



## **GRAY STONE DAY SCHOOL**

### **STUDENT HANDBOOK**

The Gray Stone Day School Administration reserves the right to edit or amend this handbook at any time. Any changes to the handbook will be posted in this live document available via the web and through Google Drive.

## GENERAL PROCEDURES

Administrators are here to assist you and address any concerns you may have. To ensure your issue receives the time and attention it deserves, an appointment is required.

Please make sure all contact information (address, phone number, email, etc.) is up-to-date and on file to ensure you receive all school communication.

Students may enter the school building at 7:30. Middle School students should proceed to the Main Gym, and high school students should wait for class to begin in the Commons. High School students are not permitted down the long hallway, unless they are under the direct supervision of a school employee, nor are they allowed in locker rooms until 8:15 a.m. Once school dismisses, students may wait for their ride in either the Commons or under the Pavillion. Students waiting for rides should not be in any other area of the school building unless they are under the direct supervision of a school employee. All students remaining in the Commons who are waiting for their ride will be asked to leave the building and wait under the Pavilion at 4:00 p.m.

Students should be in the habit of checking their school email daily.

Drop Off and Pick Up occurs between the main building and the Middle School building. **Parents should not drop off or pick up in parking lots or in the front circle.** Please be aware of student drivers while on campus.

## ACADEMIC POLICIES

### Academic Integrity

The principle of academic integrity is the cornerstone of a school community and at the heart of learning. In all actions, students are guided toward a life governed by values of academic honesty and respect for the work of others. Cheating, plagiarizing, or giving or receiving unacknowledged assistance in academic work are unacceptable behavior in this community. As an affirmation of this principle, students are required to write out the following honor pledge on all tests and major papers, as well as other assignments as required by the instructor:

**“On my honor, I have not sought, given, or received purposeful or inadvertent aid not permitted by the spirit of this assignment.”**

Community members found to have violated the Academic Integrity Policy will be subject to disciplinary action. Gray Stone takes this very seriously. Teachers who believe a student has violated the academic integrity policy, should impose the sanctions identified below. In addition, the teacher should notify the principal who will decide if further actions are necessary. In the event that a student feels they have been accused of violating the academic integrity policy unjustly, he / she can request an

appeal by providing the principal with a written account of the facts as they are understood by the student.

Cheating: Using an unauthorized source during an in class assessment or copying the work of another. Consequence: The student may receive a zero on the assignment.

Plagiarism (Direct): Copying the published work of another directly without providing the appropriate credit. This includes utilizing generative artificial intelligence (AI) tools such as ChatGPT to complete assignments/write term papers/essays. Consequence: The student may receive a zero on the assignment.

Plagiarism (Indirect): Using someone else's ideas without giving proper credit. Teacher's discretion. Consequence: The student may receive a zero on the assignment.

Gray Stone's stance on generative AI: We recognize the importance of utilizing technology in the educational setting; however, AI should only be used as directed by the classroom instructor to enhance learning.

Translation: Submitting work translated by an online translator. This is typically identified by the use of words, phrases, or language constructs that have not yet been taught in class. Consequence: Redoing the assignment in the presence of the instructor.

### **Grades**

Student grades are maintained in Canvas. These grades are accessible through Canvas at any time. Teachers are expected to have grades completely up to date on select dates during the year. For the 2023-2024 school year, students can expect grades to be fully updated on: October 17, January 4, and March 13. Final grades will be posted on the following dates: May 29 (seniors only), June 6 (6th-11th grades). Please note that some final grades may be delayed due to when scores on End-of-Grade and End-of-Course are received.

### **Procedure for Resolving Classroom Concerns**

Issues that occur in the classroom between teachers and students are typically the result of poor communication. In the event that a student has a concern with a teacher, the student should contact the teacher to discuss the issue. In the event that the teacher and the student are unable to reconcile, the parent should contact the teacher to discuss the issue. If the issue persists, parents and / or students should contact the school counselor who will investigate the issue and try to mediate.

### **Assignments Over Weekends and Breaks**

Students and teachers both need breaks. During any extended break, teachers should not assign more than what would normally be assigned for one night's worth of homework. Extended Breaks include Fall Break, Thanksgiving, Christmas, and Spring

Break. Furthermore, no assignment shall be due over the weekend or on the day following a weekend. This does not apply to long-term assignments where students have been given ample time to complete the assignment.

