



SALLIE B. HOWARD SCHOOL OF
ARTS & SCIENCE

Parent and Student Handbook
(Grades 9-10)

2020-2021

salliebhowardschool.com

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SALLIE B. HOWARD
HIGH SCHOOL OF ARTS & SCIENCE

1004 Herring Avenue East
Wilson, NC 27893
(252) 293-4150



Greetings!

It is an honor to welcome you into the virtual and physical halls of our brand new Sallie B. Howard School of Arts and Science!

This parent and student handbook will be your guide for this year. It is your responsibility to read this document in its entirety, complete and sign the Student Handbook contract, and follow all policies and procedures.

This high school is the culmination of a dream we have carried in our hearts for more than 2 decades. For many years, we have seen the need to continue the training our students receive in our K-8 fine arts and science classes and create a pre-professional program that would prepare them for success in college and the workforce.

Now, you have a unique opportunity here to make your dreams come true. We have gathered accomplished teachers and professionals to provide you with world-class training and opportunities for you to develop and showcase your scholastic and creative talents to the world!

Thank you for wisely choosing Sallie B. Howard School of Arts and Science. We could not be more proud to have the privilege of witnessing the evolution of the gifts and passions you possess to make your mark on the world.

Work hard consistently, always do your best, seek help often, be fearless in the pursuit of your dreams and nurture the interests that set your soul on fire!

With love,

JoAnne Woodard

JoAnne Woodard, Ph.D
Founder/Executive Director
Sallie B. Howard School of Arts & Science

Contact Information

School Hours: 9:00am - 4:45pm

Mailing address: 1004 Herring Ave E. Wilson, NC 27893

Main office: (252) 293-4150 EXT 2

Website: <https://salliebhowardschool.com/high-school/>

Email: parents@sallieb.net

NAME	TITLE	EMAIL
EXECUTIVE LEADERSHIP		
Woodard, JoAnne	Executive Director	JWoodard@sallieb.net
Aggarwal, Sandeep	Assistant Director, Dean of Business	Sandeep@sallieb.net
Reaves, Glenn	Principal	GReaves@sallieb.net
ADMINISTRATION		
Hines, Kimberly	Student Services	KFarmer@sallieb.net
DeLoatch, Shaquanta	Administrative Assistant	SDeLoatch@sallieb.net
FACULTY		
Almerino, Jonas	Science Teacher	JAlmerino@sallieb.net
Foster, Alepha	Dance Teacher	AFoster@sallieb.net
Janson, Amanda	Theatre Teacher	AJanson@sallieb.net
Joseph, Wilkins	History Teacher	JWillkins@sallieb.net
Lumbard, Dirk	Theatre Teacher	DLumbard@sallieb.net
Medan, Yaqshaan	Dance Teacher	YMedan@sallieb.net
Moran, Michelle	Dance Teacher	MMoran@sallieb.net
Nobles, Carrie	Visual Arts	CNobles@sallieb.net
Pegram, Debra	P.E. Teacher	DPegram@sallieb.net
Peralta, Carlos	Spanish	CPeralta@sallieb.net
Poole, Mavis	Music Teacher	MPoole@sallieb.net
Simonof, Brandi	Biotech Teacher	BSimonof@sallieb.net
Smith, Natasha	Visual Arts	NSmith@sallieb.net
Steele, Kirsten	English Teacher	KSteele@sallieb.net
Strong, Al	Music Teacher	AStrong@sallieb.net
Torres, Diana	Theatre Teacher	DTorres@sallieb.net
Westhusing, Aaron	Math Teacher	AWesthusing@sallieb.net

Communication with Teachers and Staff

The faculty and staff of Sallie B. Howard School welcome and encourage direct communication with our families. The best way to communicate with the faculty and staff is through Remind and email (parents@sallieb.net). Please allow 24 hours for staff to respond. When a response is needed sooner, please call the main office and leave a message.

Confidentiality

Information concerning students, families and staff is confidential and cannot be shared at any time. **Faculty, staff and administration may only share information concerning student's behavior, performance, or disciplinary action with a student's parent or legal guardians.** According to State and Federal Statutes, administration is restricted in what may be discussed regarding personnel issues. The Board of Directors and administration retain the authority to designate individuals to work with confidential information on behalf of the school. Violations in our school must follow rules of confidentiality.

Board of Directors

SBHS is a public charter school under the auspices of the Youth Enrichment Program of Wilson, a charitable 503c, non-profit organization established in 1991. SBHS is governed by a Board of Directors. The Board of Directors has 8 members charged with the primary responsibilities of ensuring the school is achieving its mission, creating and following Board policies, overseeing the strategic plan for the school, and approving the annual budget. The Board is also responsible for establishing operational polices. The Board meets 10 times per year. All Board meetings are open to the public and date for each meeting is available on the school website.

- H. Maurice Barnes, Chair
- Maurice Coble
- Bob Worthington
- Robert A Farris Jr.
- Catherine Andrews
- Rosa Simon
- Annie Fay Morris
- Geraldine E Dew

Mission

Sallie B. Howard School of Arts and Science is committed to cultivating high student achievement in academics, character and the arts. Our mission is to provide every child – privileged or underprivileged – with the kind of education that nurtures their gifts, talents, and potential and enables them to become more than they ever thought they would be.

Overview & History

Overview

Sallie B. Howard School of Arts & Science is a free, public charter school founded in 1997 in Wilson, N.C. that serves over 1000 students in grades K-10. Named after the legendary author, educator, playwright and actress Sallie Baldwin Howard, SBHS is dedicated to ensuring that every child – privileged or underprivileged – gets the kind of education that will allow them to become more than they ever thought they would be.

With a performing arts-based curriculum, a study abroad program that has brought hundreds of children to nearly all 7 continents, a culturally-diverse faculty and student body, and the addition of a high school, Sallie B. Howard School is preparing its students to become 21st century industry leaders both locally and globally.

History

Established in 1989, **YEP (Youth Enrichment Program) of Wilson, Inc.** is a non-profit, tax-exempt, educational and cultural organization inspired by the legendary educator and playwright Mrs. Sallie Baldwin Howard and founded by Dr. JoAnne Woodard, a licensed psychologist and Wilson native.

From the very beginning, this work was a labor of love. YEP began as a volunteer grassroots initiative devoted to breaking the cycle of drugs, crime, truancy and teenage pregnancy in low-income communities. The organization developed educational programs — summer camps, community choirs, workshops for boys, rites of passage training, parent education seminars and more – to build self-confidence and raise the achievements and aspirations of local youth. For 8 consecutive summers, YEP served over 400 children each year thanks to the support of area churches, elected officials and community leaders. The program's impact was immediate: Wilson saw a decline in juvenile crime during the summers and demand for enrollment created long waiting lists.

After just a few years, it became clear that YEP needed a more permanent year-round presence in the community. The organization went on to apply for and win one of North Carolina's first contracts to operate a public charter school. Thus, in 1997, the Sallie B. Howard School for the Arts & Education (SBHS) was born.

Two decades later, SBHS serves over 1,000 students in grades K-8 and features a performing arts-based curriculum, a travel abroad program, and a culturally diverse faculty. In 2020, the school will expand to include the SBH High School of Biotechnology and the Fine Arts.

Since its founding, SBHS has been on a mission to capture the imagination and spirit of children whose lives and accomplishments would be unfulfilled had there not been a school dedicated to the ideals that Mrs. Howard lived, taught, and left as her legacy. With passion, heart, and determination, Sallie B. Howard School has helped many children believe and achieve their dreams.

Eagle P.R.I.D.E.

As a Sallie B. Howard Eagle, I will demonstrate...

- P- PERSEVERANCE
- R- RESPECT
- I-INTEGRITY
- D- DISCIPLINE
- E- EXCELLENCE

Our Students

Our goal is to graduate students who possess a strong sense of character, critical thinking skills, confidence and discipline that they can carry into their future professions. Students who succeed at SBH School of Arts and Science demonstrate the following:

- Desire a career in the arts or sciences.
- Possess strong study habits.
- Be willing to dedicate extensive time each week to practice and rehearsals.
- Maintain solid writing skills.
- Be able to successfully balance academic classes with arts/biotech studies.
- Have a clean behavior record.

These qualities will best prepare our students to compete in the 21st century job market.

