

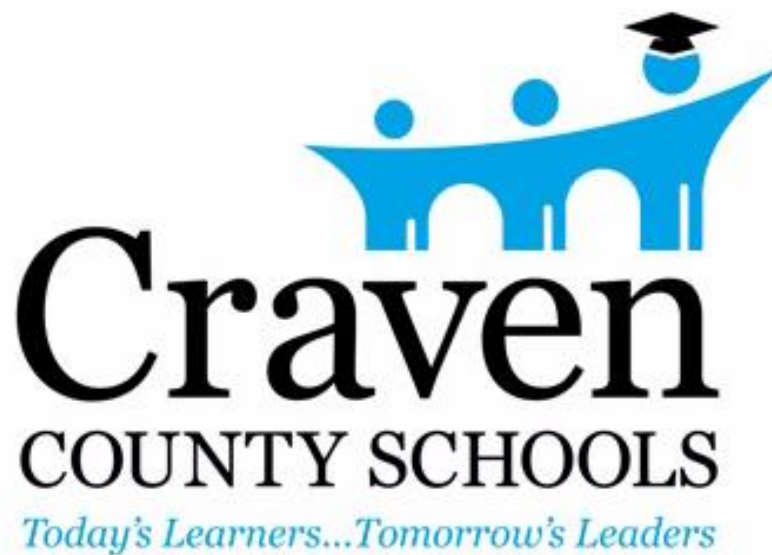
CRAVEN COUNTY

SCHOOL SYSTEM

2016-2017

STUDENT

POLICIES AND REGULATIONS



**Parents, please ask your child for
the Parental Agreement Form that
needs to be signed
and returned to your child's school.**

Our Vision

Today's Learners...Tomorrow's Leaders

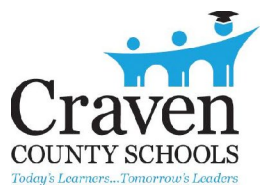
Our Mission

Craven County Schools, united with families and communities, will rigorously challenge all students to graduate from high school and be globally competitive for post-secondary education, work, and life in the 21st century.

STRATEGIC DIRECTIONS

- *Successful Students*
- *Safe and Inviting Learning and Working Environment*
- *21st Century Professionals*
- *School - Family - Community Connections*
- *Effective and Efficient Operations*

Policies listed in this handbook are current as of the printing of this publication. However, policies are reviewed and updated on a regular basis. Therefore, please refer to official current policy information as posted on our website at www.craven.k12.nc.us.



Board Of Education

CARROLL G. IPOCK, II, *Chairman* • LINDA M. THOMAS, *Vice Chairman*

FRANCES H. BOOMER • DAVID E. HALE • BEATRICE R. SMITH • KIMBERLY RICE SMITH • JOSEPH L. WALTON

MEGHAN S. DOYLE, EdD, *Superintendent*

Dear Students and Parents:

The 2016-2017 school year promises to be a great one! If you are new to Craven County, I am excited to begin this journey with you and I hope to get the opportunity to meet you. If you are a returning student, I am excited to learn about Craven County through your eyes and experiences and I hope to meet you as well. Craven County Schools has so many tremendous opportunities for students to grow and learn both within our classrooms and outside our schools on athletic fields of competition, in music and band performances and in the various ways that our district encourages students to get involved in our community.

As the new superintendent, I want to convey to our students that our community and our country need each one of them to become great citizens. Our future will be built on the foundation our students create for themselves in our classrooms today and in the future. This handbook is the foundation of being a good citizen through learning the policies and regulations that allow our students to learn and work with one another. It is through respectful and safe school environments that our students are able to thrive and achieve academic and personal success. This is our goal for every student; that we help each one become tomorrow's leaders!

We recognize that this handbook has a lot of information. It is so important that you review this document if you are a student or if you are a parent. The Craven County Board of Education continues the process of aligning all district policies with the North Carolina School Board Association. As a result, revisions and updates to the policies in this handbook will continue throughout the school year and we will do our best to ensure that you are updated about changes that apply to our students and families. To review all district policies, current and recently adopted, please visit our website at: www.craven.k12.nc.us.