### **Makeup Work**

It is the responsibility of the student to communicate absences with the instructor and to seek makeup work. Instructors have the discretion to set due dates for makeup work as long as the student is given at least the number of days absent to makeup the work. Work assigned prior to the absence that is due on the day of return is typically still expected to be completed on time, unless there are extenuating circumstances.

### **Distance Learning for Inclement Weather Closures**

Students in all grades should expect work for days when school is closed due to inclement weather as long as the weather is not so severe as to cause widespread power and internet outages. Students will be expected to turn in an assignment by the end of the day.

### **Athletic Eligibility**

To be eligible to participate in high school athletics, a student must: 1) Pass a minimum of five classes during the previous semester, 2) Must be in attendance for at least 85% of the previous semester. At Gray Stone, we operate on a 185-day calendar, which means a student must miss no more than 14 days in the previous semester to remain eligible, and 3) Must be in good disciplinary standing.

### **Elective Incentive - High School only**

In an effort to promote students being well rounded, high school students are permitted to classify one non-honors general elective course to count as a pass / fail class. Courses that qualify for this are courses like music, art, yearbook, and weight training. Students must request for pass/fail credit by the tenth day of the first semester.

### **Minimum Load Policy - High School only**

Students are required to take a minimum load each semester. Students are required to take at least six courses each semester with the following exception: Seniors who qualify for CCP may choose to take only four courses in their spring semester if their schedule permits.

### **Class Changes - High School only**

Class change requests will be entertained during the first four days of first semester for year long classes. After that point, student requests will not be entertained. Class

changes must be for an authentic, academic reason and will only be entertained if space is available.

### **AP Courses - High School only**

Advanced Placement (AP) is a program of college level courses and examinations that gives advanced, motivated students an opportunity to earn college credit, college placement, or both while they are still in high school. Gray Stone is committed to supporting students in their desire to take advantage of the college credit and placement opportunities afforded by the AP program. AP courses are more rigorous than our standard honors classes, and students should expect a heavier workload with classroom policies and procedures more in line with what one would find at the collegiate level.

### **Career and College Promise - High School only**

Gray Stone Day School partners with Stanly Community College (SCC) to provide qualifying 11th and 12th grade students the opportunity to earn college credit while still in high school. Students must have a 2.8 unweighted GPA to participate in the program, and all courses are subject to the policies and procedures regarding registration, add/drop, and grading as set forth by SCC. These courses are tuition-free for students; however, any other costs associated with the course, such as textbooks or lab fees, are the obligation of the family. Students who participate in this program should be highly-motivated and self-driven, and it is the sole responsibility of the student to ensure they are communicating with their SCC instructor. If a student fails or withdraws from a course, this will result in a W/F which will impact the student's GPA.

### **Repeating Courses - High School only**

Students who fail a core course, must retake the course on campus with one exception. Students are permitted to retake one failed math course over the summer through an online provider at the family's expense to remain on pace for graduation. Students who wish to repeat a course in an effort to earn a higher grade should know that the grade for the second attempt of the course will replace the past attempt. Core courses may not be repeated through another provider except as outlined in this policy.

### **Exam Exemptions - High School only**

All students will be expected to take both semester exams and final exams with the following exceptions: (1) Seniors may be exempt from seated, non-EOC final exams if they have a 90% on a 10-point scale and no more than 6 absences. Seniors may not be exempted from final projects given in lieu of a final exam. (2) Any student in an AP class who takes the AP exam. Students must stay for the entire exam period, and early check-outs are not permitted during exams.

## **Honor Graduate - High School Only**

Gray Stone Day School graduates have the opportunity to be recognized for their academic achievements while in high school; however, a valedictorian and salutatorian will not be recognized. Gray Stone does not release a class rank (unless required by scholarship applications). In lieu of traditional recognition, honor students will be divided into three categories:

- Highest Honors: Students with a weighted GPA of 4.45 or higher\*
- High Honors: Students with a weighted GPA between 4.25 and 4.44
- Honors: Students with a weighted GPA between 4.00 and 4.24

The appropriate designation will be placed on the graduate's diploma.