Calendar

Sallie B. Howard School

2020-2021 Calendar

July 20						
Su	M	Tu	W	Th	F	Sa
			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 20						
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						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 20						
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		1	2	3	4	5
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13	14	15	16	17	18	19
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27	28	29	30			

October 20						
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November 20						
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29	30					

December 20						
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January 21						
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31						

February 21						
Su	M	Tu	W	Th	F	Sa
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28						

March 21						
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14	15	16	17	18	19	20
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28	29	30	31			

April 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
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May 21						
Su	M	Tu	W	Th	F	Sa
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30	31					

June 21						
Su	M	Tu	W	Th	F	Sa
						1
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30						

July 21						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 21						
Su	M	Tu	W	Th	F	Sa
						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					

- Progress Report/ Report Card
- Remote Learning/Teacher Workday
- Half-Day - Student Release at 12:00pm
- Intercession - No School
- First Day of School
- Teacher Workday - No Students
- Holiday - No School
- Staff Meeting :: Afterschool
- EOG Testing Window
- Last Day of School

Revised 05/21/2019. Board approved

July
22 - 31 Teacher Workdays
August
3 First Day of School 31 Teacher Workday
September
1 Progress Report 7 Holiday - Labor Day 16 Remote Learning/Teacher Workday
October
2 Half Day Teacher Workday 6 Report Card 7 - 16 Fall Break 19 Remote Learning/Teacher Workday
November
11 Holiday - Veterans Day 17 Progress Report 25 - 27 Thanksgiving Break
December
18 Half Day Teacher Workday 22 Report Card 23 - 31 Winter Break
January
1 Winter Break 4 Remote Learning/Teacher Workday 18 Holiday - King Holiday
February
10 Progress Report 17 Remote Learning/Teacher Workday
March
17 Half Day Teacher Workday 19 Report Card 22 - 31 Spring Break
April
1 Spring Break 2 Remote Learning/Teacher Workday
May
4 Progress Report 12 Half Day Teacher Workday 31 Holiday - Memorial Day
June
4 Last Day of School 4 Half Day Teacher Workday 7 Teacher Workday

Bell Schedules

Daily Schedule	Start	End
Arrival	9:20	9:30
First Block	9:30	11:00
Second Block	11:05	12:35
Third Block	12:40	2:10
Lunch	2:20	2:50
Fourth Block	3:00	4:30
Dismissal	4:30	

Early Release Bell	Start	End
Arrival	9:20	9:30
First Block	9:30	10:40
Second Block	10:45	11:55
Third Block	12:00	1:10
Fourth Block	1:15	2:25
Grab & Go Lunch	2:30	2:40

Attendance

Sallie B. Howard high school students are expected to be at school on time and to maintain their school commitments everyday as long as health and family circumstances permit. Attendance is mandatory. The State of North Carolina has a compulsory attendance law requiring school age students to be in attendance when school is in session barring any unforeseen circumstances. Students failing to comply may be referred for truancy. Students are expected to be in class at the time posted for that class. Students not in class at the designated time must have a signed pass from a SBHS staff member in order to be admitted. Students who are continually tardy (multiples of three) may be referred to the administration for disciplinary action. Students must be present for more than 45 minutes to be counted present. In order to receive credit for a class, the student must not be marked absent for more than eight (8) days per semester in that class.

Before & After School

Students may arrive at school at 9:00 and must leave by 4:45.

Students are expected to be in class and ready to learn when the bell rings for each class period. After the first bell at 9:30, any students arriving must sign in at the front office and receive a tardy pass. Students may stay after school for school-sanctioned activities and rehearsals ONLY and must be supervised by a Teacher at all times.

Absence Documentation

When a student is absent, the school requires documentation regarding the reason for the absence within three school days of the student's return. Documentation due to a medical visit will only be accepted via notes from medical, dental, or mental health professionals.

Furthermore, such documentation must be on the official letterhead with the healthcare provider's signature. Sallie B. Howard reserves the right to require documentation of absences in all cases; regardless of whether a parent note has been submitted.

Unexcused Absences

An absence cannot be excused without proper documentation. All absences are coded as unexcused until proper documentation has been received. Unexcused absences include:

- Absences for which documentation has been provided but the justification of the absence does not meet the state standards. Weather-related absences will not be excused outside of school initiated closing or delays.
- Undocumented absences occur when a student does not present adequate written documentation to the main office explaining the absence or fails to provide parent acknowledgement of the absence within the allotted three (3) school days following the absence. Students with an undocumented absence may submit make-up work, subject to school guidelines.

Excused Absences

Documentation should come from a parent, medical professional or other party who can justify the absence. Excused absences are only issued for the following reasons with verification:

- Student illness
- Medical appointments
- Death in the immediate family
- Court proceedings
- Religious observances
- Educational opportunity (at the discretion of the principal; prior approval required)
- Suspension
- Extenuating circumstances will be considered by the principal.

School sponsored trips, in which a student misses' class, are not considered absences; however, the student is responsible for making up any missed work.

Hall Passes

Required when students leave class at non-transition times.

Leaving Campus

All students are to remain on campus at all times during the school day, with the following exceptions:

- Students with notes from their parents may be excused for medical appointments. Students are required to present the office with a note from the medical provider immediately upon their return to school.
- Sophomores and juniors may leave at designated times for community-service projects.
- Senior leaders may leave campus for lunches as granted by the High School Director.

Students may leave campus only with permission from parents and the School. In unexpected situations, or in case of illness, students must contact the parent, who may verbally release a student from school. A student leaving school during the school day must sign out in the office.

Student Sign-In/Sign-Out

A parent/guardian who arrives to pick-up a child for early pick-up from the school must adhere to the following procedures:

1. Carry and show legal identification (i.e. driver's license).
2. Sign out students at the computer in the reception area.
3. Remain in the lobby area until the child arrives in the front office.

Students will only be permitted to leave school with a parent/guardian or anyone the parent deems acceptable as an emergency contact. If the parent/guardian is allowing someone else to pick up his or her child, he or she needs to call the school and inform the emergency contact person of the requirements.

Visitation & Deliveries

We are pleased to have parents, guardians, and extended family visit the school. Sallie B. Howard requires every visitor to sign in and out at the high school building office and to wear a visitor tag during their visit.

To avoid distraction to your students' instruction, we ask that you keep deliveries to a minimum. Please check with your student each morning to ensure he or she has their technology, schoolwork, and lunch.

Items such as flowers, balloons, outside food and other gifts create a disruption of the educational process when delivered to the school. **These items are not permitted** during the school day and will not be accepted by the main office or any staff member.

Surveillance

Sallie B. Howard high school is closely monitored by a closed-circuit security system that records video.

Cell Phones

Cell phones and other personal digital devices can be used before school and at lunch. Devices MAY NOT be used during instructional time or transitions unless expressly allowed by the Teacher, including wireless Bluetooth earbuds. Smart watches will be confiscated if they interfere with instruction.

Food & Drink

Students may not eat in class. All drink containers must be tightly sealed. No outside drink or food is allowed (e.g., McDonald's, Starbucks).

Lost & Found

Items found that are unclaimed are turned into the main office. If a student is looking for something that has been lost, he or she should check with the office assistant.

Transportation

Bus Transportation

School bus transportation is provided for any student living within Wilson County. Families living outside of Wilson County must provide their own transportation to and from school. The SBHS Transportation Coordinator is responsible for student bus assignments and will verify bus assignments according to the address provided in the student's record. All buses must follow their route as designated unless prior approval is given by administration, emergency, or road work permit. The bus schedule will be posted on our school website.

Students may not ride any bus other than the one they are assigned and must enter and exit the bus at their assigned stop. All misconduct on the bus or at bus stops is considered a violation of school rules and will be reported promptly to school administration. Per NC law, riding a school bus is a privilege which may be withdrawn temporarily or permanently. The privilege of riding the bus may be suspended or revoked if student behaviors warrant such action.