The teachers and staff of the Craven County School System are committed to working to ensure that our students have an amazing 2016-2017 school year. Our teachers are the most important resource to parents and students. They are the heart and soul of our community. It is my hope that you will make communication with your child's teachers a priority this year. Our professional educators want to hear from each of you. In addition, please do not hesitate to contact your child's principal if you have a question about any of the policies and/or regulations in this handbook. We appreciate your support of the work of Craven County Schools to ensure a great public school education for each of our students. Each member of the Craven County School System is honored to play a part in preparing Today's Learner to become Tomorrow's Leaders. Have a great school year!

Sincerely,

Meghan S. Doyle, EdD
Superintendent

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**NOTICE
TO
EMPLOYEES AND STUDENTS**

Students have an equal opportunity to an education and can participate in activities without regard to race, color, national origin, gender, disability, parental or marital status, age, or religion.

Craven County School System administers all policies, education programs, employment activities and admissions without discrimination against any person on the basis of individual's race, gender, sexual orientation, religion, creed, age, physical characteristics, national origin, socioeconomic status or disability, except where exemption is appropriate and allowed by law.

**Title IX Coordinator and
Americans with Disabilities Act (employees)**

Wendy Miller
Assistant Superintendent for Personnel
3600 Trent Road
New Bern, NC 28562
(252) 514-6367

504 Coordinator

Sandy Carlaccini
Director of Federal Programs
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New Bern, NC 28562
(252) 514-6374

Director of Facility Support Services

Daniel Skinner
(Facilities Issues)
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New Bern, NC 28562
(252) 514-6380

Title IX Coordinator (students)

Debbie Hodges
Student Support Services
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New Bern, NC 28562
(252) 514-6341

The Craven County Board of Education believes that its employees and students should lead healthy, wholesome, and productive lives; lives that are free from illegal drugs and other substances. The Craven County Board of Education further believes that the use of illegal drugs and other substances has a detrimental effect on one's physical, emotional, social, and intellectual well-being. Therefore, the Craven County Board of Education prohibits, on all its properties, the unlawful possession, use, distribution, or manufacture of a controlled substance by any person employed by or enrolled in this school system.

Violations of any of Craven County Board of Education's Drug policies by its employees or students will result in punitive action.

This belief statement is issued by the Craven County Board of Education to comply with Subpart C, Section 86.200 and 86.201 of the Drug-Free Schools and Communities Act of 1986.

Referenced Policies:

710.1813 Drug-Free Workplace Environment
913.02 Drugs and Alcohol
4309 Student Discipline: Code of Conduct-Section MS

RESOLUTION
(for Policy Customization)

January 17, 2013

Effective January 17, 2013, the Craven County Schools Board of Education will begin the process of revising the Craven County Schools Board of Education Policy Manual using the Policies to Lead the Schools (PLS) system published by the North Carolina School Boards Association. It is anticipated that this revision process will take one to two years to complete.

Some of the policies in the PLS manual cross-reference policies located in other sections of the PLS manual. At times a policy may reference a policy that has not yet been adopted by the Craven County Schools Board of Education. Such references shall have no binding effect on the Board until the Board actually adopts the referenced policy. Existing Craven County Schools Board of Education policies remain in effect until such time as each policy is superseded by the new PLS-based policy on the same topic or is repealed by the Craven County Schools Board of Education.

In order to help school personnel and community members locate specific school board policies while the board is in the process of adopting policies based on the PLS system, the North Carolina School Boards Association will provide Craven County Schools with a preliminary correlation table for the entire PLS manual so that all interested parties may identify which policies in the current Craven County Schools policy manual correspond with the policies that are being cross-referenced in newly adopted Craven County Schools policies.

Craven County Schools Health Services Program
Important News from the School Nurse

Health Assessment: All students entering NC public schools for the first time must be in compliance with NC Health Assessment requirements (GS130A-440). The Health Assessment shall be made no more than 12 months prior to the date of school entry. Any student not in compliance after 30 days will be excluded from school until proof of compliance is received.