\* These levels will begin with the Class of 2027. Students who began high school prior to the 2023-2024 school will use the previous levels, which are as follows:

- Highest Honors: Students with a weighted GPA of 4.3 or higher
- High Honors: Students with a weighted GPA between 4.150 and 4.299
- Honors: Students with a weighted GPA between 4.000 and 4.149

## **Middle School Academic Achievement Recognition**

High Honor Roll - Students who have earned a final grade of 90 and above in all classes.

Honor Roll - Students who have earned a final grade of 80 and above in all classes.

## **ADMINISTRATIVE POLICIES**

### **Bell Schedule**

Bell schedules for both schools can be found by clicking [here](#).

### **Tardies**

Instructors have the discretion through approved and established classroom policies to handle tardiness in a manner that encourages students to be on time. Failure to arrive at class on time not only results in lost instructional time for the student but also disrupts the educational environment for every other student in the class - something which will not be tolerated. In an effort to assist instructors, any referrals to administration for excessive tardies will be handled on an individual basis. Instructors should document all tardies to class in Educator's Handbook.

Students who arrive late to school, must check-in at the Main Office and receive a permission slip to go to class. Students who are habitually late for school will receive the following consequences:

1 - 2 Warning

3 - 8 30 Minutes of community service/after school or lunch detention for each tardy

9 - 14 60 minutes of community service/after school or lunch detention for each tardy

15+ Administrator discretion

Please note that four tardies to school will count as one absence, and this will reset 2nd semester.

### **Signing in and out**

If possible, doctor and dental appointments should be made outside of school hours. Early dismissals are not permitted after 2:15 in the Middle School or 2:30 (M-W) in the High School due to the traffic generated by afternoon pickup. The Main Office should be notified of any pre-arranged absence, and all dismissal requests must be verified by phone by the Receptionist. Signing out occurs in the Main Office of each building, and the Receptionist of each school will notify the classroom teacher when it is time for the student to come to the Main Office to be checked out. Please plan for this delay when picking up your student. Parents should present themselves in the Main Office to sign out their child unless the student drives themselves to school. In an effort to prevent fraudulent check-outs, students are not permitted to checkout by telephone or text without proper prior notification and verification by the Receptionist. Students who are not feeling well, should visit either the School Counselor or the School Nurse depending on the nature of their illness, who will then determine if the student needs to leave for the day and will notify the parents. If a student is late for school, he/she must sign in at the office to get a pass to class. All students may sign themselves in without a parent although parents are encouraged to accompany students to the office for students in 6th and 7th grade. If the tardiness is due to an appointment, please bring appropriate documentation to the office when you come. Improper check-ins and check-outs will result in disciplinary consequences.

### **Locker Use**

Students are assigned lockers based on seniority and availability. It is the responsibility of the student to keep the locker neat and orderly. Students may use their own locks on lockers if they choose; however, the school reserves the right to remove the lock by whatever means necessary to gain access to the locker should the need arise. **Students will be held accountable for all materials placed in the locker to which they are assigned.** Little can be done by the school to recover lost materials resulting from unlocked lockers. Furthermore, high school students are expected to utilize their

lockers during the day and should not store items they will need in their cars. Students should not go to their cars during the school day unless they have been checked out or they have been approved to leave campus for lunch. In the event a student forgets something in their car, they should check in at the Main Office before and after retrieving the forgotten item from their car.

## **Absences**

School attendance must be a priority. It plays a significant role in student success. Gray Stone Day School marks attendance based on each period rather than the whole day. Students must be in attendance for more than half of the class in order to be counted present. In the event that a student is absent, an automated call will occur that evening informing the parents of the absence. In the event of a discrepancy, parents should contact the student's teacher as teachers are responsible for verifying and recording the attendance. Absences do occur from time to time but those absences should be limited and should only occur as a result of one of the following reasons deemed lawful / excused absences by the State Board of Education:

- Student illness
- Medical appointments
- Death in the immediate family
- Court proceedings
- Religious observances
- Educational opportunity (at the Principal's discretion, prior approval required)

Proper documentation is required by submitting a written note to the main office on the day of return. Please contact the main office with any questions. A high school student who accumulates excessive absences (more than 16) should expect to receive no credit for that course (Please remember that four tardies to school count as one absence and count toward this total). A student who wishes to appeal the decision to deny credit may do so in writing to the principal and must provide any documentation explaining the absences. This appeal must be received by the principal at least two weeks prior to the end of the school year. Please note that these appeals will generally be denied unless the student has completed all required coursework and maintained a passing grade in the course and/or has made up the missed time to the satisfaction of the instructor and maintained a passing grade in the course. Students with excessive absences who fail to submit an appeal will automatically be denied credit. In extreme cases, middle and high school students and their parents may be asked to appear before the Board in order to receive credit.