Bus Safety

The following safety instructions must be followed by all students riding school provided transportation:

- Be at your bus stop on time. It is recommended that students arrive 5 minutes before the scheduled arrival time.
- Students should wait for the bus at their designated spot without entering the street.
- Do not cross the street until the bus comes to a complete stop.
- Use the handrail when boarding the bus.
- Quickly take a seat facing the front, and remain seated.
- Observe a silent ride policy, keeping hands and feet to yourself at all times. No hitting, fighting, throwing, etc. is allowed for any reason. Do not put hands, heads, or objects out of the window.
- We do not allow food, drinks, gum, or toys. Help keep the inside of the bus clean.
- Be polite to everyone on the bus.
- Remain in your seat until the bus comes to a stop. Keep all body parts inside the bus.
- Ask permission of the driver to put windows down.
- Do not use the emergency door except in an emergency.
- Exit the bus quickly watching for traffic.
- When getting off the bus, make sure that the driver can always see you.
- If you must cross the street, only do so in front of the bus.

Should a bus accident occur, parents will be notified by the ED or his/her designee as soon as possible. Should you have any questions or concerns regarding transportation, contact the transportation coordinator or the front office.

Driving Safety

Students who are of the legal driving age (18) and have a state-issued driver's license may drive to school. Students are expected to drive carefully and respectfully – both on and off campus -- at all times, and to exercise special caution where safety is an issue. Students who drive recklessly will lose their drive-on campus privilege. Students (nor anyone else) must not use cell phones or text while their vehicles are in motion, especially in the school parking lot.

Emergency Procedures

The safety and well-being of our students and community members at SBHS is a top priority. As a school, we work to ensure that everyone is safe on our campus. Outlined below are important practices that keep our community safe.

- An emergency plan and crisis manual are routinely evaluated, updated, and implemented.
- Our staff receives yearly training in first Aid, Bloodborne Pathogens (BBP), CPR, Diabetes and Epi-Pens.
- Staff members are certified by American Red Cross in first aid, BBP CPR and AED use.
- The emergency plan and certified manual are reviewed with all staff members throughout the school year.
- SBHS works directly with the Wilson Police department.
- The School Improvement Team regularly reviews and discusses school safety.
- Our administrative and counseling staff have been trained in the event of an Active Shooter Threat.

Emergency Drills

Emergency drills are practiced throughout the school year to ensure our students and staff are well prepared in the event of an emergency. SBHS parents will be notified when we run full lock-down drills. The types of drills we practice are listed below:

- Evacuation (once a month): also referred to as “fire drills.”
- Tornado (at least once a year).
- Full Lockdown (at least once per year): a maximum level of school wide security is practiced, requiring staff and students to seek as much safety as possible by using barriers to block sight as well as other safety measures.

Real Crisis Emergencies

In the event there is a real or perceived emergency, Sallie B. Howard will always err on the side of safety. SBHS parents and guardians will be notified when we enter a Perimeter or Full Lockdown. Communication will be sent as soon as we are able and will include any relevant information about the event. Please understand we must comply with confidentiality laws and are not always able to completely divulge the details surrounding the event.

Weather-Related Procedures

Sallie B. Howard follows WCPSS when it comes to weather-related closing and delays. In the event of a weather-related closing, an announcement on the website and social media pages will be made and a robo-call will be sent. Please note that in the event of an area-wide power failure, these updates may not be possible.

Information on closings or delays can be found at the following:

- School Messaging: Text, Voice, and/or Email Notifications
- Social Media: Facebook (Sallie B. Howard School); Instagram/Twitter (@salliebhoward)
- School Website: salliebhowardschool.com
- News: Local ABC, NBC, and CBS stations

Parents/Guardians & Safety

SBHS parents are a crucial component of our school’s safety. Please follow the items outlined below to ensure you are a part of our efforts to keep everyone safe.

- Always follow our drop-off and pick-up procedures.
- Talk to your student about safety at school. Process drills and real emergencies with them at home.
- Do not attempt to pick-up our child during a drill or a real emergency. We cannot pull students out of classrooms during lockdowns. This compromises the safety of everyone at Sallie B. Howard. If students need to be picked up early from school due to an emergency, you will be notified.
- Report suspicious looking individuals or behaviors to a staff member immediately.
- Always sign in and out at the main office and wear a visitor's badge when in the building.
- If you are in the building during a drill or Lockdown, you must follow all procedures as well as any instructions given by a staff member.

Health & Medical Policies

Illness & Injury

Please use these guidelines when determining whether to keep your student home.

- Vomiting and/or diarrhea in previous 24 hours
- Temperature of 100 degrees or higher (Students must remain home until fever free for 24 hours without medication).
- Any suspicious rash must be seen by a physician. Students may return to school only with a medical doctor's note deeming the rash to be non-contagious.
- Illness that prevents a student from participating comfortably in classroom or rehearsal activities.
- Pink Eye with discharge - may return to school after treatment
- Strep Throat - until 24 hours after medication has been started.
- Head Lice - until morning after first treatment.
- Scabies- until after treatment is completed.
- Any communicable disease deemed by the Administration to require doctor approval to return to school.

When a child is too ill to remain in class, we will contact you using the emergency contact information we have on record. Please make prompt arrangements to pick up sick or injured children. To aid in this process please make sure emergency information is kept up-to-date with the front office and registrar's office.

When serious injury or medical emergencies arise, the 911 rescue squad is called and parents are notified immediately. Emergency medical procedures are administered as needed by rescue personnel until the parent or guardian arrives. If the emergency medical condition is life-threatening, as determined by qualified medical personnel at the scene, and parents or family cannot be contacted in a timely manner, all necessary medical procedures to safeguard the life of the student will be permitted by prior written permission from the parent or guardian. If the emergency medical condition is not life-threatening, the parent or guardian will give permission for further medical procedures to be conducted.

Medications

If a student must take medication at school, the medication and the appropriate medication administration form must be turned in to the main office. Failure to do so could result in the student being in violation of the Alcohol, Drug and Tobacco Policy of this handbook. Medication will only be distributed as ordered. Medication must be delivered to the school by a parent or guardian, in the original prescription bottle with clear directions visible on the label. It is the responsibility of the family to make sure that prescriptions are kept filled. It is also the responsibility of the parent/guardian to notify the nurse or office of any changes in the student's medication. Medication cannot be distributed without the proper consent form on file and documentation from the doctor. No over-the-counter medication can be administered without a medical order. Medication orders must be on a Sallie B. Howard Medication authorization form. Sallie B. Howard will not accept authorization forms from other school districts. All medication orders are only valid for the current school year. All unused medication not picked up by the parent/guardian at the end of the school year, will be properly disposed.

Self-Administration/Self-Carry medication

Students are only allowed to self-carry emergency lifesaving medication, such as insulin, inhalers, or epi-pens. A current authorization form must be on file and the student and parent must have signed the Self-Administration form. The student must also be checked off by the school nurse to determine the student's capability and competence to self-administer. No over the counter medication can be carried by the student and self-administered.

Health Conditions

The school is committed to identifying and safely meeting the needs of all students with acute and/or chronic health conditions. It is the responsibility of the parent/guardian to inform the school of these situations so that, if needed, an individualized Health Plan (IHP) and/or Emergency Action Plan (EAP) may be completed and implemented. At the beginning of each school year, the Health History form is provided to each student, for the parent/guardian to complete and return to the school.

Individualized Health Plans and Emergency Action plans

These forms are valid for one school year. An Emergency Action Plan will be completed for students who require emergency medication at school. The EAP will be developed by the school nurse, according to the healthcare provider's orders on the Medication Administration Authorization Form, and parent/legal guardian.

Immunizations

Every student present in the State of North Carolina entering a public school shall be immunized at the age required by the Commission. Every parent, guardian, person in loco parentis and person or agency, whether governmental or private, with legal custody of a child shall have the responsibility to ensure that the child has received the required immunizations for the child as soon as possible after the start of the school within 30 calendar days of the first day of school attendance. Students out of compliance with this regulation will not be allowed to attend school until the age-appropriate immunization requirements are met.

Communicable Diseases

SBHS aims to provide a safe and secure environment free of infection from communicable disease for all students and employees. To balance the need to protect the privacy rights of students and employees and to control the spread of communicable diseases and conditions, decisions concerning necessary action shall be made on a case-by-case basis in accordance with this policy, sound judgment, and applicable legal requirements.

A communicable disease or condition is defined as an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal.

This policy applies to all legally reportable communicable diseases, including HIV and AIDS, as set forth in state regulations.

In order to prevent the spread of communicable diseases, universal health and safety precautions, which include regulations regarding the cleanup of all bodily fluids (including blood), shall be distributed by the ED or his/her designee and shall be followed by all SBHS employees.