Immunizations: All students must be in compliance with NC Immunization Law (GS130A-152) within 30 days of enrollment in school. Any student not in compliance after 30 days will be excluded from school until proof of compliance is received. This is the parent's responsibility. The State of North Carolina requires that students have the following immunizations:

<p>Before a child enters school for the first time:</p> <ul style="list-style-type: none"> • 5 doses DTaP (diphtheria, tetanus and pertussis) • 4 doses polio • 3-4 doses Hib (haemophilus influenza type B) • 2 doses MMR (measles, mumps, and rubella) • 3 doses Hep B (hepatitis B) 2 doses Varicella (chickenpox) 	<p>Before a child enters the 7th grade or by age 12:</p> <ul style="list-style-type: none"> • 1 dose Tdap booster (Tetanus, diphtheria, and pertussis) • 1 dose MCV (meningococcal conjugate)
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Medications: We encourage administration of medicine before and after school whenever possible. However, if your health care provider deems it necessary for your child to receive medication during school hours, we must have an Authorization for Medication Form completed and signed by both the health care provider and the parent, for initial administration and for any change in medication and/or dosage. All medication must be in the original container in which it was purchased. School personnel will give no medication until the above requirements are met. This is to protect your child from injury. We accept no responsibility for students who self-medicate. Students with asthma/diabetes/severe allergies will be permitted to have in their possession prescribed medications for the prevention and treatment of symptoms; the requirements and forms are available at the school and health care provider's offices. Students in middle and high school may have in their possession non-narcotic analgesics and antibiotics necessary for short term use (2 weeks or less). Students must register the medication with the School Nurse.

Screenings: Routine screenings are conducted annually for vision, hearing and dental. Parents will be notified if their child fails two screenings. If you do not want your child to participate in the screenings, please notify the school nurse. The screening schedule is as follows:

Vision ~ grades 1, 3, 5 and 7. Financial assistance is available for eyeglasses, if needed.

Hearing ~ grades 1 and 3

Dental ~ grades K and 5; additional grade levels at the Nurses discretion; screenings performed by Public Health Dental Hygienist.

Head lice ~ to be screened as needed; parents will be notified accordingly

Treatments/Procedures: If it is necessary for a student to receive a Specialized Physical Health Care Service, an Authorization Form must be completed by both the health care provider and the parent and kept on file at school. It is the responsibility of the parent/guardian to provide the necessary supplies and equipment needed for any Specialized Physical Health Care Service. Students requiring medical care at school will be assessed and parents will be notified as needed. Please be sure to provide the office with current telephone numbers so that we may easily reach you in the event of an emergency.

Head Lice: Students will be screened for head lice at the Nurse's discretion. Frequent and regular checks of your child's hair at home will assist us (and you) in preventing large outbreaks of this nuisance.

Student Illness: Children should be kept home when the following symptoms are present: fever, diarrhea, nausea, and vomiting, red & watery eyes with drainage, severe headache, or undiagnosed rash. Children should remain at home until there has been no fever, diarrhea, or vomiting for 24 hours. Also, if antibiotics have been prescribed they should be taken for at least 24 hours before returning to school.

School Nurse: There is a School Nurse assigned to your child's school. If you have questions or concerns about your child's health please contact her by calling the school office and leaving your name and number. She will return your call at the earliest opportunity.

Health Insurance: Does your child need health insurance? Your child may qualify for free or low-cost health insurance programs in North Carolina called Health Check and NC Health Choice. They offer a wide range of benefits, including vision and dental coverage. **Free/Reduced Health Insurance Information:** www.NCHealthyStart.org or contact the School Nurse.

Parent/Guardian Signature: _____ **Date:** _____ **Office Staff Initials:** _____

ATTENDANCE

Policy Code: 4400

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

The superintendent is authorized to develop regulations to implement this policy.