## **Cell Phone Policy**

Students are permitted to have cell phones on campus but must adhere to teacher specific policies and any policies set for specific grade levels. Cell phones are a tool and should not be used as a distraction or a means to bully and / or harass. The bathrooms and locker rooms are a strict no phone zone. Middle School students are



not permitted to have their phones during the school day. Students who violate the cell phone policy of the school or of a particular class can have their phone confiscated until the parent comes to pick it up. **Please avoid sending text messages or making phone calls to your child during the school day as this often creates a distraction to the learning environment.** If there is an emergency, please call the Main Office, and the student will be called out of class.

### **Medication / Health Services**

If a student must take medication at school, the medicine and the appropriate form must be turned in to the school nurse. This form requires the signature of the student's physician. Medication will only be administered as required. Medication should come in the original prescription bottle so that clear directions are visible on the label. Over the counter medications should come in a new, unopened bottle. It is the responsibility of the family to make sure that medications are kept filled. Medication cannot be administered without signed documentation from the doctor.

### **Health Records**

All immunization records and TB documentation must be on file in a student's cumulative folder. All students must follow immunization standards by the 30th calendar day of the school year or face suspension. Any information regarding allergies or other illnesses should be shared with the school nurse so that we may follow up with the parent.

### **Visitors**

Students may not have visitors during the school day. This can occasionally be a problem when other schools have teacher workdays. Gray Stone alumni are welcome as visitors during lunch only unless invited by a staff member. **All visitors with a specific purpose must be cleared in the office upon arriving on campus.** Visitors should be sure to park in spaces marked as reserved for visitors only.

### **Dress Code**

Students should attend school in appropriate and respectable attire and shoes. Please use your good judgment and consider whether your clothing choices meet the standards and values set by your own families. **If your fashion choices disrupt the learning environment, we reserve the right to ask you to alter them accordingly.**

Teachers and administrators will encourage students to consider their fashion choices with reminders and consequences that develop good habits of self-discipline, respect for school norms, and respect for self. We expect students to respond affirmatively and constructively when a staff member asks the student to remove a hat while in class or identifies an item of clothing that detracts from the learning environment. Parents, we

appreciate your support at home as students make choices about what to wear to school.

Examples of inappropriate dress include, but are not limited to:

- Clothing that displays or suggests sex, alcohol, drugs, or violent acts
- Clothing that has offensive logos, labels, or phrases
- Clothing that does not fully cover undergarments
- Clothing that exposes private areas or midriffs
- Shorts and skirts (including pants with holes and running shorts) that are not at an appropriate length suitable for an academic environment.
- Students' eyes and the tops of their heads must be visible at all times during the academic school day unless there is a documented medical need or for religious purposes.

On occasion, Gray Stone students are required to wear more formal attire than is traditionally accepted in the school setting. Please refer to the expectation set below for those specific situations:

### **Presentation Dress**

- Boys: A polo style shirt or button down shirt that is tucked in with casual pants (no jeans, athletic pants or shorts).
- Girls: A dressier style top paired with dress pants or a dress no more than 3 inches above the knee (no shorts, jeans, leggings, or yoga pants).

### **Professional Dress**

- Boys – A button down shirt tucked in, a necktie (bow or full length), belt, casual or dress pants (no jeans, athletic pants, or shorts), casual or dress shoes (no athletic shoes or sandals). Seniors should also wear a sports coat.
- Girls – A long sleeve or short sleeve blouse and dress pants, skirt, or a dress, (no more than 3 inches above the knee) and dress shoes (no shorts, jeans, leggings, or yoga pants; no athletic shoes or casual sandals).

Persistent violations of the dress code may result in disciplinary action up to and including suspension from school.

### **Inclement Weather**

In the event of a weather-related closing of Gray Stone Day School, an automated call and email will be made to the contact info provided. However, in the event of a power failure, these updates will not be possible. If at all possible, Gray Stone will attempt to have school, but please use your best judgment for the safety of your family. Gray

Stone makes its own decision about closures and does not follow any other school system's policy or schedule. Check the school website or local media outlets for information.

