll. Students are to remain with their teacher until the “all clear” is sounded to return to the building.

Lock- In and Lock-Down

Emergency preparedness drills will be conducted during the year to instruct students about safety procedures to follow in the event of an emergency situation. Should an emergency situation arise on campus or in the nearby community, our school will go into a “LOCK IN” or “LOCK DOWN.” An announcement will be made over the intercom to alert students and staff.

During a Lock-In

- Students should quickly go to the nearest classroom.
- The teacher will close and lock the door.
- No one will be allowed in or out of the classroom.
- The class will go on as normal.
- The school will remain in Lock In until the all clear is given.

During a Lock-Down

- Students should quickly go to the nearest classroom.
- The teacher will close and lock the door.
- No one will be allowed in or out of the classroom.
- Teachers will move students to a space in the room that is not visible through the classroom doors or windows.
- Students must remain quiet.
- The school will remain in Lock Down until the all clear is given.

Severe Weather Drills

Severe weather drills are conducted to instruct students about safety rules to follow during a hurricane or tornado. Severe weather drills are announced over the intercom system. Students should report quickly and quietly to the designated areas as directed by their teachers. Students will be instructed to get into a protective position and remain there until the conclusion of the drill.

Emergency School Closings

If an emergency or severe weather conditions arise, school will be closed. Notification of closing of school will be sent via radio, television, the DPS website, and DPS phone messages. Please ensure that you have updated your home phone number and email address with our Data Manager, Ms. Lee, so that you receive all messages.

Campus Boundaries

Durham Performance Learning Center is located in a multi-use building, as such it is important that DPLC students remain in designated locations at all times. The areas listed below are restricted zones. Students that violate the campus boundaries policy will be subject to disciplinary action.

Restricted Zones: Students are not allowed in these areas without staff supervision .

- Parking Lot-Students cannot return to the parking lot during lunch or during the school day.
- DATA Bus Stop-Students can access for transportation when leaving school only.
- Gymnasium
- Second Floor-Durham Parks and Recreation
- Elevator-students are not permitted to use the elevator.

Breakfast and Lunch

The cafeteria is a vital part of our school program. The cafeteria serves nutritious and healthy breakfasts and lunches. Breakfast and lunch are free to all DPLC students.

The lunch period provides a great opportunity for students to eat, relax, and enjoy the company of friends. It is also a time when courtesy and consideration become very important. Students are expected to clean their tables and their eating areas by placing trash in the trash receptacles once they are finished with their breakfast and lunch. Students observed throwing food, causing disruptions during lunch, and/or leaving trash behind will receive disciplinary action.

Student Dress Code

Students are to dress in DPLC Dress Code:

- Long pants only. Jeans/pants cannot be distressed to the point of showing excessive skin.
- Tops that cover their upper arms, shoulders, and stomachs, and appropriate shoes
- Students are not allowed to wear: shorts, dresses, skirts, crop-tops, tank tops, tube tops, a-shirts, tops that overly revealing, or bedroom shoes.

Students who violate the dress code will:

1. Remain in the Restorative Practices Center for the day.
2. Remain in Restorative Practices until a parent/guardian can bring proper attire to school.
3. Return home to dress in proper attire and return to school with parental consent.

Repeated violations of the dress code will result in disciplinary action.

Electronic Device Policy

Personal electronic devices are allowed at DPLC; however, teachers will have the discretion to dictate how they are used in their classrooms. Teachers at DPLC will manage electronic devices use according to a “Go/No Go” Policy.

- If a teacher designates class time as a “Go” period students will be permitted to use their cell phones/devices with discretion.
- If a teacher designates class time as a “No Go” period students will NOT be permitted to use their cell phones/devices.

Failure to adhere to this policy will result in disciplinary action.

Student Sign Out Procedure

- A parent or guardian must report to the Main Office on the First Floor to sign out their student early. (Policy 4108)
- A parent or guardian must call the Main Office for students that are aged 18 or over to sign out early.
- If the student is not present for ½ of the class period, the student will be marked absent.
- Students under the age of 18 are not allowed to sign out without a parent or guardian. If this occurs, students are subject to disciplinary action and parents will be notified.

1st Time: Office Referral/1 Day Restorative Center/Student Conference

2nd Time: Office Referral/ 2 Days Restorative Center/ Student Conference

3rd Time: Office Referral/ 1 Day OSS with Parent Conference

Further Offenses will warrant more severe disciplinary action with possible removal from DPLC.

Ride-Sharing

- Students are not allowed to participate in ride-sharing without parental consent.
- Parents should call the Main Office if your student is to be transported away from school using Uber, Lyft, or a ride-sharing app. The same sign-out procedures apply.
- **Parents/guardians assume all responsibility if they allow their student to participate in ride-sharing.**

Illness at School and the School Nurse

If a student becomes ill at school, they must report to the Main Office to request a staff member to call a parent/guardian. Students must sign out before they leave.

The DPL School Nurse is only available once per week to students. Staff members will manage student emergencies when the nurse is not present. The Duke Clinic located in our building is a separate entity from the school. In order for students to be seen at The Duke Clinic, the student must be registered and have an appointment.

First aid supplies (band-aids, etc) may be obtained in the Main Office. If a student becomes ill, they should tell their teacher who will contact the Main Office. A student must sign out in the office before leaving school.

Student Medication

School officials may administer medication to students that cannot be scheduled outside the school day if one of the following criteria is met. Please see Ms. Beulah Lee to secure all necessary paperwork.

The medication is submitted along with a Parent Request and Medication Form that is completed by both the parent and the physician. The form, the prescriptions, and/or over-the-counter medications that need to be administered on an ongoing basis by the staff are kept on file in the school office.

Students may carry a single dose of medication or an asthma inhaler for self-administration during the school day. This medication must be in its original packaging. A self-administration form with student, parent, and physician signatures must be on file in the school office.

Change of Address

Students that move from one address to the other must present an updated lease or mortgage agreement to the school Data Manager, Ms. Beulah Lee, in the Main Office.

DPLC/Holton Transportation

School bus transportation is a privilege and a service to assist students in getting to and from school. Students may only ride their assigned bus. If they need to ride another bus, prior to lunch, they must submit a signed note from a parent or guardian to the Main Office staff stating the reason and location of where the student is to be transported along with a contact phone number.

DPLC students will be picked up from their home bus stop and transported to their base high school. The students will then board a bus from their base high school to DPLC. At the end of the school day, DPLC students will board a bus to Durham School of the Arts (DSA). Once at DSA, students will board a bus that will return them to their home bus stop.

DPLC students are expected to remain in designated areas upon arrival at their base high school and at DSA. Students that stray outside of designated areas will receive disciplinary action.