Legal References: G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.5, -407.5; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies TCS-L-000, -002, -003

Cross References: Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Short-Term Suspension (policy 4351)

Adopted: March 20, 2014. Reviewed August 21, 2014. Reviewed March 19, 2015.

ATTENDANCE

4400 R

A student's attendance is a critical factor in determining his/her success in school. Therefore, Craven County Schools believe that parents, students and schools need to work together to have all students attend school at the highest rate possible.

A. General Guidelines (K-12)

(a) **Attendance**

To be considered in attendance, students in grades K-8 must be present for one-half of the school day or at a place other than school with the approval of the appropriate school official for the purpose of attending an authorized school activity. Students must remain in school until the following times: 11:30 a.m. for Elementary Schools, and 12:00 p.m. for Middle Schools to be considered present for the day.

i) Tardies and early dismissals in grades K-8 that exceed the permitted number may be recoded as absences which will be considered when promotion decisions are made. An absence for grades 9-12 is defined as the failure to be in attendance for at least 90 percent of the required allotted daily instructional time per class period. The school principal may designate whether the 90 percent will be at the beginning or the end of the class period.

b) **Perfect Attendance**

Perfect attendance is defined as a student's being present each day enrolled in a school with no absences, no tardies and no early checkouts.

c) **Lawful/Excused Absences**

The following shall constitute excused absences for the temporary nonattendance of the student provided that the student's parent, guardian, or custodian provides an excuse within two days of the student's return to school (K-8). Absences for grades 9-12 will be reviewed, if necessary, at the end of each semester. A principal or designee may require additional documentation from medical service providers, court officials, or other appropriate officials. **All absences for K-8 shall be coded as**

unexcused until an appropriate excuse is received and filed by the student's teacher.

- i) Illness or Injury – An absence is excused when the absence results from illness or injury which prevents the student from being able to attend school.
- ii) Quarantine - An absence is excused when isolation of the student is ordered by the school nurse, local health officer, or by the State Board of Health.
- iii) Death in the Immediate Family - An absence is excused when it results from the death of a member of the immediate family of the student. For purposes of this regulation, the immediate family of the student includes, but is not necessarily limited to, grandparents, parents, brothers, and sisters.
- iv) Medical or Dental Appointment - An absence is excused for a medical or dental appointment.
- v) Court or Administrative Proceedings - An absence is excused when it results from the attendance of a student at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness.
- vi) Religious Observance - An absence is excused up to 5 days if the tenets of a religion to which the student or his/her parent adhere require or suggest the observances of a religious event. Principal approval must be granted 5 days prior to the absence.
- vii) Educational Opportunity - While daily attendance at school is critical to a student's success, occasionally there are valid educational opportunities such as travel that will greatly enhance a child's education. Absences may be considered excused if they meet the criteria for an Educational Opportunity. These absences from school will still count as an "absence" but will be considered "excused" due to an Educational Opportunity.

To be granted "excused" absences to participate in an Educational Opportunity, a parent must do the following:

1. Request that the absence be considered an Educational Opportunity in writing at least one week prior to the absence. The letter must give an explanation of specific circumstances of the trip that would warrant it being documented as an Educational Opportunity.
2. The teacher may require the student to complete an age-appropriate journal of events for the trip.
3. The teacher may require the student to provide at least five pictures representative of the places visited.
4. Make up all assignments within the time agreed upon by the teacher. Work may be requested prior to the absence.

An agreement will be signed by the principal of the school, the child's teacher(s), the parent and the student regarding the requirements and the deadline for their completion prior to the absence. The absences will be considered "unexcused" until all items on the agreement are completed. Once the student returns to school and all requirements are met, the agreement will be signed by the teacher as complete and given to the principal. It is the teacher's responsibility to change the absences to "excused" once given final approval by the principal of the school.

