THE INSTITUTE FOR THE DEVELOPMENT OF YOUNG LEADERS

4300 S. Miami Blvd.

Durham, North Carolina

Rev. 2018 - 2019

DISCIPLINE CODE HANDBOOK/CODE OF CONDUCT

Code of Conduct

Dear Parents,

An effective discipline program is essential in the teaching and learning process. The staff at The Institute for the Development of Young Leaders has established an educational environment in which children can comfortably learn at their own level. Each student has the right to learn and play at The Institute for the Development of Young Leaders without disruption or antagonism from other students.

The staff is committed to teaching and reinforcing appropriate student behavior. Courtesy, respect, and problem-solving strategies are practiced by all staff members and students. Students are encouraged to consistently follow school rules of conduct, set a positive example for others, and always be conscious of how their behavior affects others.

Together, our goal at IDYL is to assure that each child achieves success. We believe that you, as parents, play an important role in helping your child achieve our IDYL expectations, both academic and behavioral. The major role of parents in school discipline is to continually show interest in and support for their children at school.

Generally, classroom teachers administer discipline, but when the situation warrants, the principal becomes involved. Parents are not necessarily called on the first problem, as students are encouraged to take responsibility for their actions and to learn to meet the rules and expectations of the school. We believe each student has the final responsibility for the consequences of his/her behavior. If your child exhibits unacceptable behavior at school, you may be asked to help us teach your child an alternate, appropriate set of behaviors.

With your cooperation and help, we can provide a positive, productive, and safe learning environment for your child.

After reading The Institute for the Development of Young Leaders Code of Conduct with your child, please sign and return the form inserted in this booklet to the IDYL office.

Sincerely,

The Institute for the Development of Young Leaders Staff

The Institute for the Development of Young Leaders **School Rules**

1. Take responsibility for learning.
2. Respect self, others and place.
3. Show resourcefulness and readiness to learn.
4. Act in a safe and healthful manner.

Student Responsibilities

Students are responsible for:

- attending school on a regular basis and to be on time.
- completing all academic work as assigned.
- bringing appropriate materials to class.
- obeying school/classroom rules.
- respecting the rights of others.
- their own actions.
- using appropriate language.
- respecting school property.
- complying with requests of school employees.
- dressing appropriately for school.

Student Rights

Students have the right to:

- an education.
- attend a safe school.
- physical safety and protection of personal property.
- not be discriminated against.
- privacy.
- fair and just treatment by school employees.

Expectations for Common Areas

Students are expected to follow these behavior expectations on all field trips and at all school functions.

Recess Behavior

On the playground, students will:

- Avoid rough play (play fighting, wrestling, pushing, kicking, etc.) or play that mimics violence (sword fighting, gun fights, etc.).
- Leave personal belongings, such as toys, electronics, hard balls, bats, etc., at home. IDYL is not responsible for lost or stolen items.
- Speak kindly to others.
- Finish all food before going out to the playground. Leave food, candy, gum, etc., in the building
- Stay on the playground at recess.

- Take turns with the equipment.
- Immediately stop all play and leave the playground at the end of recess.
- Walk on the blacktop areas.
- Line up quickly and quietly to return to class at the end of recess.
- Respond immediately, with respect and courtesy, to instructions from adults in charge.

Bathroom Behavior

In the bathroom, students will:

- Use appropriate voice level.
- Respect the privacy of others
- Use healthy hygiene habits..
- Keep the bathrooms clean and safe.

Hallway Behavior

Students will:

- walk in a single file line facing forward.
- stay in their space.
- stay to the right
- use a level 0 voice (silence).

Lunchtime Behavior

Students will:

- walk into the cafeteria quietly, get their lunch, and find their class table
- remain seated until lunch is finished and permission to leave has been given.
- use appropriate voices so that only close neighbors can hear: no higher than a level 2 voice (one-on-one or small group).
- use appropriate meal-time manners.
- clean their area and take care of garbage when they have finished eating.

Assembly Behavior

Students will:

- enter the auditorium quietly, watching for teacher directions.
- show appropriate listening behavior by sitting up and looking at the speaker.
- show appropriate appreciation by clapping.
- exit quietly, watching for directions from their teacher.