Field Trips

Field trips are a privilege extended to students to expand upon the curriculum and provide opportunities to engage in real world experiences. Students are responsible for making up work missed. All students on a field trip are to be marked present for any classes missed. Students with excessive absences, multiple behavior infractions, and/or are failing classes will not be allowed to participate.

Bus Suspensions

Violation of bus rules may result in temporary or permanent suspension from the bus. Every attempt will be made to notify the parents of the occurrence and number of days the student is suspended. When a student is suspended from their assigned bus, they are not allowed to ride any other Durham Public School bus. Riding a school bus is a privilege, not a right.

Smoking

The use of **ALL** tobacco and tobacco products is prohibited on Durham Public School campuses. **Smoking and vaping is not permitted anywhere on campus or at school-related functions.**

Holton General Information

Holton Career and Resource Center Barbering School of Design

Holton Barbering's primary objective is to develop students with a foundation of practical and theoretical proficiency in shaving the face and beard, cutting hair, dyeing of hair, and facial and scalp massages. Students receive rigorous instruction in fundamental business concepts and practices relevant to the barbering industry. In addition, Holton prepares students for the state licensing examination. Students commit to the program for two years to successfully complete Barbering I and Barbering II for high school credit and to qualify for the NC State Board Examination.

Prospective students must be a minimum of 16 years of age (11th grade), enrolled in a DPS high school, complete the registration form, and participate in an interview with the Enrollment Team. All students that enroll in the Holton Barbering Program are required to participate in an orientation administered by our licensed barber instructor with their parents/guardians to gain a deeper understanding of program requirements such as the barber uniform and the barber kit requirements.

Completion of the NC State approved Holton Barbering program includes a minimum 1528 hours as well as satisfactory completion of all written and practical examinations. Upon successful program completion, the student must serve one year as a full-time apprentice under a registered barber to qualify to take the North Carolina Board of Barbers Examination. As a result, habitual absences and tardiness are not acceptable. Students that do not adhere to the strict attendance and academic requirements will be subject to disciplinary action, up to and including withdrawal from the Holton Barbering School.

Holton Career and Resource Center School of Cosmetic Arts

Holton Cosmetology's primary objective is to develop students with a foundation of practical and theoretical proficiency in hair styling, thermal pressing, permanent waving, chemical hair treatments, artificial hair and nails, manicuring, makeup, and facials. Students receive rigorous instruction in fundamental business concepts and practices relevant to the cosmetology industry. In addition, Holton prepares students for the state licensing examination. Students commit to the program for two years to successfully complete Cosmetology I and Cosmetology II for high school credit and to qualify for the NC State Board Examination.

Prospective students must be a minimum of 16 years of age (11th grade), enrolled in a DPS high school, complete the registration form, must participate in an interview with the Enrollment Team. All students that enroll in the Holton Cosmetology Program are required to participate in an orientation administered by our licensed cosmetology instructor with their parents/guardians to gain a deeper understanding of program requirements such as the cosmetology uniform and the cosmetology kit requirements.

Completion of the NC State approved Holton Barbering program includes a minimum 1200 hours as well as satisfactory completion of all written and practical examinations. Upon successful program completion, will qualify to take the North Carolina Board of Cosmetic Arts Examination. As a result, habitual absences and tardiness are not acceptable. Students that do not adhere to the strict attendance and academic requirements will be subject to disciplinary action, up to and including withdrawal from the Holton Cosmetology School.

Academic Achievement

Teaching and Learning

DPLC teachers implement the blended learning model, which uses technology as well as traditional classroom elements to meet students wherever their individual needs may be. This can contribute to higher test scores, lower dropout rates, and higher achievement for all students. Additionally, students have the opportunity to complete many of their classes early by working at an accelerated pace (except EOC courses). This can allow them to earn more credits than would be possible at a traditional school. The blended learning model also allows our students to have access to their coursework 24 hours a day with internet access.

Learning Management Systems

Durham Performance Learning Center utilizes several learning management systems to deliver course material to our students. Canvas, Google Classroom, Plato/Edmentum, and StudySync are four of the main systems utilized by teachers. Parents can access their student accounts with the student username and password. Please contact our School Counselors for access. Specific classes also utilize other websites to supplement and enhance the student learning experience. All of these sites can be accessed from home through any internet enabled device to allow students opportunity to accelerate through course material.

Grading Policy

Durham Public Schools students are graded on a Ten-Point Grading Scale listed below.

- A= 90 – 100
- B= 89 – 80
- C= 79 – 70
- D= 69 – 60
- F= 0 – 59 (No credit)

Promotion Requirements

For every course you pass, you earn 1 credit.

- 9th grade students must earn 6 credits to be promoted to the 10th grade.
- Students must earn 12 credits to be promoted to the 11th grade.
- Students must earn 20 credits to be promoted to the 12th grade.
- Students must earn 22/28 credits for graduation

Graduation Requirements

Content Area	Future Ready Core	Credits
ENGLISH	English I, II, III & IV	4
MATH	Math I ,II & III and a 4th Math Course	4
SCIENCE	Earth/Environmental, Biology and Physical Science	3
SOCIAL STUDIES	World History, Civics and Economics, & American History I & II	4
HEALTH/PE	Health and Physical Education	1
WORLD LANGUAGE	Not required (NOTE- the UNC College system as well as many other colleges/universities require a minimum of 2 credits in the same world language)	(2) optional
ELECTIVES	Fit For Life, Psychology, Sociology, Native American Historical Perspectives, African American Historical Perspectives, Principles of Business, Microsoft Suite, Entrepreneurship	12-28 Credits 6-22 Credits

- 22 Credit Diploma - for 5th year Seniors Only
- 28 Credit Diploma

Finishing Classes Prior to Semester End

Because of the nature of our online coursework, students can complete some courses before the end of the semester. Only the Teacher of Record determines when a student has finished a course. Once a course is complete, the following must be done. The student is to remain in their original class until they receive a new schedule from the School Counselor.

- The Teacher of Record will finalize the Student's Quarter Averages in PowerSchools.
- The Teacher of Record will fill out a Course Completion Form
- The Student will sign the Course Completion Form
- The Teacher will turn in the Course Completion Form to the Main Office.
- The School Counselors and Data Manager will process the Course Completion Form.
- The School Counselors will determine the Student's New Schedule and give a copy to the student.
- **The student MUST take the course Final Exam at the end of the semester to finalize the course credit.**

Adding New Classes During the Semester

ONLY School Counselors and the Data Manager can add new classes for a student.