- viii) Students of military parents being deployed or returning from deployment should receive an excused absence for the day of deployment, and/or the day of return from deployment.
- ix) Cultural Experiences – Students who are participating in performances not sponsored by Craven County Schools may be counted present as attending a field trip if the field trip is approved by the Superintendent or designee. The director of the production or his/her designee will send a list of those students participating to the Principal who will then make a determination regarding approval of the students eligible to participate. Principals may designate the absence(s) as field trip status and as counted present on a student by student basis if the student is in good academic standing, with minimal absences and all assignments completed in a timely manner.
- d) **Unlawful/Unexcused Absence**
An unlawful/unexcused absence is defined as (1) the willful absence of a student with or without the knowledge of the parent or (2) a student's absence from school for any reason other than those described above as lawful/excused absences.
- e) **Tardies (K-8)**
Missing school or class time due to arriving after the scheduled time class begins shall be considered tardy. A tardy shall be coded as excused when deemed by the school that the tardy is caused by any lawful reason. If it is deemed by the school principal or designee that tardies are interfering with the student's educational progress, the school shall require that a parent conference be held to discuss a plan to reduce the tardies. Excessive tardies shall be considered in determining promotion/retention if the tardies are interfering with the student's academic achievement.
- f) **Leaving School Early**
Parents are discouraged from signing their child out early because this disrupts the student's educational progress. All early sign outs for elementary and middle school students must be done in person, by the parent, legal guardian, or approved adult (as indicated on the emergency contact card or in a written note from the parent or guardian). At the high school level, a principal or designee may require the parent, legal guardian, or approved adult (as indicated on the emergency contact card or in a written note from the parent or guardian) to sign the student out in person. A principal or designee may require verification of the need to leave school early if it is deemed that the frequency of early dismissals is interfering with the student's educational progress. It is the responsibility of the student's parent or legal guardian to notify the school as early as possible so the student's teachers can provide the appropriate educational opportunities such as homework. If it is deemed by the school principal or designee that early dismissals are a chronic problem, the school shall require a parent conference be held to develop a plan to reduce early dismissals.
- g) **Parent Notification and Involvement**
School personnel responsible for attendance within each school shall assist in the notification of parents at the beginning of each year of the requirement to read and indicate that they have read the notice by signing the Craven County Parent Permission Form. Said personnel shall also coordinate all school level attendance improvement activities and drop-out prevention activities related to school attendance.

B. **Attendance Process (K-12)**

The principal or his designee **shall** notify the parent or guardian by **phone or mail** of his/her child's excessive absences after the child has accumulated 3 unexcused absences in K-8 and 3 unexcused absences in a class in grades 9-12 each semester. After the accumulation of not more than 6 unexcused absences, the principal **shall** notify the parent or guardian by mail that he/she may be in violation of the Compulsory Attendance Law (**G.S. 115C-378**) and may be subject to prosecution if the absences cannot be justified under the established attendance policies of the State and local board of education. **The letter will contain a warning of possible retention. A letter from the District Attorney will also be sent to the parents/guardians.** The social worker and/or drop-out prevention personnel assigned to the school, along with the school counselor, shall have a meeting with the student's parents and **develop** a plan of action to improve the student's attendance. **Law enforcement may be called upon if a home visit is necessary.**

After ten (10) unexcused accumulated absences in a school year, the principal **shall** review any report or investigation and shall confer with the student and the parent or guardian to see if they have received notification and made a good faith effort to comply with the law. Upon his/her determination, **the principal shall file a complaint against the parent/guardian with the district attorney. The principal shall notify the director of social services. The principal may file a complaint with the juvenile intake counselor.**

After ten (10) consecutive days of unexcused absences, the teacher **shall** report the absences to the principal and withdraw the pupil from membership. Requirements of the Compulsory Attendance Law (G.S. 115C-378) remain in effect. Such students **shall** be withdrawn on the day following their last day of attendance. **Principal shall file a complaint against the parent with the district attorney. Principal shall notify the director of social services. Principal may file a complaint with the juvenile intake counselor.** When the teacher obtains actual knowledge that the cause of an absence is excused under regulations and a written excuse is not provided, such absence should not be reported as unexcused.