In accordance with state law, the ED or his or her designee shall report suspected cases of reportable communicable diseases or conditions to the county health director for investigation and shall provide available factual information to substantiate the report. Such reports shall remain strictly confidential and may be shared only with other staff members as necessary to prepare and file a report. All staff members who are made aware of any such report shall keep such information confidential. Without releasing any information that would identify the affected student when not required, the Superintendent shall report suspected cases of reportable communicable diseases or conditions to the Board.

Any student suffering from a communicable disease or condition shall follow all control measures issued by the county health director and shall take all necessary precautions to prevent the transmission of the disease or condition. Any SBHS employee who has reason to believe that a student is suffering from a reportable communicable disease and failing to follow safe practices shall report this to the School Administration or school health professional. Failure to follow control measures may result in disciplinary action. The Parent(s) of a student suffering from a communicable disease should inform the Dean so that appropriate accommodations and precautions may be put in place.

If the county health director notifies SBHS that a student with a communicable disease or condition may pose a threat to public health, the student and his or her Parents shall cooperate with the health director to eliminate the threat. It is the responsibility of the health director to determine when the SBHS community must be notified of the outbreak of a contagious disease. School officials shall cooperate with the health director in issuing such notification.

It is the responsibility of the county health director to notify SBHS if a student infected with the HIV virus is enrolled or scheduled for admission to the school, and if there is a serious risk of transmission of the virus by the student.

Communicable illnesses include:

Chicken Pox: Student is excluded from school for 6 days after the rash appears or until all blisters have formed scabs.

Measles: Student is excluded until physician's written approval is given and the student is no longer contagious.

Ringworm: Student is excluded from school until seen by a doctor and treatment is started.

Pink Eye: Student is excluded if: eyes are severely red, swollen, there is yellow discharge, the student excessively rubs the itching eye, or it appears that cases are being transmitted from one student to another. Students should not return to school until prescription medication has been applied for up to 24 hours.

Impetigo: Student is excluded from school if he/she has more than 3 or 4 sores and until seen by a physician and treated with prescription antibiotic for 24 hours. Proof of medication is required.

Streptococcal and Staphylococcal Infections: Student is excluded from school until treated with prescription antibiotic. Students with a confirmed case of MRSA (Methicillin-resistant Staphylococcus aureus) will be treated on an individual basis. The student's physician, the school health professional, and Principal will decide when a student identified with MRSA infection may return to school.

Head Lice

SBHS will take prompt action to eliminate the threat of head lice. Head lice do not represent a disease or infection and can therefore be readily treated. In-school transmission is considered to be rare and when transmission occurs, it is generally found among younger-age children with increased head-to-head contact. Children found with live head lice should remain in class, but be discouraged from close direct head contact with others. The school health professional or designated school staff will contact the parents to discuss treating the child by the end of the school day. Students with lice and have received treatment may not be excluded from school, however, further monitoring for re-infestation is appropriate as deemed necessary. Any member of the school community who knows of a manifestation of head lice should report this to a responsible staff member. A written notice will be sent to the parents of all students in a classroom where a confirmed case of head lice occurs; confidentiality and privacy of the affected student will be maintained. In classrooms where an outbreak (three or more cases) of head lice occurs, all students will be examined by the school health professional. The school health professional play an important role in providing education, addressing myths, and preventing any stigmatization regarding health issues.

Diabetes Plans and Compliance Reports

SBHS shall implement rules and procedures for students with diabetes in accordance with State Board of Education requirements and G.S. 115C-375.3. This includes making available necessary information and staff development to teachers and school personnel in order to appropriately support and assist students with diabetes in accordance with their individual diabetes care plans.

Health Insurance

SBHS does not maintain health insurance for students. We will be happy to refer families without health insurance for their children to sources where assistance in providing insurance for children may be available. For further information, please contact our front office.

Garrett's Law

Garrett's Law or G.S. 115C-47(44) was passed in July 2004. The law mandates that schools provide parents with information about meningococcal meningitis and influenza and their vaccines at the beginning of each school year. The flu is a highly contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. Symptoms include: fever (usually high), headache, extreme tiredness, dry cough, sore throat,

runny or stuffy nose, and muscle aches. The flu vaccine is generally effective in preventing cases of the flu, so it is recommended that the pros and cons of taking the vaccine be discussed with the student's physician.

Meningococcal meningitis is another respiratory illness with symptoms that may resemble the flu. Seek immediate medical care if your child develops fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. The Advisory Committee of Immunization Practices recommends vaccination for college-aged students. With any contagious respiratory illness, the best method of prevention is good health habits. It is important to stay at home when sick. Take the following precautions to prevent illness;

- Avoid close contact with people who are sick,
- Cover mouth and nose with a tissue when coughing or sneezing,
- Avoid touching eyes, nose or mouth, and
- Wash hands to protect from germs

Information about the flu or meningococcal meningitis may be found at www.immunizenc.com

Child Abuse or Neglect

Sallie B. Howard School believes students must be afforded the utmost protection in all suspected cases of child abuse and neglect. North Carolina law requires that any school employee who knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of child abuse or neglect must report the case to the Director of Social Services. Once the suspected child abuse or neglect is reported, the school employee should refrain from further investigation. All questions about reports must be directed to Child Protective Services, not the school. Child Protective Services will determine if abuse or neglect has occurred.

Suicide Risk/Prevention

SBHS has adopted a suicide prevention protocol to increase the safety of at-risk youth and to protect the entire school community. An SBHS clinical consultant, social worker, and health professional are specially trained to intervene, assess, and refer students at risk for suicide. These staff members will serve as screeners for suicide risk and prevention. These staff will also educate, inform, and train others in suicide risk and prevention where necessary.

A suicidal event or risk is recognized as an attempt, gesture or thoughts of suicide expressed by a student verbally, behaviorally or in written form. The event is reported in-person to a School Screener (Clinical Consultant, Social Worker, or Health Professional); and the building administrator(s) are notified.

The school screener gathers information and determines the level of risk and need for further screening (a consultation with another school screener may also be utilized). Emergency services will be contacted if the student presents an eminent danger to themselves, i.e., ingests medication or other harmful substances, attempts to leave campus, threatens themselves (or others) with a weapon. Parents/guardians will be contacted immediately to inform and obtain further information and make any necessary referrals. If the level of response requires out-of-school treatment, the student should be re-assessed by a school screener prior to re-entry. If necessary, a safety plan will be developed and shared with responsible parties. Confidentiality and privacy are maintained on all health details.

Academics

Sallie B. Howard High School offers the choice to focus on one of six concentrations of Arts and Science: Biotechnology, Dance, Instrumental Music, Theatre, Visual Arts, and Vocal Music. As a high school that prepares students for careers in these areas, it is important to note that placement in these programs is done through an audition or interview screening process. Our program is committed to offer a rigorous pre-professional arts and biotechnology curriculum. Consequently, we instruct a high level of course work in each area that requires dedication, effort, and a high quality of work from students.

As a premier arts and science high school, many presentations are offered to the public and students are required to participate. We have several public events which showcase polished student performances or project presentations. Additionally, SBH provides opportunities for our students to work with a variety of guest artists and professionals in their fields, as well as apprenticeship experiences.

Majors/Concentrations

Biotechnology

The Biotechnology path at Sallie B. Howard High School offers an intense college preparatory curriculum with an emphasis on laboratory science and research. Biotech majors receive instruction in the fundamentals of biotechnology and bioethics and their applications within society. Our Biotech program features:

- A well-equipped research lab that allows students to undertake long-term research projects and engage in cutting-edge laboratory work.
- A team of skilled instructors with vast experience at the lab bench and in the classroom; these instructors promote flexible thinking, strong laboratory skills and teamwork.
- Opportunity for certification as a lab assistant and up to one year's worth of college credit for.
- Internship and summer work placements as well as networking opportunities within the biotech industry.

Dance

The Dance program at the Sallie B. Howard High School aims to produce well-rounded, confident and capable dancers, skilled in ballet, jazz, modern, improvisation and choreography. Our goal is to prepare all dancers to be selected for any professional or college audition of their choice.

Students will progress through four levels of ballet, jazz and modern technique classes. They will also study improvisation, composition (choreography) and complete a senior project. A variety of elective courses will also be offered, including pointe, hip hop and acrobatics.