- Electives will be prioritized when adding new classes to a student's schedule.
- If a student must be added to a core class 6 weeks into the semester, they will be placed for 2 periods. This will allow the student time to complete all coursework in a timely manner..
- Students will be required to do all the work for the course.
- The cut-off date for each semester after which students will not be added to classes is
 - **Semester A: November 29**
 - **Semester B: April 30**
- If a student is failing 2 classes or 1 core class, the student will not be allowed to add a new class until passing (if prior to the cut-off date).

Credit Recovery Courses

- Credit Recovery Courses will be available to students on a very limited basis as determined by School Counselors.
- Credit Recovery Courses will be conducted through the PLATO/Edmentum LMS.
- EOC Credit Recovery Courses will only be allowed under extreme or very special circumstances
- Students will sign a Statement of Understanding laying out all requirements for obtaining the Credit Recovery course credit.

Friday School

Students are expected to attend school on Friday. Fridays at Durham Performance Learning Center are used for remediation. Students who are fully caught up and who do not require additional remediation and support in their classes can be exempted from Friday School at the discretion of their teacher. Friday School runs from 9:00am to 12:00 pm with lunch provided from 12:00 pm to 12:30 pm. District transportation will be provided **to** school on Fridays but will **not** be provided in the afternoon.

Honor Code (Cheating/Plagiarism)

Durham Performance Learning Center believes that as future citizens within our community, the honor code must connect academic integrity with professional integrity. Faculty, staff and students of the school community are striving to learn skills, gain knowledge and exemplify good citizenship on a daily basis. Integrity is a characteristic that DPLC students are expected to practice daily by being truthful, taking ownership of mistakes and accepting consequences for all actions.

Cheating and plagiarism may include but are not limited to:

- Using notes, papers, books, or other information **not allowed** by the teacher during any type of assessment.
- Copying another student's work, homework, class work, etc.
- Sharing student login information with another student or adult with the intention of having that individual complete assignments on your behalf.
- Talking about or sharing via social media or electronic devices items from tests/quizzes or test related information.
- Plagiarism during the writing of an assignment that is an obvious attempt to use somebody else's work without proper citation.
- Use of any device (cell phone) to assist in the completion of a test/paper not permitted by the teacher

***Failure to adhere to these policies will result in disciplinary action.

Attendance

According to District Policy 4301-Rule I.A-5, students shall attend school regularly. Students shall be considered truant and subject to discipline whenever they are absent from class or school without valid excuse.

Tardy Policy

When students are late to school and/or class, they miss valuable instructional time. Therefore students are required to arrive at school and class on time and should make every effort to do so.

When a student is late to **school**, the student should report immediately to the Front Desk. The student should sign in for the day and report directly to class with their Tardy Pass.

When a student is late to **class**, the student should report to the Main Office on the First Floor for a Tardy Pass. The Teacher of Record will document the tardy in PowerSchool.

1st Time: Warning

2nd Time: 1 Lunch Detention/Parent Contact

3rd Time: 2 Lunch Detentions/Student Support & Parent Contact

4th Time: Office Referral/1 Period Detention

5th Time: Office Referral/2 Period Detention

6th Time: Office Referral/1 Day ISS

Continued tardiness will result in disciplinary action.

According to DPS Policy 4103, students shall attend school regularly. Students shall be considered truant and subject to discipline whenever they are absent from class or school without a valid excuse.

When a student must be absent from school, the parent/guardian should contact the Main Office or the student's Advisor as soon as possible. Upon the student's return to school the parent/guardian should send a note that includes the reason for the absence(s), the date(s) of the absence(s), the parent's signature, and a telephone number and/or email address where the parent may be reached. Notes are to be turned in to the Main Office on the first floor.

Tardy Lockouts

Tardy Lockouts will occur randomly to insure students are arriving to class on time.

Students that are caught in Tardy Lockouts will be placed immediately in Period Detention.

Students that continue to be caught in Tardy Lockouts are subject to Period Detentions, RPC, or OSS.

Hall Passes

When classes are in session, students using the hallways must have a hall pass. Students will be given a signed classroom pass to travel throughout the building. Students found in the halls or off-limit areas without a hall pass are subject to disciplinary action.

1st Time: 1 Lunch Detention/Parent Contact

2nd Time: 2 Lunch Detentions/Student Support & Parent Contact

3rd Time: Office Referral/1 Period Detention

4th Time: Office Referral/2 Period Detention

5th Time: Office Referral/1 Day Restorative Center

Absences

Days Absent	Steps Taken	Class Periods Absent	Steps Taken
3 days	Classroom teachers will deactivate online access for 3 consecutive unexcused absences.	2 class periods/ week	Advisor/Teacher will discuss absence concerns with parents. Student will attend Friday School.
6 days	The School Social Worker will mail the 6-Day Truancy Letter to parents and schedule a Phoenix Success Meeting with parents. Student will be placed on a Phoenix Contingency Contract.	3 class periods/ week	Teacher will deactivate online access. Advisor/Teacher will discuss absence concerns with parents. Student will attend Friday School. Teacher will email School Social Worker.
10 days	The School Social Worker will mail the 10-Day Truancy Letter and schedule a 2nd Phoenix Success Meeting to review the Phoenix Contingency Contract with the student and parents.	4 class periods/ week	Student will not have access to online coursework. Student will attend Friday School. Teacher will email School Social Worker. School Social Worker will schedule a Phoenix Success Meeting with the student and parents.
>10 days	The School Social Worker will schedule a 3rd Phoenix Success Meeting to discuss enrollment with the student and parent. Student may be withdrawn from DPLC.	Continued Class Period Absences	Teacher will email School Social Worker. School Social Worker will schedule a 2nd Phoenix Success Meeting with the student and parents. Continued absences will result in disciplinary action.

Student Support Services

Student Support Services provides a continuum of services that positively impact the personal, academic, and career development of students at DPLC. School Counselors provide individual graduation planning for each student to ensure students remain on track for graduation. School Counselors also provide emotional support for all students. The school Social Worker supports students with attendance and emotional support. The Social Worker will also provide referrals to community agencies to meet the needs of students. Students who wish to see their School Counselor or Social Worker should stop by their office before school, after school, or during lunch to schedule an appointment.

Guidance Services

School Counselors provide services for students which include individual, small group, and classroom sessions. School Counselors will support students track their graduation progress and will monitor each student's Individual Graduation Plan. School Counselors will meet with each student quarterly to ensure the student is making satisfactory progress toward graduation and to ensure that the student has a plan for after high school.