All parents of students who have exceeded the permissible number of absences in the preceding school year **must be sent a letter** prior to the beginning of the next school year, stating that, if their child accumulates 10 unexcused absences, the district attorney and magistrate **shall** be notified, and a criminal investigation shall be requested by the school principal.

a) **Elementary and Middle Grades (K-8)**

- i) Students with more than 20 absences in a school year, including out-of-school suspensions, shall not be promoted to the next grade except by determination of the principal/designee upon review of the student's records.
- ii) Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher. Middle school students are expected to request make up work from their teachers. All make up work shall be graded by the teacher as appropriate.

b) **High School (9-12)**

i) **ABSENCE PROCEDURE**

The following procedure will be implemented each semester:

- (a) First and Second Absences – Student will be responsible for making

- up class work within five school days.
- (b) Third-Tenth Absences – Student will be responsible for making up class work within five school days. If absences are consecutive more time may be allowed at the teacher’s discretion. Parents will be notified after the sixth absence.
 - (c) Eleventh Absence – In grades 9-12, if a student misses more than 10 days, Course Credit will be denied unless waived by SSMT. Student may request an appeal for a waiver to the SSMT (Student Services Management Team) due to extenuating circumstances (i.e. illness, death in the immediate family, etc.). The occurrence may be referred to the principal/designee following appeal to the SSMT. **Student must be able to document the number of absences in excess of ten (10) in order to be granted a waiver.** The documentation may be from any absences during the semester. (Waiver decisions will be determined at the end of the semester.)

ii) **TARDY PROCEDURE**

Tardiness is defined as attempting to enter a class after the tardy bell stops ringing. Each high school in Craven County will develop tardy procedures that support optimal learning conditions. These tardy procedures will be made available to parents, students, and teachers, reviewed as necessary, and copies will be on file with the Director of Student Services. These procedures will be reviewed and/or revised as needed, but at least annually.

C. **Attendance Incentives**

a. **Elementary and Middle Grades (K-8)**

At the end of each grading period, students who have achieved perfect attendance in regularly scheduled classes will be recognized officially by the school for such achievement (bulletin board, school newspaper, celebrations, etc.). Schools shall offer incentives to promote and provide recognition for perfect attendance as well as exemplary attendance. Students who receive perfect attendance for all grading periods enrolled for the school year shall receive a “Certificate of Perfect Attendance” at the end of the year.

b. **High School (9-12)**

Students who achieve perfect attendance in all high school classes for the semester will be awarded a "Certificate of Perfect Attendance" at the end of the year.

Students may qualify for an exam exemption in those courses where an End of Course Test, Common Exam or Career & Technical Education post assessment is not required. To qualify for an exam exemption the student shall:

1. have an A average in a regular or honors class and have three or less absences in that class or
2. have a B average in a regular or honors class and have two or less absences in that class
3. have at least a B average in an Advanced Placement Class and have three or less absences in that class
4. not receive a waiver of absences in that class to qualify, and
5. have a conduct grade of satisfactory in that class.

Any student who qualifies for final exam exemption but chooses to take a final exam will have the option of including the exam grade as part of his/her final average.

CODE OF CONDUCT

Policy Code: 4309

A. INTEGRITY AND CIVILITY

All students are expected to demonstrate integrity, civility, responsibility and self-control. This expectation is directly related to the Craven County Board of Education's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.

1. Prohibited Behavior

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

- a. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
- b. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;
- c. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
- d. cursing or using vulgar, abusive or demeaning language toward another person;
and
- e. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

B. DISRUPTIVE BEHAVIOR

An orderly school environment is necessary for teachers to be able to teach and for students to be able to learn. Students are encouraged to participate in efforts to create a safe, orderly and inviting school environment. Students also are entitled to exercise their constitutional right to free speech as part of a stimulating, inviting educational environment. A student's right to free speech will not be infringed upon; however, school officials may place reasonable, constitutional restrictions on time, place and manner in order to preserve a safe, orderly environment.