### **Food and Drinks in the Classroom**

Classrooms are a place for learning. Students may not bring food or drinks into the classroom except as permitted by the teacher for specific purposes. Students may have a water bottle as long as the bottle seals. Students are only permitted to have beverages with pop-tops in the Commons during lunch.

### **Parking**

Student parking is a privilege. In order to park on campus, students must fill out the required form and submit payment. This cannot be done until the student holds a valid driver's license. Parking is in designated spaces. Parking in the wrong location can result in losing the privilege to park on campus.

### **Selling Items on Campus**

Students and staff may not sell items on campus without approval from administration. The sale of items that are typically approved are for the purpose of fundraising for a club or school group activity. On occasion, students will be granted permission to sell items in support of a service project.

### **Technology Use**

All students at Gray Stone Day School are provided a Google Account allowing access to email and other educational resources. Students are expected to bring their own device that meets the requirements set forth by the school. Devices are expected to be present and charged each day. Minor support is available through the technology office. Should a student need assistance in obtaining a device, please contact the IT director. Specific technology requirements can be found [here](#) on our website.

### **Lunch Privileges - High School only**

Juniors and seniors are permitted to leave campus for lunch as long as they have the appropriate permission, signed by a parent/guardian, on file in the Main Office. Students must sign out in the Main Office prior to leaving for lunch and they must abide by the following procedures in order to maintain their lunch privilege:

- Be in good disciplinary standing.
- Do not take students off campus who are not authorized to leave, nor purchase food for someone not authorized to leave campus.
- Must return to school for the remainder of the day.

- Return to class on time. Students who accrue tardies will receive consequences as outlined in the tardy policy and may also lose their lunch privileges.
- Students are not permitted to walk or ride a bicycle off campus; they must be in a car.
- Gray Stone Day School assumes no liability for students who leave campus for lunch.

The High School Principal will notify students of when they may begin leaving campus for lunch and which days they may leave.

### **Leaving Campus - Online Students (High School only)**

Students who have an online period the first or last period(s) of the day may flex, meaning they may arrive late to school and leave prior to the general dismissal time as long as they have the proper form on file in the Main Office. Students who flex do not need to sign in upon their arrival/dismissal, and students who are flexing and leaving early should not return to school until after general dismissal. Students who have an online period(s) during the middle of the day may sign out and return to school for the remainder of their seated classes as long as they have the proper form on file in the Main Office. These students must check in with their online facilitator prior to leaving campus and check back in upon their return. Students who are unable to return to school on time for their classes may have this privilege revoked. Additionally, students must maintain minimum academic criteria in order to flex/leave during their online period(s). These criteria will be shared with students at the beginning of the school year. Lastly, if an online student is leaving and will not be returning for the day, they must follow the Sign In/Out procedures listed above.

## **STUDENT CONDUCT POLICIES**

### **Discipline Philosophy**

Gray Stone has high expectations, both academically and behaviorally. It is the responsibility of everyone in the Gray Stone community to uphold these standards. The issues that occur at Gray Stone are usually the result of a lapse in judgment. The goal of any discipline plan should be to correct the inappropriate behavior and deter similar behavioral issues from other students in the future.

### **General Behavioral Expectations**

Gray Stone students are expected to respect themselves, respect others, and respect the learning process. Any action or inaction that does not uphold these values is potentially subject to discipline. Examples of behavior that will not be tolerated are:

- Refusal to follow the reasonable directions of a school employee
- Inappropriate displays of affection
- Inappropriate language

- Unauthorized absence from class
- Rude or disrespectful behavior
- Theft
- Damaging property
- Assault and/or engaging in an aggressive verbal altercation
- Making/taking and/or sharing/posting unauthorized images or videos
- Being a persistent discipline problem
- Lying to a school employee
- Removal from class by an administrator
- Harassment (see below) of a student or school employee
- Possession and/or use of tobacco, including vaping
- Threats made to a student or school employee
- Inappropriate use of technology
- Trespassing on Pfeiffer's campus
- Selling/distributing prescription/non-prescription medication
- Taking/consuming unauthorized medication
- Bringing a weapon to school
- Drugs and/or alcohol possession, use, or distribution

In addition, any action that violates school policy, interferes with the educational process, or prevents the safety of others is subject to disciplinary action. As a school community, everyone has to do their part to encourage appropriate behavior by all.