Communities in Schools(CIS)

DPLC students will benefit from our District partner, Communities in Schools. CIS will coordinate and provide tiers of support for selected DPLC student to surround students with community support, empowering them to stay in school and to achieve in life. CIS establishes partnerships among services agencies, business organizations, community members, and the school to effectively provide the vital non-academic resources and supports that students need to stay on the path to graduation. The CIS Graduation Coach will work with DPLC, students, staff, and families to support students with improving behavior, attendance, and academics. The tiered approach utilized by CIS provides the most support to students with the most need. Tier 1: School wide support; Tier 2: Targeted services provided in small groups; Tier 3: Individualized student support, typically one-on-one

Made in Durham

Made in Durham is a community partner of DPLC. Made in Durham provides graduating DPLC students with college, career, and transition support. Made in Durham provides a College Coach, a Career Coach, and a Re-engagement Specialists for DPLC students. Made in Durham visits DPLC several times throughout the week. Students can set up appointments to meet with Made in Durham through their School Counselor, the School Social Worker, or online.

Restorative Practices Center

Restorative Practices is a holistic approach to developing our school culture and climate to engage administrators, teachers, and students. The RPC Coordinator works directly with students in helping them to understand their choices and potential consequences for those choices by developing relationships and social-emotional skills through reflection, collaborative problem-solving, and conflict transformation. Students will spend time in Restorative Practices as assigned by the Administration. RPC will be utilized in lieu of In School Suspension.

Multi-Tiered Systems of Support (MTSS)

MTSS is a support system to implement programs and instructional activities for students who are at risk.

Academic	Behavior
Tier 1: 80% of Students are represented in this tier; however, all students will receive core instruction	
<ul style="list-style-type: none"> ● North Carolina Standard Course of Study ● Teachers will utilize performance tasks in addition to formative assessment strategies to inform instruction and monitor the progress of their students ● Credit Recovery ● Monthly PLC's ● Plato LMS ● 60/40(LMS/Teacher Led) Classroom Instruction ● Daily Advisory/Remediation: <ul style="list-style-type: none"> ➢ Reading Plus for all Students (35 minutes 3x a week) <p>Math 1- IREADY Support Progress Monitoring through reading plus every two weeks. CIS-Consulting</p>	<p>School-wide PBIS plan that includes:</p> <ul style="list-style-type: none"> - Established processes and procedures in each classroom and a school-wide behavior matrix. These are practiced and reinforced at the beginning of the school year and throughout as needed. - Schoolwide PBIS Plan - Free city bus passes for all students
Tier 2: 20% of Students are represented in this tier. Students receive Tier 2 supports and Core Instruction at Tier 1	
<p>Targeted small group instruction-15 minutes per class - 3 times a week Mandatory Friday School- Small group/individualized support Scaffolding of instruction</p>	<ul style="list-style-type: none"> ● Mentoring program with outside volunteers <ul style="list-style-type: none"> ○ CIS small group meetings ● Social Skills instruction in groups ● Small groups for specific areas of need (e.g., self-esteem, grief, positive peer relationships, etc.). Must be an evidence based practice. ● Behavior Reflection Sheets ● Phoenix success meetings- SS meet with students meet with students who are failing two or more classes or miss 3 or more days.
Tier 3: 5% of students are represented in this tier: Students receive Tier 1, 2, and 3 supports.	
<p>Targeted tutoring- Communities in School tutoring and in class supports. Individualized student support- 15 minutes three times a week. Check and Connect-weekly formal small meeting with students</p> <ul style="list-style-type: none"> - Discuss goals based on instructional data from previous weeks 	<ul style="list-style-type: none"> ● Check In/Check Out—review behavior goals ● Calm down/cool down place ● Contingency Contracts ● Individualized token system linked to specific academic or behavioral goals ● Reconnection specialist- Made in Durham ● Truancy court for Attendance concerns <ul style="list-style-type: none"> -Home visits from Student services ● Rebound—short-term suspension option ● Restorative Justice System & Procedures focusing social-emotional skills ● Check and Connect-weekly formal small meeting with students <ul style="list-style-type: none"> - Discuss goals based on attendance and behavioral data from previous week

Student Conduct Policies

DURHAM PUBLIC SCHOOLS 4301 CODE OF STUDENT CONDUCT - Middle and High Schools

Philosophy And Goals

In collaboration with our community and parents, the mission of the Durham Public Schools is to provide all students with an outstanding education that motivates them to reach their full potential and enables them to discover their interests and talents, pursue their goals and dreams, and succeed in college, in the workforce, and as engaged citizens.

To ensure the success of our mission, it is vital that everyone supports students with positive behavior. At the beginning of each year, principals ensure that students are aware of what constitutes positive behavior, how students will be supported if they begin to struggle with behavior, and that students are aware of school rules. In the event a disciplinary consequence is needed to redirect the behavior, schools will strive to implement consequences that can occur in school so that the student can remain in an educational environment.

In its 2014 publication "Guiding Principles: A Resource Guide for Improving School Climate and Discipline," the U.S. Department of Education offers three guiding principles to ensure safe and supportive school environments for effective teaching and learning to take place in schools:

Principle 1: Climate and Prevention.

Schools that foster positive school climates can help to engage all students in learning by preventing problem behaviors and intervening effectively to support struggling and at-risk students.

Principle 2: Expectations and Consequences.

Schools that have discipline policies or codes with clear, appropriate, and consistently applied expectations and consequences will help students improve behavior, increase engagement, and boost achievement.

Principle 3: Equity and Continuous Improvement.

Schools that build staff capacity and continuously evaluate the school's discipline policies and practices are more likely to ensure fairness and equity and promote achievement for all students.

The Board recognizes the importance of school employees working with parents and guardians to help students learn and practice acceptable standards of behavior. School employees are encouraged to work with parents and guardians to participate in discussions on effective strategies for correcting misbehavior.

Applicability of Code

All students shall comply with the Code of Student Conduct while on educational property, which includes any school building or bus, school campus, grounds, recreational area, athletic field, or other property under the control of the Board of Education. Students may also be disciplined for conduct that occurs off educational property that violates this Code of Conduct if the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Determining Interventions and Consequences for Misbehavior

Most student misconduct does not require the student to be removed from the educational environment. Before imposing any out-of-school suspension, principals should consider whether in-school interventions and/or in-school disciplinary consequences are appropriate and sufficient under the circumstances. In-school interventions and disciplinary consequences are designed to address misconduct and empower students to make better choices. Such interventions and consequences may include, for example: behavior contracts, peer mediation, in-school suspension, conflict resolution,

detention, restitution, loss of privileges, school or community service, and/or other restorative practices. When, in the judgment of the school principal, a student's behavior cannot be appropriately and sufficiently addressed through non-disciplinary interventions and/or in-school disciplinary consequences, the principal is authorized, but not required, to impose a short-term suspension or, for more serious violations of the Code of Conduct, to recommend a long-term suspension, provided the short-term suspension or recommended long-term suspension is consistent with this policy. Suspensions of greater than ten days are reserved for serious misconduct which either threatens the safety of others within the school or threatens to substantially disrupt the educational environment.