Program opportunities include:

- Master Classes
- Conventions

- National Competitions
- Out of state dance opportunities
- Preparation for summer intensive

Music

The mission of the Sallie B. Howard High School Music Program is to foster a culture of life-long learning by pairing young musicians with dynamic artist- educators who advance the cause of the arts and cultivate talent for the music industry of tomorrow.

There are two divisions of our Music Department: Instrumental and Vocal.

Instrumental Music – A modern approach to music instruction, centered around composing, recording, and performing jazz and classical music.

Vocal Music – In-depth instruction in vocal technique and performance practices designed to prepare students for today’s industry standards.

Core course offerings:

- Aural Skills
- Piano Theory
- Jazz Combo
- Music History
- Jazz/Vocal Ensemble
- Vocal Diction
- Instrument Technique
- Concert Choir

Specialized course offerings:

- Intro to Music Business
- Audio & Recording Techniques
- Composition
- College Audition Prep

Progress for music students of SBH High School will be assessed throughout each quarter in Applied Instrument Workshop classes, and during annual performance juries. Students are expected to demonstrate substantial progress when performing their respective solo pieces before peers and music staff.

Theatre

The vision of the Sallie B. Howard High School Theatre Program is to develop students into well-trained performers in the different areas of theatre and to produce lifelong learners with high critical-thinking skills.

The program’s mission is to get students ready to audition for any university theatre. Our high school will provide them with performance opportunities, competitions, internships, and more to allow them to practice their craft and build their resume.

The Theatre Department offers two majoring tracks: Acting and Musical Theatre. On top of that, every actor will get training and practice in technical theatre.

Art

The Visual Art program at Sallie B. Howard High School offers students an exploration of various mediums and techniques to help them articulate their creative voice.

Goals of the Visual Art high school curriculum are:

- To provide a balanced curriculum of both traditional and contemporary art techniques.
- To nurture student's personal voice in their work.
- To coach students in producing a thorough portfolio for college entry into a Visual Art major.
- To prepare students to be business savvy entrepreneurs in the Visual Art market.

The Visual Art program seeks students with:

- A passion for the visual arts
- Strong observational skills and hand-eye coordination
- Self-motivation
- Courage to be different
- A full range of values in work

General Ed

Students can also opt to declare Gen Ed as their major/concentration and take a number of electives as mandated by the state curriculum.

Core Requirements

All public high school students must meet minimum state graduation requirements to earn a diploma and graduate. These graduation requirements are considered the Future-Ready Course of Study (FRC) requirements and are designed to prepare students for post-secondary success.

The state requires students to earn a minimum of 22 credits to graduate from high school. SBH High School's curriculum requires 28 credits.

Subject	Required units
English	4
Mathematics	4
Science	3
Health and P. E	1
Electives / Concentrations	12
Foreign Language	2
Total units	28

State Requirements

Future-Ready Course of Study: Students entering Grade 9 in 2020-2021

Four sequential English credits which shall be:

1. Starting with English I
2. English II
3. English III
4. English IV

Four Mathematics credits which shall be either

1. NC Math 1, 2, and 3 and a fourth mathematics course to be aligned with the student's post high school plans
2. In the rare instance a principal exempts a student from the Future-Ready Core mathematics sequence, except as limited by N.C.G.S. §115C-81(b), the student will be required to pass: NC Math 1 and Math 2 plus two additional courses identified on the NC DPI Math options chart.

Note: Credit shall be awarded for Math I, II, III if taken prior to the 2016-17 school year.

Three Science credits which shall be:

1. a physical science course
2. Biology
3. an earth/environmental science course

Four Social Studies credits which shall be:

1. A founding principles course which shall be either:
 1. American History: Founding Principles, Civics and Economics
 2. Founding Principles of the United States of America and North Carolina: Civic Literacy
2. An American history course which shall be either:
 1. American History I
 2. American History II
 3. American History
3. World History
4. Economics and Personal Finance

NOTE: It is strongly recommended that these students take World History in the first year of their high school Social Studies course sequence due to the nature of the adoption of the new Social Studies Standard Course of Study effective in 2021-22. Economics and Personal Finance is strongly recommended to be offered later in the student's high school career.

One Health and Physical Education credit

1. Students are required to successfully complete CPR instruction to meet Healthful Living Essential Standards as a requirement for high school graduation.
2. Accommodations/alternative assessments for students identified by ADA or IDEA will be provided.

Two Elective credits of any combination from either:

1. Career and Technical Education (CTE) or

2. Arts Education or
3. World Language

Note: For clarification, possible elective combinations may include 2 World Language credits; or 1 CTE credit and 1 Arts Education credit; or 2 CTE credits; or 1 Arts Education credit and 1 World Language credit; or other combinations from a, b and c.

Four Elective credits from the following (four-course concentration recommended):

1. Career and Technical Education (CTE)
2. ROTC
3. Arts Education (e.g., dance, music, theater arts, visual arts)
4. Any other subject area or cross-disciplinary courses (e.g., mathematics, science, social studies, English and dual enrollment courses)

Sallie B. Howard High School students must also successfully complete CPR training and maintain a minimum GPA of 1.0.

Promotion & Grading

In addition to local requirements for promotion, standards for promotion and individual course credit as appointed by the State Board of Education of Public Instruction shall apply.

To be a Sophomore	6 unidades
To be a Junior	13 piezas
To be a Senior	20 unidades
To Graduate	28 unidades y entrenamiento en RCP

Students who have been retained in a grade (9-12) and have earned the appropriate number of credits at the end of the first semester will be considered for mid-year promotion. Students may not be promoted ahead of their graduating class.

The Principal or designee on an individual basis will determine promotions and graduation requirements of students who transfer into Sallie B. Howard. The units earned at the time of enrollment will determine the requirements and the number of opportunities to earn credits toward the expected year of graduation.

Grading Scale

A	B	C	D	F
90-100 %	80-89%	70-79 %	60-69 %	Below 60 %

Grade-Point Average

The State of North Carolina now requires all public high schools to use standardized transcripts and to calculate the grade-point average and class rank by a standard method. All courses are assigned the same quality point value except those designated as Honors, Advanced Placement, and International Baccalaureate courses.

Quality Points

Regular Courses	Honors Courses	AP / IB Courses
A = 4	A = 4.5	A = 5
B = 3	B = 3.5	B = 3
C = 2	C = 2.5	C = 2
D = 1	D = 1.5	D = 1
F = 0	F = 0	F = 0

Calculating Grade Point Average

Calculating Grade Point Average Grade point averages are often utilized to ascertain eligibility for college or university entrance, class rank, or standing on the honor roll or principal's list. To calculate a GPA, set up three columns. In the 1st column, put the course title. In the 2nd column, list the grade letter. In the 3rd column, record the points for that grade according to the quality point chart above. Add up the points in the 3rd column and divide by the number of subjects listed. This final number is your GPA.

For Example:

Subject	Grade	Points
Math I	B	3
English I - Honors	A	4.5
Spanish	A	4
Physical Science	C	2
Total	4	13.5

$$\text{GPA} = 13.5/4 = 3.375$$

Performances

Arts integration is an integral instructional methodology at SBHS. The arts are viewed as a critical part of the curriculum and a participating student's attendance is mandatory at his or her performances. As a result, performance or presentations are part of the criteria used to determine your student's grade in art subjects. Each Teacher will determine how an unexcused absence will impact the student's grade. Please review each Teacher's syllabus for further details regarding performance expectations.

Required Course Work

Each discipline has a predetermined series of required courses. Entering a program after freshman year will mandate an individualized plan designed by the department instructors. If a student encounters an unavoidable scheduling conflict and is unable to complete a required class, the concentration instructors will meet with the student and parents to agree upon a specific course of action.

Exemptions to a Required Course

Students who have had outside training in a discipline and make a claim for a specific placement will have to submit an application and pass our evaluation of the previous level. We understand each student has specific needs and we will take those into consideration; however, we cannot guarantee that the exemption will be granted.

Process of Dismissal from Concentrations

Students and their parents must sign a contract of commitment to their concentration. Violation of this contract may result in a probationary period or immediate dismissal. Each situation will be handled on a case by case basis.