Dress Code

- Uniforms are required.
- Bare midriffs, net shirts, tank tops with straps less than 1 inch wide (unless worn under a shirt), and clothing bearing inappropriate logos (drugs, alcohol, tobacco, or pictures/statements that could be deemed offensive to public morals) will not be permitted at school.
- Students are not permitted to wear make-up, perfume or cologne.
- Shorts may be worn if they are longer than the fingertip reach of the wearer. Boxer shorts, spandex shorts, and swimwear are not permitted.
- Hats may be worn at recess and to and from school but are not allowed to be worn in the building.
- Heelies are NOT allowed at school. For the first offense, wheels will need to be removed. For the second offense, wheels will remain in the office until parents pick them up.

Attendance Policy

- Regular school attendance is necessary for mastery of the educational program provided to students of the IDYL. Students at times may appropriately be absent from class under the following guidelines: a) absences due to illness or a health condition; b) religious observances; c) school-approved activities; d) family emergencies; e) disciplinary actions; or f) home schooling. Excused absences shall be verified by parent/guardian or school authority, and the student will be allowed to make up all missed assignments outside of class; however, make-up work is not an adequate substitute for classroom learning.
- State law requires the district to:
- notify parents after one unexcused absence.
- meet with parents after two unexcused absences.
- notify juvenile court after seven (7) unexcused absences in a month or ten (10) in a year.

Harassment, Intimidation and Bullying

Harassment, intimidation or bullying means any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristic, when an act:

- Physically harms a student or damages a student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

- It is true that harassment often occurs off school grounds and outside of the school day and this is an area over which a schools do not have authority. If there are threats that will be acted out at school or a school related event, the school will intervene.

Weapons

State law prohibit the possession of firearms and weapons at school. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

Exceptional Misconduct

Certain behaviors that are so serious in nature in terms of the disruptive effect upon the operation of the school may be deemed *Exceptional Misconduct. Exceptional Misconduct* may warrant immediate short-term suspension or expulsion. *Exceptional Misconduct* includes, but is not limited to:

- possession or sale of a controlled substance
- profane or vulgar language directed to and in the presence of a staff member
- arson
- all fighting and/or assault and battery
- harassment
- defacing, misuse or destruction of property
- defiance of school authority
- possession of dangerous weapons
- theft

Problem-Solving Techniques

When Playground Expectations Are Not Met

Students who break playground rules will discuss the incident with the adult supervisor. Students will be taught and be given the opportunity to practice expected behavior. Repeated misbehavior may have consequences (time-out on the wall, not play a particular game, etc.) while rules are being re-taught.

Students who continue to break playground rules will be given a Warning Slip. A copy of the Warning Slip is sent home to be signed by a parent or guardian and returned to school.

If a student has received 3 Warning Slips or demonstrated more severe-inappropriate behavior, a parent contact will be made. Students will also be required to fill out a Problem-Solving Exercise Sheet. Consequences may include:

- Community
- Restitution
- Loss of recess
- In-school suspension
- Short-term suspension

Students who refuse to leave the playground to return promptly to class when the bell rings will be sent to the office for a tardy slip, and will miss the following recess.

- Aggressive behaviors (whether physical or verbal) will be treated seriously. When a student intentionally hurts or harasses another student, the victims parents will be notified.
    - All reports of Harassment, Intimidation & Bullying will be investigated thoroughly

The Institute for the Development of Young Leaders

4300 S. Miami Blvd. Durham, North Carolina

Charlotte Wilson, Principal

Warning Slip

Student name: _____

Teacher: _____

Date: _____

Concern: _____

_____

_____

_____

_____

_____

Consequences that have already occurred:

* Behavior has been discussed with student and others involved if appropriate.
* Student has had "time out."
* Student has been removed from the game or activity.
* Student has been removed from the playground area.
* Student has walked with supervisor during recess.
* Student has been referred to the office.

Parent/Guardian Signature _____

The Institute for the Development of Young Leaders
Problem-Solving Exercise

Name: _____

Date: _____

What was the problem?

_____

_____

How could I have avoided the problem?

_____

_____

Principal

_____Parent_____Student_____

LEVEL I VIOLATIONS

Behaviors that do not significantly violate the rights of others, and do not appear chronic.

Dress Code (uniform) violation

Insubordination

Gambling

Inappropriate items or unauthorized sale of items

Possession of tobacco

Being in an unauthorized area to include loitering and trespassing

Unauthorized cell phone use

Excessive display of affection

Non-compliance

Misuse of school technology

Inappropriate behavior

Grade	**1st through 3rd offense**	**4th offense**	**5th and subsequent offenses**
K-4	Warning/parent contact	Parent contact/1 day ISS	Parent contact/1-3 days ISS
Grade	**1st offense**	**2nd offense**	**3rd and subsequent offenses**
5-8	Warning/Parent contact 1-2 days ISS	Parent contact/1-2 days ISS	Parent contact 1-2 days OSS

LEVEL II VIOLATIONS

Behaviors that significantly violates the rights of others and/or puts others at risk of harm.