In determining the appropriate consequence for a violation of this Code, principals shall consider all aggravating or mitigating circumstances they deem relevant. Aggravating factors are factors that increase the seriousness of a disciplinary violation and warrant increased consequences. Mitigating factors are factors that decrease the seriousness of a disciplinary violation and warrant decreased consequences. Examples of aggravating or mitigating circumstances that may be considered include but are not limited to:

- The student's age;
- The student's intent;
- The student's disciplinary history, including number of infractions and prior discipline for the same violation;
- The student's academic history;
- Whether the conduct caused a threat to safety;
- Whether school property or personal property was damaged;
- Whether the conduct caused a substantial disruption of the educational environment;
- Whether a weapon was involved; and
- Whether any injury resulted.

The Student Code of Conduct rules are leveled, indicating the severity of each violation and the type of intervention and/or consequence. Students may also receive in-school interventions and/or in-school disciplinary consequences for violation of any school-specific rules, provided students and parents are provided prior written notice of such rules (and the consequences for violating them), the rules are published on the school website and/or available for inspection at the school's main office, and the rules are not in conflict with this or any other Board policy or state or federal law.

Level I - Level I is the least serious category of disciplinary rules. It is divided into Level I.A, and Level I.B. Level I.A rule violations may result in in-school interventions and/or in-school disciplinary consequences only; they may not result in out-of-school suspension. Level I.B rule violations should generally result in in-school interventions and/or in-school disciplinary consequences. If, however, a student refuses to participate in the in-school interventions or engages in persistent violations of a Level I.B rule, or if other aggravating factor(s) are present, an out-of-school suspension of no more than five (5) days is possible.

Level II - Level II rule violations involve more serious misconduct that may warrant in-school interventions, in-school disciplinary consequences, and/or short-term suspension of up to ten (10) days. Principals may recommend a long-term suspension based on the presence of aggravating factor(s). Any long-term suspension recommendation is subject to the appeal procedure contained in Policy 4303.

Level III - Level III rule violations are more severe in nature and may support long-term suspension. Principals may impose a short-term suspension based on mitigating factor(s). Any long-term suspension recommendation is subject to the appeal procedure contained in Policy 4303.

Level IV - Level IV rule violations involve "firearms" or "destructive devices" as defined by statute and compromise the safety and welfare of students and staff. Principals are required by North Carolina law to recommend a 365 day suspension for any Level IV rule violation.

Level V - Level V allows for expulsion of a student, as provided by state statute, for a violation of the Code of Conduct, if the student is fourteen (14) years of age or older and the student's behavior demonstrates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines that there is no appropriate alternative education program. Additionally, any student who is a registered sex offender under N.C. General Statute 14-208 may be expelled consistent with state law.

CODE OF CONDUCT RULES AND CONSEQUENCES

Level I - In-School Interventions and/or In-School Discipline/Possible Short-Term Suspension in Some Cases

Note: Level I is divided into Level I.A, and Level I.B. Out-of-school suspension is not an option for Level I.A violations. The maximum possible suspension for any Level I.B rule violation is five (5) days.

Level I.A - In-School Interventions and/or In-School Discipline Only/No Out-of-School Suspension

Rule I.A-1 Plagiarism. Plagiarism includes the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.

Rule I.A-2 Electronic Devices. Unless specifically authorized by a teacher or school administrator, students shall not use, display, or have in the "on" position any personal electronic communication or entertainment device, including cell phones, pagers, music players, electronic games, or similar items, during instructional time or mandatory school assemblies and activities.

Any device possessed or used in violation of this policy may be confiscated and held for return to the student's parent or guardian.

Laser pointers and other electronic devices that could damage eyesight or otherwise cause physical harm are specifically covered by this policy. Depending on the circumstances, such items may also constitute "weapons" under Rule III-3, and the student may be disciplined accordingly.

Students shall be personally and solely responsible for the security of their electronic devices or personal technology devices. The Durham Public Schools is not responsible for any electronic devices or personal technology devices that are lost, stolen or damaged while on school property or at school events.

Rule I.A-3 Student Dress Code: The primary goal of the Durham Public Schools is to provide a safe learning environment where all students are able to achieve at their highest potential. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. In support of these goals and expectations the Board establishes the following dress code for students:

- a. Students are prohibited from wearing clothing, jewelry, book bags, or other articles of personal appearance which:
 1. depict profanity, vulgarity, obscenity, or violence;
 1. promote use or abuse of tobacco, drugs, or alcohol;
 2. create a threat to the health or safety of the student or others;
 3. are prohibited under the Gangs and Gang Activities Policy (III-7);
 4. are reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school, including but not limited to items that are reasonably expected to intimidate other students on the basis of race (for example the Confederate battle flag, swastika, and Ku Klux Klan or KKK), color, national origin, sex, gender identity, sexual orientation, disability, age, or religious affiliation.
- a. The following specific items are also not permitted:
 1. clothing worn in such a manner so as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh;
 1. bare feet, bedroom slippers;
 2. spaghetti straps, strapless tops, halter tops;

3. see-through, mesh garments;
 4. trousers, slacks, shorts worn below hip level;
 5. clothing that is excessively baggy or tight;
 6. skirts and shorts shorter than mid-thigh; DPLC/Holton students are not allowed to wear shorts, skirts, or dresses.
 7. sunglasses worn inside school building;
 8. hats, caps, hoods, sweat bands and bandanas or other headwear worn inside school building; and
 9. any other article of appearance that is physically revealing or provocative.
- a. If a student's dress or appearance violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.
 - b. This policy does not apply to school sanctioned uniforms and costumes approved by the principal for athletic, choral, band or dramatic performances.
 - c. The principal may make reasonable accommodations to this rule for religious, cultural, educational, or medical reasons so long as the clothing in question is not prohibited under section (a.1) through (a.5) of this rule.
 1. depict profanity, vulgarity, obscenity, or violence;
 2. promote use or abuse of tobacco, drugs, or alcohol;
 3. create a threat to the health or safety of the student or others;
 4. are prohibited under the Gangs and Gang Activities Policy (III-7);
 5. are reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school.