### **Harassment / Bullying**

Respect and integrity are the basic values of the Gray Stone community. One of life's lessons is learning how to live with and get along with people who may be different from oneself. Lying, stealing and behavior that intimidates, harasses, insults, humiliates or demeans another human being are unacceptable within this school community as it is in society. Infliction of physical or verbal abuse, damaging or destroying the property of others, threats, intimidation, or sexual misconduct (coercion, exploitation or abuse) will be subject to appropriate action, including possible dismissal from school. Specifically, Gray Stone prohibits in all its programs discrimination against or harassment of any individual or group based upon personal animosity or on such factors as age, gender, race, color, national origin, religion, sexual orientation or handicap. Such behavior should be brought to the attention of the Principal or any faculty member with whom the student feels comfortable divulging such information. All charges of harassment / bullying will be fully investigated. Any charge determined to be true will result in disciplinary action.

### **Possible Consequences**

School administration has the authority to utilize a variety of consequences in order to correct future behavior. Options that may be used include but are not limited to: In-school Suspension, Out-of-School Suspension, Alternative Placement During Class, Service Detention, Extended Day Detention, Counseling, Warning, Restitution, Parent

Conference, Lunch Detention, Social Suspension or removal from athletics. In addition, administrators can use other less common tools. Consequences should never cause physical harm nor should they be egregious or capricious. Administrators will use previous incidents as a guide to determine appropriate sanctions.

## **Out-of-School Suspension**

Suspension from school is a disciplinary measure that entails a student being isolated from the school community. An out-of-school suspension will fall into one of three categories: 1. Short-term (10 days or less), 2. Long-term (More than 10 days), 3. Exclusion (suspension for the remainder of the year or permanently). During this period, the student is not allowed to participate or to be a spectator in the academic or extracurricular life of the school. Suspended students are able to make up for all work missed while suspended. The student will be provided an informal hearing with the principal to be given the reasons for the suspension, and the student may provide a defense for his/her actions unless the principal deems a hearing of this nature may create a threat for other students/staff or may create a major disruption to the learning environment. Parents will receive notification of the reason for the suspension and a description of the student's conduct no more than two business days after the suspension is imposed.

### **Level One Offense**

These offenses are also known as minor offenses and include things like: class disruptions, being tardy to class, horseplay, cheating on daily assignments, small pranks, etc. These issues are handled by the classroom teacher, and the consequence is typically at their discretion.

### **Level Two Offense**

These are more significant offenses that include actions such as: bullying, cheating on a major assignment, skipping/leaving class/school without permission, inappropriate comments/use of profanity, repeated Level One Offenses, etc. These offenses are handled by the school principal. Consequences for these offenses include things like: silent lunch, after-school detention, community service, etc.

### **Level Three Offense**

These are severe incidents that include actions such as: repeated and/or extreme instances of bullying/harassment, aggressive behavior/fighting, tobacco use (including vape), destruction of property, insubordination, etc. These offenses are handled by the school principal. These actions will result in a short-term (10 days or less) suspension from school.

### **Level Four Offense**

These are the most serious incidents and include actions such as: bringing a weapon on campus, sexual assault, consumption of alcohol, possession/distribution of a controlled substance. These offenses are handled by the school principal who must also inform the Chief Academic Officer. Depending on the nature of the offense, it may be necessary to inform the local law enforcement agency. The consequences for these actions range from a short-term suspension to expulsion.

### **Search & Seizure**

The administrative staff of Gray Stone Day School may temporarily detain and question a student under circumstances which reasonably indicate that such student has committed, is committing, or is about to commit a violation of law or of school policy. No student shall be temporarily detained longer than is reasonably necessary. If at any time after the onset of the temporary detention, a reasonable suspicion arises that the detained student is concealing or has concealed a weapon, stolen or illegal property, a controlled substance or associated paraphernalia on his/her person or within his/her book bag, automobile, or other storage space, a member of the administrative staff may search the student, his/her book bag, automobile, or other storage space for the purpose of disclosing the presence of suspected property. If such a search reveals contraband that constitutes a violation of school policy and / or local, state, or federal law, it can be seized and turned over to the appropriate authorities.