Communicating threats (G.S. 14-277.1)

Disorderly conduct (G.S. 14-288.4(a)(6))

Extortion

Fighting

Harassment (verbal or physical)

Inappropriate language/disrespect

Falsification of information

Theft (restitution required)

Disruptive behavior

Bullying

Cyber bullying

Disrespect of faculty or staff

Leaving class/school without permission

Possession of students' own prescription

Misuse of school technology

Threat of physical attack without a weapon.

Grade	1st offense	2nd offense	3rd & subsequent offenses
K-4	Parent contact/1day ISS or OSS	Parent contact/1-3 days ISS or OSS	Parent contact/1-2 days OSS
5-8	Parent contact/1-3 days ISS or OSS	Parent contact/3-5 days ISS or OSS	Parent contact/1-3 days OSS

LEVEL III VIOLATIONS

Behavior that significantly violate the rights of others and/or put others at risk of harm and violates IDYL's policies or North Carolina policies or laws.

Threat of physical attack with a weapon

Unlawfully setting a fire (G.S. 14-60)

Affray

Aggressive behavior

False fire alarm

Assault on student (without a weapon)

Gang activity

Violent assault not resulting in serious injury

Misuse of school technology

Robbery without a weapon

Under the influence of alcohol

Under the influence of controlled substances

Threat of physical attack with a firearm/weapon

Grade	1st offense	2nd offense	3rd & subsequent offenses
K-4	Parent contact/1-3 days OSS	Parent contact/3-5 days OSS	Parent contact/ 10 days OSS with possible recommendation for long term suspension; Contact law enforcement
5-8	Parent contact/5 days OSS and contact law enforcement.	Parent contact/5-10 days OSS and contact law enforcement.	Parent contact/ 10 days OSS with possible

			recommendation for long term suspension; Contact law enforcement

LEVEL IV VIOLATIONS

Assault on school personnel not serious

Possession of controlled substance cocaine, Ritalin

Possession of controlled substance, other

Possession of marijuana

Possession of a weapon (excluding firearms and explosives)

Possession of alcohol

Bomb threat

Use of alcoholic beverages

Use of controlled substances

Use of narcotics

Burning of a school building (G.S. 14-60)

Sale of control substance cocaine marijuana, Ritalin, and other

Possession of another person's prescription

Distribution of a prescription drug

Grade	First offense and subsequent offences
K-4	Sanctions for Category 4 offences will automatically result in a minimum of 5 days out of school suspension and possible recommendation for long term suspension. Law enforcement will be contacted. Possession of a weapon shall result in a suspension of 365 days based on G.S. 115c-390.10(a). The IDYL Board upon recommendation of the Principal, may modify this suspension requirement on a case by case basis. Bomb threats or hoax, firearms and explosives: These violations will result in a recommendation for a 365 day suspension and may result in expulsion in accordance with G.S. 115c-390.10

	Terrorist threat or hoax; These violations may result in a long-term suspension and may result in suspension for up to 365 calendar days. Assault on school personnel: Any student who is found to have assaulted or seriously injured a teacher or other school personnel will be subject to the following discipline. The Principal may recommend a short term suspension based on mitigating factors. Any variation from short term suspension will be reviewed and approved by the CEO. Commission of a felony may result in long term suspension.
5-8	Sanctions for Category 4 offences will automatically result in a minimum of 5 days out of school suspension and possible recommendation for long term suspension. Law enforcement will be contacted. Possession of a weapon shall result in a suspension of 365 days based on G.S. 115c-390.10(a). The IDYL Board upon recommendation of the Principal, may modify this suspension requirement on a case by case basis. Bomb threats or hoax, firearms and explosives: These violations will result in a recommendation for a 365 day suspension and may result in expulsion in accordance with G.S. 115c-390.10 Terrorist threat or hoax; These violations may result in a long-term suspension and may result in suspension for up to 365 calendar days. Assault on a school personnel: For a violation of this provision, any student who is at least

	13 years of age shall be assigned by the Principal to an appropriate educational program in accordance with G.S.115c-391. If no appropriate alternative educational program is available, then the Principal shall suspend the student for not less than 300 days but not more than 365 days. I the student is under 13 years of age the shall be suspended for the remainder of the school year. Commission of a felony may result in long term suspension or expulsion for students who are 14 years of age or older under G.S. 115c-390.11.