Rule I.A-4 Minor Disruptive Behavior. Students shall not interrupt or interfere with teaching, learning, or the orderly conduct of school activities. Minor disruptions may include, for example, running in the halls, making excessive noise, leaving a classroom or mandatory school event without permission, or being in unauthorized areas of the school. Any disruptive behavior that threatens the safety of students, staff, or others in the school environment may be considered "serious" disruptive behavior and subject to more serious consequences under Rule II-13.

Rule I.A-5 Attendance. Students shall attend school regularly. Students shall be considered truant and subject to discipline whenever they are absent from class or school without valid excuse.

Level I.B - In-School Interventions and/or In-School Discipline/Possible Suspension of up to 5 Days with Aggravating Factors

Rule I.B-6 Cheating. Cheating is prohibited. Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.

Rule I.B-7 Falsification. Falsification is prohibited. Falsification includes the verbal or written statement of any untruth.

Rule I.B-8 Gambling. Students shall not participate in any unauthorized games of chance in which money or other items of value may be won or lost.

Rule I.B-9 Inappropriate Language. Cursing or use of vulgar, profane or obscene language is prohibited.

Rule I.B-10 Non-Compliance with Directions. Students shall comply with all reasonable directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers, and all other school personnel who are authorized to give such directions.

Rule I.B-11 Disrespect of Others. Students shall not engage in taunting, name-calling, humiliation, or other disrespectful words or conduct that mistreat staff, students, or others and interfere with a peaceful and safe environment. If sufficiently serious, disrespectful words and conduct may also be subject to consequences under Rule II-1 (Threat/False Threat), Rule II-2 (Bullying and Harassment), or Rule II-3 (Sexual Assault or Harassment).

Rule I.B-12 Disruptive or Indecent Images, Literature or Illustrations. The possession or distribution of images, literature or illustrations that are vulgar, indecent or obscene or that significantly disrupt the educational process is prohibited. Students who receive such items electronically but promptly report them to a teacher or administrator and do not otherwise share or transmit them will not be in violation of this rule, Rule II-3 (Sexual Assault or Harassment), or Rule II-11 (Sexting).

Rule I.B-13 Use of Tobacco. Students shall not possess, smoke, or use tobacco products at school, on a school bus, at any school-related activity, or on school grounds at any time. For purposes of this policy, "tobacco products" include cigarettes, e-cigarettes, pipes, cigars, chewing tobacco, snuff, and any other items containing or reasonably resembling tobacco or nicotine. The first violation of this policy will result in a warning to the student and conference with the student's parent/guardian or custodian in person or by telephone. Every effort should be made to hold the conference within three days of the violation. Further violation of this policy may result in disciplinary action.

Rule I.B-14 Misconduct on a School Vehicle. While riding a school bus or other school vehicle, students shall observe the directives of the school bus driver. The following conduct is specifically prohibited:

- a. Delaying the bus schedule;
- b. Refusing to obey the driver's instructions;
- c. Tampering with or willfully damaging the school vehicle;
- d. Getting off at an undesignated stop;
- e. Failing to observe established safety rules and regulations;
- f. Willfully trespassing upon a school bus; and
- g. Any other physical or verbal disturbance that interrupts or interferes with the safe and orderly operation of the vehicle.

Violations of this rule may result in removal from school transportation as well as other disciplinary consequences available under this policy. Students are responsible for complying with the entire Code of Student Conduct and are also subject to consequences for other rule violations for misconduct occurring on a school bus or other school vehicle.

Level II - In-School Interventions, In-School Discipline, or Short-Term Suspension/Possible Long-Term Suspension with Aggravating Factors

Rule II-1 Threat/False Threat. No student shall make any threat by means of speech, writing, act, or conduct that conveys a serious expression of intent to cause harm or violence. Furthermore, no student shall make a false threat of harm or violence, even in jest, which causes or is reasonably likely to cause fear or a disruption to school activities.

Rule II-2 Bullying and Harassment. No student shall engage in bullying or harassment as defined under Board Policy 4411, Bullying and Harassment.

Rule II-3 Sexual Assault or Harassment. No student shall engage in any sexual assault, sexual violence, or sexual harassment against any person, including any conduct prohibited by Board Policy 4410, Sexual Harassment.

Rule II-4 Fighting/Physical Aggression. No student may intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. No student shall take any action or make any comments or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.

A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to get free from the attack and notify proper school authorities. A student who exceeds reasonable force may be disciplined even though someone else provoked the fight.

Rule II-5 Hazing. No group or individual shall require a student to wear abnormal dress, play abusive or ridiculous tricks on him/her, frighten, scold, swear, harass or subject him/her to personal indignity.

Rule II-6 Theft or Damage to Property. No student may steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage any school property or private property while under school jurisdiction.

Rule II-7 False Fire Alarms. No student shall set off, attempt to set off, or aid and abet anyone in setting off a fire alarm at school.

Rule II-8 Trespassing. No student may be on the campus of another school in the Durham Public Schools during the school day without the knowledge and consent of the officials of the school she/he is visiting. Students who remain after school or come on any school campus after the school day or while school is closed without permission will be considered trespassers. Any student who has been suspended from school shall be considered trespassing if she/he appears on any school property during the suspension period without the express permission of the principal.

Rule II-9 Misuse of Technology. Individual users of school-provided Internet service and technology devices (on school property and/or through the Learning Environment Extension Program) or users of personal technology devices on school property pursuant to a Bring Your Device to School program are expected to abide by Durham Public Schools Policy 3040, Technology Acceptable Use. Violations of that policy may include, among other things:

- a. Sending or displaying vulgar, obscene, crude, or threatening messages or pictures;
- b. Using obscene language;
- c. Harassing others;
- d. Damaging computers, computer systems, software, or computer networks;
- e. Using another's ID/password;
- f. Using technology resources to violate any state or federal law.

In the event a student engages in any of these activities or otherwise violates Policy 3040, his/her access privileges may be revoked and other disciplinary measures may result

Rule II-10 Failure to Report a Weapon, Dangerous Instrument, Firearm, or Destructive Device. The safety of students and staff is the school system's highest priority. Students therefore have an affirmative obligation to report as soon as possible to a teacher, school administrator, or other school employee if they become aware that another person has or intends to bring to school property any weapon, dangerous instrument, firearm, or destructive device, as those terms are defined in Rules III-3 and IV-1. Depending on the relevant circumstances and any aggravating or mitigating factors, such failure to report may result in disciplinary consequences including out-of-school suspension.