Grounds for dismissal from a concentration include:

- Not enrolling in any required area course.
- Not maintaining a "B" average or higher for the year in any concentration course.
- Attendance and discipline issues
- Repeated violations of the SBH High School Students Handbook
- Not meeting the basic etiquette for public presentations (included in each concentration handbook)
- Failure to meet the criteria agreed upon for removal from probation within the stipulated time

Policies & Procedures

Student Records

SBHS follows the rules and regulations of Permanent Student Records retention as outlined in the North Carolina Division of Archives and History Records Retention and Disposition. From time to time, a parent, legal guardian, or student over the age of 18 may wish to review their educational records. To do so, the individual must submit the Records Request or Transcript Form to the Dean of Student services.

Withdrawals/Transfers

Students choosing to withdraw from Sallie B. Howard High must have their parent or legal guardian submit a withdrawal request form to the Dean of Student services. Students wishing to transfer must return all electronic devices, books, supplies, and other SBHS belongings to the appropriate person before student records will be sent. Families should understand that requesting a transfer means relinquishing the student's spot at Sallie B. Howard.

Harassment Policy

Sallie B. Howard will not, under any circumstances, tolerate intimidation, humiliation, or degradation by any school community member on the basis of race, religion, gender/ gender identification, sexual orientation, nationality, or any other category of identity.

Any such conduct will result in serious consequences up to and including suspension or expulsion and may also result in legal action. Any instances of such behavior should be reported to the Teacher or other adult such as Mr. Reaves or Ms. Hines.

The following is a guide to examples of harassing behavior but is not an exhaustive list.

- Sexual harassment → Includes any unwanted sexual advances or any intimidating, degrading, and/or offensive conduct, whether it be verbal, visual, electronic, or physical. This includes sending or receiving explicit pictures.
- Sexual Orientation/Gender Identification → Includes explicit behaviors (verbal, written, physical) and forms like graffiti, epithets, and offensive remarks/jokes.
- Racial Harassment → Includes racist epithets and offensive jokes or stereotypes as well as more explicit behavior.
- Religious/Ethnic → Includes any behavior or remarks that demean, trivialize, or otherwise offend any religion or ethnicity.

Bullying/Cyberbullying Policy

Sallie B. Howard strives to be a place where ALL STUDENTS feel comfortable and affirmed. As such, any bullying, whether virtual or in person, will not be tolerated in the Sallie B. community. Bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived imbalance of power. Especially with virtual learning, cyberbullying is a very real concern.

The following is a list of common cyberbullying behaviors, but is not exhaustive:

- Building a fake profile or Website with the intent of intimidating or tormenting a minor/classmate
- Posting or encouraging posting of private, personal, or sexual information involving a minor/classmate
- Posting real or doctored images of a minor with the intent to intimidate/torment

- Accessing or attempting to access a minor's passwords
- Making statements/comments online intended to provoke a third party to stalk/harass a minor/classmate
- Making statements/comments online intended to intimidate/torment a minor/classmate

Any such behavior will result in disciplinary and potentially legal action, including suspension or expulsion.

Alcohol, Drug, and Tobacco Policy

Sallie B. Howard School of Arts and Science, will be free from illegal drugs, alcohol, or the abuse of prescribed or "over-the-counter" medication while attending or participating in any school-sponsored event. Sallie B. Howard High School will not use, consume, deliver, purchase, sell, have in their possession or be under the influence of illegal drugs, alcohol, or tobacco while on school property, or while attending or participating in any school-sponsored activity on or off campus. This policy is intended to include any and all paraphernalia associated with such contraband. This policy is in effect at all times regardless of the school calendar. Any Sallie B. Howard student at a school-sponsored activity, on campus or off, who chooses to remain in the company of another person who is clearly using, consuming, delivering, selling, or possessing illegal drugs or alcohol, or abusing prescribed medication, may also be considered in violation of this policy, unless he / she is clearly intervening to prevent a problem, to assist the person in difficulty, or to get adult assistance. If a student is concerned about his / her own involvement in drugs or alcohol or that of another student or friend, he / she is encouraged at any time to speak with their Administrator, the Guidance Counselor, or any faculty member with whom the student feels comfortable. Confidentiality will be kept in as much as the law permits. Those found to have violated this policy will be subject to a range of possible disciplinary measures up to and including dismissal from school depending on the circumstances.

Dress Code & Uniform

Sallie B. Howard School is a uniform school. By enrolling your child at SBHS you agree to the uniform policy. Students must comply with all elements of the uniform dress code. Students violating uniforms dress code will receive after school detention. Failure to report to detention will result in suspension.

- Students should be neat, clean, and well-groomed.
- Students are not permitted to wear hair colors other than natural hair colors.
- Students are not permitted to wear haircuts with multiple slashed and designs (Mohawks are permitted). Hairstyles should be moderate and not detract from the educational experience.
- Belts should be worn with pants on the waist. Pants may not sag or be pulled down from the waist.
- Only the official blue SBHS shirts can be worn.
- Shirts are to be tucked neatly inside pants, skirts, etc.
- Students are not permitted to wear jackets, hoodies, or other outerwear that covers up the official SBHS school shirt while inside any school building. If classroom temperatures are not warm enough for students' comfort, they may wear white, long-sleeved undershirts, t-shirts, turtlenecks, etc. underneath their school shirts. Parents may also special order and purchase long-sleeved SBHSS school shirts or other official SBHSS jackets and outerwear. Contact the front office for order information.

- Skirts/shorts must be appropriate, modest lengths. Knee length is most acceptable.
- Students are not permitted to wear face jewelry, e.g., nose, eyebrows, or tongue rings/studs Earrings and permitted.
- No gang tattoos, armbands, or gang paraphernalia can be worn.
- Large jewelry, pins or additions to uniforms are not permitted.
- Flip flops or thong slippers are not permitted.
- Leggings are not permitted.

Boys

- Pants: Gray dress pants
- Shirts: Navy knit polo shirt with official SBHS monogram, or white button-down dress shirt
- Blazer: Navy SBHS monogram blazer must be worn on Mondays with white button-down shirt
- Shoes: Black dress shoes with non-marking soles.
- Socks: Navy blue or black
- Belts: Black belts must be worn
- Tie: SBHS official tie; must be worn on Monday's

Girls:

- Skirts/pants: Gray skirts or dress pants
- Shirts: Navy knit polo shirt with official SBHS monogram, or white button-down dress shirt
- Blazer: Navy SBHS monogram blazer must be worn on Mondays with white button-down shirt
- Shoes: Navy dress shoes or dress boots, with non-marking soles.
- Socks: navy or black
- Belts: Black belts must be worn
- Crossover tie: SBHS office tie; must be worn on Monday's

Student Life

Students at Sallie B. Howard High School have access to several extra-curricular activities to enhance their high school experience:

- Student Government Association
- Principals Advisory Committee
- School Newspaper
- Yearbook
- Chess Club
- Fitness Club
- Prom

Code of Student Conduct

The Student Conduct code (“Student Code” or “Code”) governs student behavior occurring on SBHS property, at SBHS sponsored activities, plus all off-campus activity that threatens SBHS student/staff safety or property, or that substantially disrupts or is likely to disrupt school operations. Administration reserves the right to amend or add to the Student Conduct Code as unique situations arise. The administration further reserves the right to deviate from the star disciplinary action(s) based on unique or aggravating factors. This Student Conduct Code shall apply to any student:

- In any school building or any school premises before, during or after school hours:
- On any vehicle on which the student is being transported as part of any SBHS activity
- Present during any school function, activity, or event
- At the time when he/she is subject to the authority of school personnel
- Whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline at the school

Violation of School policies, rules, or regulations, the Student Conduct Code, or the North Carolina General Statutes may result in disciplinary action including termination of the student from SBHS pursuant to Board policies. All expulsions will be for the remainder of the school year. Re-entry request will be based on a case-by-case basis and a review of behavioral and/or criminal incidents will be conducted. Students cannot re-register for the next school term at SBHS until a review is conducted and the decision by ED is made.

When a school official learns or suspects that any student has violated any Board or School policy, rule or regulation that may also be criminal violation of the laws of the United States or the State of North Carolina, he/she shall promptly report such violation to the proper law enforcement agency; however, internal disciplinary proceedings shall proceed independently from any criminal investigation and prosecution.

The Board and staff of SBHS believes that vitalized Teacher and proper guidance will minimize the need for various types of punishment. It recognizes that in some case reasonable punishment or even suspension may be necessary. The Teacher is charged with the responsibility of maintaining student control and proper conduct for all students. Administration shall be ready and will give the Teacher any assistance he/she may need. However, the most effective control is that which is maintained by the Teacher.