LEVEL V VIOLATIONS

Commission of a Felony

Any behavior, which indicates that the student's continued presence in school, constitutes a clear threat to the safety of other students or employees.

Assault resulting in a serious injury

Assault involving the use of a weapon

Homicide

Robbery with a dangerous weapon

Rape

Sexual offense

Sexual assault not rape or sexual offense

Taking indecent liberties with a minor

Kidnapping

Robbery with a firearm or powerful explosive

Physical attack with a firearm

Grade	First offense and subsequent offenses
K-4	Sanctions for Category 5 offenses will automatically result in a minimum of 10 days school suspension and possible recommendation for long term suspension. Law enforcement will be contacted.
5-8	In accordance with NC General Statue 115c-390.11 a board of education may, upon recommendation of the Principal expel any student who is 14 years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students or employees.

	Commission of a felony may result in long term suspension or expulsion for students who are 14 years of age or older under 115c-390.11.

MISSION STATEMENT

Learning Today, Leading Tomorrow

Vision Statement

Students at The Institute for the Development of Young Leaders will learn and grow
to their highest potential in a safe, cooperative and productive
learning environment.

THE INSTITUTE FOR THE DEVELOPMENT OF YOUNG PEOPLE

BUS CONDUCT

All Code of Conduct Rules and Consequences apply to events that occur on the bus or at a bus stop.

Duties & Responsibilities of School Bus Passengers

The school principal/assistant principal shall make certain that all passengers assigned to a school bus are informed and cautioned through class instruction, supervision and otherwise, of the responsibility of the individual passenger for conduct and safety. The principal should also acquaint the parents/guardians of each passenger with the responsibilities expected of them and their child. Each bus passenger shall cooperate willingly with any school official, bus driver, and bus monitor.

Conduct and Safety Rules for School Bus Passengers

1. Behavior and Safety at the Bus Stop – The behavior and the safety of the passenger is the responsibility of the parent/guardian until the student boards the bus and after the student exits the bus at his or her scheduled bus stop. (Safety concerns should be reported to the school principal or her designee.)

2. Safe Route to Bus Stop – In walking to a bus stop parents and passengers should decide the safest route. If no sidewalk, passengers should walk to the left of the street or highway on the road shoulder facing traffic.

3. Being on Time – Passengers must be on time and at the bus stop. The driver has a schedule to follow and cannot wait on tardy passengers. <u>The driver is not obligated to blow the horn or wait for passengers not in sight.</u>

4. At the Bus Stop – A passenger must stay 10 feet off the street or roadway. A child should never approach a school bus until the bus is completely stopped, all red lights are flashing, the stop sign out, the walk arm extended and the driver has motioned it is safe. Then the passenger must check to make sure all vehicles are stopped.

5. Entering the Bus – While boarding the bus the passenger should use the handrail and watch his/her step.

6. Taking a Seat – When a passenger enters the school bus he/she should take their assigned seat immediately and remain seated. Absolutely no moving around on the bus while the bus is in motion.

7. Opening Windows – A passenger must ask permission if the window needs to be opened. A passenger must never hang any part of his/her body out of the school bus window.

8. Throwing Objects, Shouting – Objects should never be thrown about in the bus or out the windows. A passenger should not shout and wave to pedestrians or occupants of other vehicles from the bus windows. Passengers should talk quietly.

9. Eating – A passenger should never eat or drink on the bus.

10. Keeping the Aisle Clear – Personal belongings should be kept on the lap or under the seat. Arms and legs must be kept out of the aisle.

11. Verbal/audial or other noise should be limited to a level that only can be heard by the partners in your seat.

12. Bullying – Passengers should never harass or abuse the driver or another passenger verbally or physically. This is a serious offense and will not be tolerated. Failure to comply may result in loss of bus privileges.

13. Indecent Language, Tobacco, Drugs, Alcohol, and Gang Activity – Passengers must never use profanity or indecent language, tobacco, drugs, or alcoholic beverages while riding the bus. Gang colors, hand gestures, or related activity shall not be displayed.

14. Weapons, Firearms, and Dangerous Instruments- No student shall possess, handle or transmit any object known or fashioned as a weapon, or any firearms, or any dangerous instrument that can cause bodily harm on a school bus.

15. Diverting the Driver– A passenger must never be disrespectful or distract the driver's attention in any way. Disruptive behavior constitutes any physical or verbal action, which reasonably could disrupt, disturb, or interfere with peace, order, and/or discipline while on the bus.