Rule II-11 Sexting. Students shall not transmit any sexually explicit messages or any nude, partially nude, sexually explicit, or sexually suggestive photographs, video recordings, or other visual depictions of themselves or others. Students are reminded that, in addition to violating this Code of Student Conduct, the transmission of such images or messages to, among, or depicting minors may cause grave psychological or emotional harm and may violate state or federal child pornography laws, even when sent or received consensually. Depending on the circumstances, the transmission of such images or messages may also constitute sexual harassment under Rule II-3 and Policy 4410. Students who receive such images or messages electronically but promptly report them to a teacher or administrator and do not otherwise share or transmit them will not be in violation of this rule, Rule II-3 (Sexual Assault or Harassment), or Rule I.C-12 (Disruptive or Indecent Images, Literature or Illustrations).

Rule II-12 Indecent Exposure/Sexual Behavior. No student shall engage in behavior which is lewd, overly affectionate, or of a sexual nature. This includes both consensual behaviors and behaviors directed towards others without their consent.

Rule II-13 Serious Disruptive Behavior. Students shall not interrupt or interfere with teaching, learning, or the orderly conduct of school activities in any manner that threatens the safety of students, staff, or others in the school environment. Serious disruptive behavior may include, for example, throwing objects or engaging in horseplay that could reasonably result in physical injury. Disruptive behavior that does not threaten the safety of others may be subject to consequences under Rule I.A-4.

Level III-Short Term Suspension/Possible Long-Term Suspension Based on Aggravating Factor(s)

Rule III-1 Assault. No student may cause or attempt to cause serious physical injury to any other student, school employee, or other person. For the purposes of this policy, "serious physical injury" refers to such injuries as broken bone(s), loss or chipping of teeth, loss or impairment of vision, loss of consciousness, internal injuries, scarring or other disfigurement, significant bleeding, lacerations resulting in stitches, significant bruising, severe or prolonged pain, any injury requiring hospitalization for any period of time, and/or any injury resulting in medical treatment beyond simple first aid procedures. Whether a student intended to cause serious physical injury may be inferred from the relevant circumstances.

Rule III-2 Coercion or Extortion. No student may use force or violence or threat of force or violence to obtain money, property, or personal services from another student, school, employee, or other person.

Rule III-3 Weapons and Dangerous Instruments Other than Firearms and Destructive Devices. No student shall possess, handle, conceal, brandish, or transmit any weapon or dangerous instrument at school or school events or at any other time when such conduct has or is reasonably likely to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. For purposes of this policy, a "weapon" or "dangerous instrument" is any of the following:

- a. Any gun, pistol, or rifle that does not meet the technical definition of "firearm" under Rule IV-1, including any BB gun, stun gun, air rifle, air pistol, or inoperable antique firearm;
- b. Gunpowder, bullets, or ammunition;
- c. Fireworks, firecrackers, or other explosive devices that do not meet the technical definition of "destructive devices" under Rule IV-1;
- d. Any knife of any kind regardless of size;
- e. Mace or pepper spray;
- f. Metallic knuckles;
- g. Tasers or other electric shock devices;
- h. Razors or razor blades (except for safety razors designed and used only for personal shaving);
- i. Slingshots
- j. Darts or blowguns;
- k. Blackjacks, billy clubs, or leaded canes;
- l. Ice picks;
- m. Box cutters or other sharp pointed or edged instruments except instructional supplies, unaltered nail files, and clips or tools used solely for preparation of food, instruction, and maintenance;
- n. Copies or replications of weapons that could reasonably be perceived to be real weapons; and
- o. Any other item that is possessed, handled, concealed, brandished, or transmitted for the purpose of causing, attempting to cause, or threatening physical injury

A student who in any way encourages another student to bring weapons to school also endangers the safety of others. No student shall knowingly or willfully cause, encourage, or aid any other student to possess, handle, or transmit any of the weapons or facsimiles of weapons listed above. This section shall not apply to students who are members of the Reserve Officer Training Corps and who are carrying arms or weapons in the discharge of their official class duties; nor does this section apply to weapons used in school-approved instruction or ceremonies. The principal must give prior approval for these exceptions to apply.

Rule III-4 Bomb Threat. No student shall make or aid and abet anyone in making a false report concerning the existence of a bomb or any other dangerous object on school premises or at the site of school activities. No student shall with the intent to perpetrate a hoax conceal, place or display on school property or the site of school activities any device or artifact so as to cause any person reasonably to believe the same to be a bomb or other destructive device.

Rule III-5 Controlled Substances and Drug Paraphernalia. No student shall possess, use, transmit, conspire to transmit, or be under the influence of any controlled substance or drug paraphernalia. For purposes of this policy, "controlled substance" includes any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic cannabinoid, anabolic steroid, alcoholic beverage, or other substance used or possessed with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood, perceptions, or behavior.

No student shall possess or transmit any counterfeit controlled substance that reasonably resembles or is held out to be an actual controlled substance. No student shall be at school with the odor of alcohol or illicit drugs about their person.

The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed and in the manner in which the drug was prescribed.

When a first infraction of this policy involved only possession, use, and/or being under the influence of a substance prohibited by this policy, an alternative to long-term suspension shall be offered. Successful completion of the alternative program deactivates the long-term suspension recommendation. Failure to meet any requirements of the alternative program reactivates the long-term suspension recommendation. If mitigating factors are present, the principal may, but is not required to, offer an alternative to long-term suspension for second or subsequent infractions of this policy.

Rule III-6 Threats, Hoaxes, and Other Acts of Terror.

- a. No student shall make a report that he or she knows or should know is false, that any device, substance, or material designed to cause harmful or life-threatening illness or injury to another person, is located on school property or at the site of a school activity.
- b. No student shall, with the intent to perpetrate a hoax, conceal, place, disseminate or display on school property or at the site of a school activity any device, machine, instrument, artifact, letter, package, material, or substance, so as to cause a reasonable person to believe the same to be a substance or material capable of causing harmful or life-threatening illness or injury to another person.
- c. No student shall threaten to commit an act of terror on school property or at the site of a school activity that is designed to cause, or is likely to cause, serious injury or death to another person, when the threat is intended to cause, or actually causes, a significant disruption to the instructional day or a school-sponsored activity.
- d. No student shall make a report that he or she knows or should know is false, that an act of terror designed to cause, or likely to cause, serious injury or death to another person on school property or at the site of a school-sponsored activity is imminent, when that report is intended to cause, or actually cause, a significant disruption to the instructional day or a school-sponsored activity.
- e. No student shall aid, abet, and/or conspire to commit any of the acts described in this section.