Behavioral Expectations

Level 1	Level 2	Level 3
Peer Relations	Fighting	Bomb Threat
Integrity/Academic Honesty – Cheating	Theft (Major)	Use of a Weapon
Skipping class	Damage of Property	Explosives
Failure to report to assigned detention	Failure to Comply with a Lawful Directive	Arson
Integrity – Forging Notes	Possession of Weapons other than a Firearm	Possession or Use of a Firearm
Conduct on the School Bus	Assault on School Employee	Distribution of Drugs or Alcohol
Profanity directed at students	Threats	Use or Possession of Drugs or Alcohol
Failure to dress out for P.E.	Intimidation	Possession of Weapons other than a Firearm
Gambling	Fireworks or Ammunition	
Use/Possession of tobacco products	Profanity directed at school personal	
Hazing		
Dress Code		
Disruption / Protests / Boycotts / Trespassing		
Disruptive or Obscene Literature and Illustrations		
Theft (minor)		
Damage to property		

- Law enforcement personnel will be notified on all offenses as necessary or required by law
- For a violation of the policy concerning possession or use of firearms and explosives a student shall be suspended for 365 calendar days in accordance with G.S. 115C-391
- For a violation of the policy concerning arson, bomb threat, and use of a weapon a student shall be long-term suspended for the remainder of the school year.
- For a violation of the policies concerning drugs of alcohol the student, when in simple possession of drugs or alcohol, will be suspended ten days and referred to a drug-counseling program.

- When a student distributes drugs or alcohol or transports drugs or alcohol for the purpose of distribution, or upon the second offense of possession or use of drugs or alcohol, the student shall be suspended for the remainder of the school year.
- The School Bus Coordinator has the authority to remove a student from the school bus for a short-term or long-term period of time when inappropriate behavior occurs on the school bus.
- Extreme violations of school policy shall result in Out-of-School Suspension, by-passing other disciplinary actions, as deemed necessary by the principal or his designee.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

LEVEL 1	LEVEL 2	LEVEL 3	CONSEQUENCE
1st Offense			3 Days Lunch Detention
2nd Offense			5 Days Lunch Detention
3rd Offense			3 Days After School Detention
4th Offense	1st Offense		5 Days After School Detention
5th Offense	2nd Offense		3 Days Out-of-School Suspension
6th Offense	3rd Offense		5-10 Days Out-of-School Suspension with possible suspension for the remainder of the year
7th Offense	4th Offense		5-10 Days Out-of-School Suspension with possible suspension for the remainder of the year
8th Offense	5th Offense	1st Offense	5-10 Days Out-of-School Suspension with possible suspension for the remainder of the year
9th Offense	6th Offense	2nd Offense	Out-of-School Suspension for the remainder of the year

PERIOD DETENTION

Period Detention may be used by Teachers to remove students from class for minor disciplinary infractions (excessive talking, sleeping, etc.) for that period only. Each time a student accumulates 3 period detentions, he/she will receive an office referral and be seen by an administrator. Students sent to period detention must report. Failure to report will constitute a failure to follow a lawful directive and appropriate action will be taken and could result in an Out-of-School suspension.

Recommendation for long-term suspension (300 – 365 days where allowed by law):

- Bomb threat
- Possession or use of a Firearm
- Explosives

Violations resulting in 10-day suspension, with possible long-term suspension, regardless of the offense number:

- Assault on a faculty member, staff member, or volunteer
- Assault on another student including fighting
- Threats against life of student(s), faculty, staff, volunteer(s)
- Possession of a weapon or explosive device
- Possession of drugs or alcohol
- Distribution of drugs or alcohol
- Use of a Weapon

Additional Notes:

- Failure to report to detention when instructed to do so will result in Out-of-School Suspension
- Failure to report to After School Detention upon re-assignment will result in Out-of-School Suspension
- Tardy to school or class will result in consequences in accordance with school handbook policy
- Gross disrespect to a Teacher or staff member will result in Out-of-School Suspension

Appendix A

Admissions and Lottery Policy

Purpose: This policy is in place to address the process for handling admissions at Sallie B. Howard School. The goal of this admissions policy is to declare the process and methods that will be used to admit students in a fair and consistent way that does not offer priority to any student except those specifically noted in North Carolina law.

Sallie B. Howard is a nonprofit, tuition-free charter school authorized by the state of North Carolina. As a charter school, Sallie B. Howard will be open to all students who would otherwise qualify for enrollment in North Carolina Public Schools. The school will not discriminate against any student on the basis of ethnicity, national origin, gender, or disability. School will open enrollment on February 1st. The open enrollment period will end on May 20th. If needed, the lottery will occur on May 20th. The lottery date, time and location will be published on the school's website by February 28th of each year.

No criteria for admission will be used except the completed application. The application may be completed online through our website www.salliebhowardschool.com unless a family is unable to access the site. In that case, we will provide a paper application to parents when requested. The application will include the student's name, parent/guardian names, current address of student, phone number of parent/guardian, email of parent/guardian, county of residence, current grade level, student's date of birth, the name of any siblings already enrolled at the school, and a declaration of the student's residence in the state of North Carolina.

Grade Level for the Lottery Application

Parents may not choose which grade they would like their child enrolled in for the coming year. They must enter the actual current grade and the student will be entered into the lottery for the next grade level.

Parents wishing to have their child considered for retention must still submit their student for the subsequent grade level. If the student's current school recommends a student for retention and has it documented in the student's file, the student will be moved to the appropriate grade if they have been admitted to school and will retain enrollment status with School. If the student is on the wait list at the time the retention decision is made, they will be moved to the correct grade level and placed on the wait list of their new grade based on the number they were pulled during the lottery.

Returning Students

Following the first year of operation, current students at School will not be required to re-enroll. They will be asked to sign a non-binding letter of intent for the coming year during January to allow the school to plan appropriately for the lottery.

Enrollment Priority and Weighted Lottery

Sallie B. Howard will follow all rules and regulations regarding enrollment priority as required by applicable North Carolina law.

The following groups will have enrollment priority at Sallie B. Howard in the order that follows as space permits in each grade:

1. Children of full-time employees and board members (may not exceed 15% of total school population)
2. Siblings of currently enrolled students who were admitted to the charter school in a previous year (as determined by Charter School law G.S. 115C-218.45(f)(1))
3. Children whose families are considered Economically Disadvantaged

Economically Disadvantage Students: Sallie B. Howard will institute a priority lottery for remaining seats available in order where ED students will receive two tickets where non ED students will receive one ticket into the grade level.

Families will be instructed to complete an optional form, separate from their lottery application, where they can offer family income information in order to determine if they are eligible for the purposes of the priority lottery. This supplemental form will ask applicants to consent to verify status as FRL eligible by Sallie B. Howard staff, and will state no specific information will be obtained beyond eligibility status and that the information will not be retained.

Bundled Policy for Siblings

All children in a family are "bundled" together under one unique lottery registration number, but will only be registered to run in the lottery under the name and grade of the oldest child ("Primary Registrant"). If the "Primary Registrant" child is admitted, all siblings bundled on the registration form will be eligible for placement in their respective grade level immediately, as long as there is an opening. If there are no openings, they will be placed on the general wait list for the respective grade level. If the "Primary Registrant" is placed on the waitlist, the other siblings will also be placed on the wait list for respective grade levels. It is our intent to provide Lottery Procedures that benefit families but are fair and consistent for all of our applicants.

Multiple Birth Siblings

If multiple birth siblings apply to the school, they will be "bundled" together under one unique lottery registration number. If the multiple birth siblings are pulled in the lottery when there is still at least one spot remaining in their grade level, all multiple birth siblings shall be admitted. If their application is pulled after the spots are all filled, they will be added to the wait list under a bundled registration.

Lottery Procedures

Lotterease is an independent automated lottery system that Sallie B. Howard uses to manage its lottery and waitlist. Since Lotterease is an independent system, the school staff does not have the ability to manipulate or adjust the lottery outcome. In addition, all activity that takes place with an application is tracked in a history log that the parent can view at any time by logging into the parent portal.