16. Verbal/audial or other noise should be limited to a level that only can be heard by the partner in your seat.

Voice Levels

4=Outside Voice
3=Presentation Voice (speaking to a large group)
2=One-on-One or Small Group Voice
1=Whisper
0=No sound (silent)

17. Silence at Railroad Crossings – Passengers must maintain complete silence at all railroad crossings.

18. Care of the Bus – A passenger must never mar or deface the bus in any way. Vandalism of state property may result in dismissal of bus privileges and reimbursement for damage cost.

19. Emergency Equipment – Passengers must never tamper with the emergency door, emergency windows, roof hatches, fire extinguishers, or video equipment. These features are put in place for safety purposes and should always be ready for use when needed.

20. Bus and Seat Assignment – Passengers shall never attempt to ride on a school bus, unless assigned to it by the principal or bus driver. It is unlawful for a person to ride on a school bus without prior assignment. (GS.115-184(a).) A parent must request any change of bus assignment in written form to the principal. Bus drivers shall assign seats and passengers must sit in assigned seats.

21. Inappropriate Items – Any device disruptive to the bus ride to include electronic devices, including but not limited to tablets, cell phones, and laser devices will not be displayed or utilized while on the school bus.

22. Code of Conduct –All code of conduct rules and consequences apply to events on the bus or at the bus stop. (See Code of Conduct Booklet for more violations defined).

23. Authority – The driver of a school bus subject to the direction of the principal shall have complete authority over and the responsibility for the operation of the bus and the maintaining of good order and

conduct upon such bus, and shall report promptly to the principal any misconduct upon such bus or disregard or violation of the driver's instruction by any person riding upon such bus. (GS.115C-245(b).)

Bus Code Violation Definition – School transportation service is a privilege, **not a right**. Students at all times while riding a school bus will observe the directives of the school bus driver and all other rules outlined here and in the Code of Conduct booklet. Repeated discipline infractions on the bus may result in loss of riding privileges.

Minor Offenses

Offense 1: Loud and boisterous talking or yelling from the bus window will not be permitted. Students shall show respect for churches, funerals, and emergency situations.

Offense 2: Food items shall not be taken onto any bus with the exception of authorized (lunch) containers.

Offense 3: A student shall ride only the bus(es) to which he/she has been assigned and shall not be discharged at any stop other than his/her regular stop unless expressly authorized by the principal/designee. No student who boards the bus at his/her home shall leave the bus until he/she arrives at his/her assigned school.

Offense 4: Students must be seated while the bus is in motion.

Minor Offense Consequences

Referral 1: The parent, legal guardian, or legal custodian will be contacted and the student will be assigned a seat.

Referral 2: The student will not be allowed to ride the bus from one (1) to five (5) days. When the student is allowed to ride the bus again, he/she will be assigned a seat.

Referral 3: The student will not be allowed to ride the bus from five (5) to (10) days. When the student is allowed to ride the bus again, he/she will be assigned a seat.

Major Offenses

Offense 5: No student shall interfere in any way with the safe operation of school buses. Behavior, which distracts the driver from his/her function of operating the bus, will not be tolerated. Students shall follow the directives of the driver at all times.

Offense 6: Vandalism of the bus is prohibited. If the repair cost is over $100, in addition to providing restitution, the student involved will serve an OSS.

Offense 7: Pushing and shoving, cursing or other vulgarity, fighting, possessing fireworks, weapons and gang activity possessing tobacco, or throwing objects of any sort will not be permitted.

Offense 8: The emergency door shall not be opened except in case of an emergency.

Offense 9: Throwing items out of the windows of the bus or having arms or other items held out the window of the bus is prohibited.

Offense 10: Bullying

Major Offense Consequences

Referral 1: The student will not be allowed to ride the bus from one (1) to (5) days. When the student is allowed to ride the bus again, he/she will be assigned a seat.

Referral 2: The student will not be allowed to ride the bus from five (5) to (10) days. When the student is allowed to ride the bus again, he/she will be assigned a seat.

Referral 3: The student will not be allowed to ride the bus for an extended period of time not to exceed the remainder of the school year.

NOTE: The above lists may not cover all possible violations. Similar offenses shall be categorized major or minor and handled in a like manner as they occur

INSTITUTE FOR THE DEVELOPMENT OF YOUNG LEADERS

Bus Conduct

Student Name_____ Bus #_____ Date_____

Reported By:_____

Nature of Offense (Describe completely)

_____

_____

_____

_____

_____

_____

_____

Resolution

_____

_____

_____

_____

Signature of Principal/Designee _____

Signature of Student _____

Signature of Parent _____