### **Weapons or Firearms**

In accordance with state law, no person shall bring a weapon onto school grounds or to a school function, whether carried openly or concealed. Weapons include firearms, explosives, knives, or any realistic facsimile.

### **Controlled Substances**

No student, while on campus or at a school function, may possess, consume, or be under the influence of controlled substances. Controlled substances, according to this policy, include illegal / illicit drugs, alcohol, tobacco, undocumented prescribed or over the counter medicines, E-cigarette or Vape Juice, or the paraphernalia associated with using or assisting with the use of a controlled substance. Any Gray Stone Day School 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. The penalty for violation of this policy can include up to and including recommended dismissal from the school.

### **Inappropriate Use of Technology**

The use of technology and access to the Internet at school is a privilege, not a right. Gray Stone Day School encourages the use of technology, the internet and e-mail by its employees and students in the performance of their duties and educational development. Inappropriate usage, including any violation of the conditions and rules set forth by the school, may result in suspension of this privilege. Gray Stone Day School will determine the appropriate use and may restrict access and/or deny, revoke or suspend an employee's or student's use of technology or related tools at any time based upon a determination that acceptable usage has been violated. Employees and students are expected to use these resources responsibly and will make no intentional use of these resources in an illegal, malicious or obscene manner, in any way which serves to promote a negative image of the school, or is inconsistent with Gray Stone Day School's objectives. Privacy is not guaranteed with the use of school resources. Violations may result in removal of access to technology, in whole or in part.. In addition, violations may result in disciplinary action up to and including suspension. Violations, which constitute a criminal offense, will lead to a referral to a board hearing and legal action.

## **Grievance Policy for Parents/Students**

**Purpose:** To provide the procedures parents will follow when they have an issue at the school that constitutes a grievance.

This policy is in place to respond to parent/student grievances. It is expected that any parent/student with an issue should try to resolve the issue by using open communication with the teacher. This means that if a parent or student disagrees with any policy or procedure within the classroom, the first level of grievance is their student's teacher. If the student/parent is not satisfied with the teacher's response, they should then set a meeting with the Principal. At that meeting, the teacher, student, Principal and parent must be present and the issue at hand will be fully discussed. If the parent or student wishes to pursue the matter further, they may then meet with the Chief Administrative Officer. Similarly, if a parent/student disagree or have an issue with a policy or procedure at the school, the parent/student should set a meeting with the CAO. If the parent/student feels that their issue is still a concern after the meeting with the CAO, and the issue meets the definition of a grievance set forth below, the parent/student may initiate the grievance procedures as described below. Many issues that a parent/student has with the classroom, teacher or school will not rise to the level of a grievance and appropriate resolution will be found with the teacher and/or Principal.

I. **Definition of a grievance:** a grievance is defined as a formal written complaint by a parent/student stating that a specific action has violated a school policy, board policy, or law/regulation, including Title VI. A complaint under Title IX is not grievance and this policy does not apply to such complaints.

II. **Time limits:** A grievance will only be heard if the complaint has been filed within fifteen calendar days of the meeting with the Chief Administrative Officer. The fifteen-day deadline may be extended at the discretion of the CAO.



### **III. The grievance process is as follows:**

Step 1: If the parties are not satisfied with the decision of the CAO, and the grievance meets the definition set forth above, the parent/student must submit a letter in writing stating the school policy, board policy or law/regulation that was violated including details of the actions and the place, date and time of the violation. The parent/student should make all efforts to include any details about the event that may be helpful in the decision-making process. The written letter should be submitted to the CAO and the Chair of the Board of Directors. If the CAO of the school is implicated in the grievance, the grievance should only be submitted to the Chair of the Board of Directors.

Step 2: The Board will review the facts and notify the parties in writing (email accepted) if further action is necessary. The board has the right to solicit additional information in reviewing the grievance. If the Board considers the matter should be heard, the parties will be called to meet with the Board. At that meeting, the Board of Directors will make a decision on how to handle the grievance. If the board decides that it needs additional time to consider the grievance or gather information, it may defer its decision and schedule another meeting. Once the board reaches a decision, the Board will communicate that decision to the individual who filed the grievance within five school days. The Board's decision concerning the grievance is final.