Preference order is as follows:

1. Children of staff members are given first priority (not to exceed 15%)
2. Siblings of currently enrolled students will be given second priority.
3. Economically disadvantaged children will be given 2 tickets for every 1 ticket on a non- economically disadvantaged student

The order the lotteries run will begin with the oldest grade through the youngest grade. If a family (more than one child) is applying, they will be bundled together using the surname function in Lotterease. The last student entered on the application will be the primary surname applicant. If that applicant is chosen during the lottery, their siblings will be placed in their respective grades, as long as there is a seat available. If there is not a seat available, they will be placed at the top of the waitlist. If the Primary surname applicant is not selected, then the whole family will be waitlisted. However, if any applicants from the family move up the waitlist and are eventually offered a seat then when the parent confirms, their siblings will move up the waitlist.

Lottery Results

The school will post the results of the lottery on the website within 5 business days of the lottery. If a student has been admitted to the school, the parent/guardian of the student will be contacted via email unless they indicated on their application that they did not have access to email. If the parent is unable to receive email, an acceptance letter will be mailed to the child's residence.

The results and the wait list will be updated monthly to allow parents to determine their current place on the wait list. Parents of students placed on the wait list will not receive communication via email or mail as to their student's place on the wait list. They will be asked to look at the wait list information placed online to determine their spot on the wait list.

Students Applying after the Open Enrollment Period

Any students applying after the open enrollment period will be placed in their respective grade if there is still space available. Otherwise, they will be placed directly after any wait-listed students from the lottery in the order the application was received.

Enrollment

Students admitted on or before May 25 will have 15 calendar days from the date their acceptance email was sent to accept or decline enrollment and 30 days from the time of the acceptance email to turn in enrollment paperwork. If a student is admitted after May 25, they will have 7 days to accept or decline enrollment at the school and 10 days to return the enrollment paperwork. If a student is admitted after July 5, they will

have 48 hours to accept or decline enrollment at the school and 5 days to return the enrollment paperwork. If the school does not receive enrollment confirmation and the paperwork back in the specified time period, the Executive Director may decline enrollment to the student and offer the spot to the next student on the wait list. If enrollment is declined and then a parent later decides they would like to send their student after all, they will be asked to submit a new application and they will be placed on the wait list in the next available spot.

As spots at the school become available, the parent/guardian of the student will be contacted via email. If the parent does not have access to email and has specified that on their application, the school will make a phone call to the student's guardian. Every effort will be made to communicate promptly with all accepted families.

School's Right to Refuse Enrollment

School reserves the right to refuse to enroll any student currently under a term of expulsion or suspension by his or her school until that term is over.

School reserves the right to refuse to enroll a student if a parent willingly and knowingly provided incorrect information on the enrollment application.

If a student has accepted enrollment at the school, but does not appear at the school on the first day of school, the school reserves the right to remove the student from their enrollment roster and offer the next student on the wait list the spot.

Enrollment Forms

Enrollment forms will include, but are not limited to the following:

- (1) Proof of North Carolina Residency
- (2) Permission to request current school records
- (3) Immunization Records

Handling of Errors

School Errors

If any mistake is made by the School in administering the lottery (or if any discrepancy occurs in the lottery process as a result of the actions of the School that is not corrected during the lottery), such mistake or discrepancy will not invalidate the lottery and the lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery. The mistake or discrepancy will be corrected at the next regularly scheduled meeting of the Board of Directors (after recognition of the mistake). If a mistake is made by an applicant resulting in the applicant not being placed at the appropriate grade level in the lottery, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

If too many students were included in the lottery at a grade level or if a student name was duplicated in the lottery at a grade level, the student or students who should not have been included (or the duplicate with the lower priority placement number, as

applicable) will be removed, and any applicants with placement numbers behind the applicants who were removed will be advanced in order on the list.

If an applicant is left out of the lottery by mistake, the number of students who were included in the lottery will be determined. For each applicant not included by mistake, a random application number from the full pool of applicants received will be assigned, and the applicant will be assigned that number as his or her lottery placement number and appropriately placed as if they were pulled at the same time as the randomly assigned placement number. Any applicants with placement numbers on the wait list behind the applicants who were left off by mistake will be moved down in order on the list. As noted above, lottery results will stand with respect to all applicants who were admitted at the appropriate grade level through the lottery.

Parent Errors

If a student name is duplicated in the lottery and School administration determines that the student was intentionally registered more than one time, the student will be assigned the lowest priority placement number assigned to the student in the lottery.

If an applicant has been incorrectly placed in a grade because a parent wishes to have their student retained, the applicant will not be admitted and may submit a corrected application, which will be subject to the process followed for students applying after the enrollment period.

Appendix B

Service Animals in School

Sallie B. Howard School prohibits discrimination on the basis of disability in the implementation of its educational program and services in accordance with state and federal law. Accordingly, an individual with a disability may be accompanied by his/her service animal on school property or at school-sponsored events in accordance with state and federal law and pursuant to the policy set forth below.

Definition of a Service Animal

A service animal is any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Animals whose sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or to promote general emotional well-being are not service animals for the purpose of this policy.

Procedures for Use of a Service Animal at School

1. An individual requesting use of a service animal at school must submit a written request and documentation of approved service animal training to the Executive Director at least ten (10) workdays prior to the proposed use of the service animal. Service animals will not be permitted in the school setting without prior approval. Service animals will not be permitted in the school setting without prior approval.
2. School employees will not ask an individual with a disability about the nature or extent of the person's disability or for proof of a service animal's training as a condition of allowing the animal onto school property. However, when not readily apparent, the Executive Director or his/her designee may inquire as to whether the animal is required because of a disability and what work or task the animal has been trained to perform.
3. The use of a service animal at school may be subject to a plan addressing: introduction of the service animal to the school environment, any necessary training for staff and/or students regarding interaction with the service animal, the presence of a handler other than the individual with the disability to control or care for the service animal, and other issues deemed necessary by school officials.
4. Requests for use of a service animal must be renewed annually, prior to the start of each subsequent school year. Approval of the use of a service animal on school property is subject to review by the Board at any time.

Presence of a Service Animal on School Property

1. An individual accompanied by a service animal is expected to be able to care for and supervise the service animal. If a student is not able to care for and supervise the animal, the student's parent will be responsible for providing such care and supervision of the service animal. The school is not responsible for the care or supervision of the service animal.

2. If a student requires assistance from his/her parent or handler to care for and supervise the animal, an individual criminal history check for the person providing such assistance will be required in accordance with state law and school board policy.
3. Service animals must wear proper identification and must always be on a harness, leash or other tether at all times. If such tethering is not feasible due to the individual's disability, the service animal must be under other sufficient means of control such as the student or handler's control by way of voice controls, signals or other effective means.
4. The service animal must be housebroken, under the control of its handler, and have received all necessary vaccinations as required by state law.
5. The service animal should be free of parasites and otherwise in good health.

Health and Safety

1. Any animal that causes injury to students or staff or that behaves aggressively must be immediately isolated and removed from school premises. The service animal will not be permitted to return to school property unless the owner can establish that the animal does not pose a threat to the safety or well-being of students or staff.
2. If a student or staff member has an allergic reaction or other health concern related to the presence of a service animal, the animal must be immediately removed from the classroom or work area of the affected individual and, if necessary, removed from school premises until the situation is resolved. Legitimate health concerns of other students or staff members that cannot be eliminated by reasonable modifications may necessitate additional conditions or limitations being placed on the use of the service animal.

Liability

The school may hold the owner or handler of a service animal liable for any property damage caused by the animal to the same extent required by other school policies or rules that impose liability for property damage. In addition, either the owner or handler, or both may be liable for personal injury caused by the animal or related to the presence of the animal on school property.

Exclusion of a Service Animal from School Property

The Executive Director may exclude a service animal from school property for the following reasons:

1. The animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications.
2. The animal is out of control and the handler does not take effective action to control it.
3. The animal is not housebroken.
4. The presence or behavior of the animal fundamentally alters the service, program or activity of the school.

The Executive Director's decision regarding exclusion of a service animal from school property may be appealed pursuant to the school's Grievance Policy.

If a service animal is excluded, an individual with a disability will be provided the opportunity to participate in educational services, programs or activities without having the service animal on the premises.

Reference: Title II of the Americans with Disabilities Act (“ADA”), 42 U.S.C. 12134;
28 C.F.R. Pt. 35.

Adopted: 07/22/2020