Rule III-7 Gangs and Gang Activities. The Board of Education believes that gangs and gang-related activities pose a serious safety threat to students and staff members of the Durham Public Schools. Even absent acts of violence, gang-related activities disrupt the educational environment and increase the risks of future violence. In light of these serious concerns, the school system will not tolerate any gang-related activities as outlined in this policy. No student shall commit any act which furthers gangs or gang-related activities. A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its

primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. As used in this policy, the phrase "gang-related" means any conduct engaged in by a student (1) on behalf of an identified gang, (2) to perpetuate the existence of any identified gang, or (3) to carry out the common purpose and design of any identified gang. Conduct prohibited by this policy includes:

- a. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey or promote membership or affiliation in any gang;
- b. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.), with the intent to convey or promote membership or affiliation in a gang;
- c. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey or promote membership or affiliation in any gang;
- d. Requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity;
- e. Inciting other students to intimidate or to act with physical violence upon any other person related to gang activity;
- f. Soliciting others for gang membership;
- g. Committing any other illegal act or other violation of school district policies in connection with gang-related activity.

The Superintendent or his/her designee shall regularly consult with law enforcement officials to maintain current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators including symbols, hand signals, graffiti, clothing/accessories, and behaviors. Each principal shall maintain current examples of gang-related activities in the main office of the school. In addition, guides shall be included in each main school office to assist students, parents, and teachers in identifying gang symbols and practices. In providing this information for students and parents, the Board acknowledges that not all potential gang indicators connote actual membership in a gang.

This policy shall be applied in a non-discriminatory manner based on the objective characteristics of the student's conduct in light of the surrounding circumstances.

Before being suspended for a first offense of wearing gang-related attire, a student will receive an individualized warning and will be allowed to immediately change or remove the attire that is in violation of this policy. Unless the student has been specifically notified of a prohibited item of attire, a student will receive this warning the first time he or she is observed wearing a particular item in violation of this policy.

In a situation where a student has violated this policy or is otherwise suspected of gang affiliation, the principal shall conduct an intervention involving the principal/assistant principal, the student and the student's parent or legal guardian. Such intervention may also include the school resource officer and others as appropriate. The purpose of such intervention is to discuss the school's observations and concerns and to offer the student and the parents information and an opportunity to ask questions or provide other information.

Rule III-8 Arson. Starting a fire or attempting to start a fire on school property is prohibited unless specifically authorized by school officials.

Level IV - Suspensions Required under State Law

Rule IV-1 Firearms/Destructive Devices. No student shall bring onto school property or possess a firearm or destructive device. A firearm is any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or firearm silencer. The definition of firearm under this rule does not include an inoperable antique firearm, BB gun, stun gun, air rifle, or air pistol.

A destructive device is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge or more than one-quarter ounce, mine, or similar device.

A student shall not be found in violation of this policy if it is determined 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.

Violation of this Rule will result in a recommendation for 365-day suspension.

Level V - Expulsion. A student fourteen (14) years of age or older may be expelled for a violation of this Code of Conduct if the Board determines the student's continued presence in the school constitutes a clear threat to the safety of other students or employees, and that there is no appropriate alternative educational program. Additionally, any student who is a registered sex offender under N.C. General Statute 14-208 may be expelled.

Reports to Law Enforcement:

As required by state law, when a principal has personal knowledge or actual notice from school personnel that an act has occurred on school property involving assault resulting in serious personal injury, sexual assault, sexual offense, rape, kidnappings, indecent liberties with a minor, assault involving the use of a weapon, possession of a firearm in violation of the law, possession of a weapon in violation of the law, possession of a controlled substance in violation of the law, assault on a school employee, robbery, armed robbery, homicide, manslaughter, or death by vehicle, the principal shall report the act to the appropriate local law enforcement agency, notify parents/guardians of any alleged student victim of a violent crime and notify the Superintendent or designee. Notification must occur in writing or by electronic mail by the end of the workday in which the incident occurred, when reasonably possible, but not later than the end of the following workday. The Superintendent must also provide the information to the Board of Education.

The principal may also notify law enforcement of any other potential criminal conduct or incidents which may jeopardize the safety, security, or well-being of students, staff, or others and may request assistance from law enforcement when necessary to secure and ensure the immediate safety of persons in the school environment. Any student disciplinary issues stemming from the same misconduct should be handled by school administrators, not school resource officers or other law enforcement officials.

Principals should not refer to law enforcement any routine school disciplinary matters, such as tardies, loitering, noncompliance, the use of inappropriate language, dress code violations, minor classroom disruptions, and disrespectful behaviors.

Definitions

Alternative Education Services - part or full-time programs, wherever situated, providing direct or computer-based instruction that allows a student to progress in one or more core courses.

Board - the Durham Public Schools Board of Education.

Day or Days - school days excluding teacher workdays, holidays, vacations days and weekends.

Destructive Device - an explosive, incendiary, or poison gas:

1. Bomb.
2. Grenade.
3. Rocket having a propellant charge of more than four ounces.
4. Missile having an explosive or incendiary charge of more than one quarter ounce.
5. Mine.
6. Device similar to any of the devices listed.

Expulsion - permanent exclusion of a student from registering, enrolling or attending any Durham Public School. This exclusion also includes riding in a school-owned or operated vehicle and prohibits the student from participating in school activities or entering any school property.

Firearm - any of the following:

1. A weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm silencer.

The term "firearm" does not include an inoperable antique firearm, BB gun, stun gun, air rifle, or air pistol.

Long-Term Suspension - exclusion from the school to which the student was assigned at the time of the disciplinary action and from participation in school activities or events for a period in excess of ten days but not to exceed the remainder of the school year, except that if the offense leading to the long-term suspension occurs in the final quarter of the school year, the exclusion may extend to the end of the first semester of the following school year.

Parent - includes the natural parent, legal guardian, legal custodian or other caregiver adult who is acting in the place of a parent and is entitled under state law to enroll the student in school.

Principal - includes the principal and the principal's designee.

School Personnel - includes the following:

1. Any Board employee;
2. Any person working on school grounds or at a school function under a contract or written agreement with the school system to provide educational or related services to students;
3. Any person working on school grounds or at a school function for another agency providing educational or related services to students.

Short-Term Suspension - exclusion from school and participation in school activities or events for up to ten days.

Superintendent - includes the Superintendent or the Superintendent's designee.

Administrative Regulations

The Superintendent is authorized to develop regulations to administer this policy.

Cross Reference: Sexual Assault or Harassment Policy, Bullying and Harassment Policy, Suspension and Expulsion Policy, Alcohol and Substance Abuse Prevention and Intervention Policy, Technology Acceptable Use Policy

Legal Reference: G.S. 115C-288, G.S. 115C-390.1 - 115C.390.2, United States Department of Education, *Guiding Principles: A Resource Guide for Improving School Climate and Discipline*, (January 8, 2014).

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Behavior Referral Flowchart

Durham Performance Learning Center/Holton Career and Resource Center