Principals and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

1. Prohibited Behavior

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of the school or school system. The following conduct is illustrative of disruptive behavior and is prohibited:

- a. intentional verbal or physical acts that result or have the potential to result in access to school functions or facilities or preventing the convening or continuation of school-related functions;
- b. appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see policy 4316, Student Dress Code);

- c. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
- d. in behavior that is immoral, indecent, lewd, disreputable or of an sexual nature in the school setting;
- e. failing to observe established safety rules, standards and regulations, including on buses and in hallways; and
- f. interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

C. STUDENT DRESS

The Board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The Board expects that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the Board prohibits any appearance or clothing that does the following:

- 1. violates a reasonable dress code adopted and publicized by the school;
- 2. is substantially disruptive;
- 3. is provocative or obscene; or
- 4. endangers the health or safety of the student or others.

Before being punished, a student who is not in compliance with this policy or a school dress code will be given a reasonable period of time to make adjustments so that he or she will be in compliance.

D. USE OF WIRELESS COMMUNICATION DEVICES

The Board recognizes that cellular phones and other wireless communication devices have become an important tool through which parents communicate with their children. Therefore, students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

1. Authorized Use

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

Although use generally is permitted before and after school, use of cellular phones and other communication devices may be prohibited on school buses when noise from such devices interferes with the safe operation of the buses. In addition, elementary and middle school students who participate in after-school programs are prohibited from using wireless communication devices during such programs.

2. Consequences for Unauthorized Use

School employees may immediately confiscate any wireless communication devices that are on, used, displayed or visible in violation of this policy. Absent compelling and unusual circumstances, confiscated wireless communication devices will be returned only to the student's parent.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any Board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

3. Search of Wireless Communication Devices

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, Board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

4. Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication device.

E. TOBACCO PRODUCTS

The Board is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the Board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The Board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the Board. For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products.

1. Prohibited Behavior

In support of the Board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the Board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

Nothing in this policy prohibits the use or possession of tobacco products for an instructional or research activity conducted in a school building, provided that the activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing or otherwise ingesting tobacco.

2. Consequences

In determining appropriate consequences for violations of this policy, school officials are encouraged to identify programs or opportunities that will provide students with a greater understanding of the health hazards of tobacco use, the hazards of secondhand smoke, and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

3. Services for Students

The administration shall consult with the county health department and other appropriate organizations to provide students with information and access to support systems and programs to encourage students to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to its students.

4. Notice

Students will be provided with notice of the information in this policy through the Code of Student Conduct, student handbooks or other means identified by the principal. In addition, the principal shall post signs in a manner and at locations that adequately notify students, school personnel, and visitors about prohibitions against the use of tobacco products in all school facilities, on all school grounds, and at all school-sponsored events.

F. DRUGS AND ALCOHOL

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated. The superintendent is responsible for ensuring that this policy is consistently applied throughout the school system.

1. Prohibited Behavior

Students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the following substances:

- a. narcotic drugs;
- b. hallucinogenic drugs;
- c. amphetamines;
- d. barbiturates;
- e. marijuana or any other controlled substance;
- f. synthetic stimulants, such as MDPV and mephedrone (e.g., "bath salts"), and synthetic (e.g., "Spice," "K2");
- g. any alcoholic beverage, malt beverage, fortified or unfortified wine or other intoxicating liquor; or
- h. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Possession or use of prescription and over-the-counter drugs is not in violation of this policy if such drugs are possessed and used in accordance with policy 6125, Administering Medicines to Students. The principal may authorize other lawful uses of substances that are otherwise prohibited by this policy, such as for approved school projects.

2. Consequences

As required by policy 4335, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed prohibited substances in violation of this policy.

G. GANG-RELATED ACTIVITY

The Board strives to create a safe, orderly, caring and inviting school environment. Gangs and gang-related activities have proven contrary to that mission and are prohibited within the schools. A gang is any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors or symbols. The violence and crime that accompany gangs pose a serious threat to the safety of students and employees of the school system. Even absent acts of violence or crime, the existence of gang-related activity within the schools creates an atmosphere of fear and hostility that obstructs student learning and achievement. Thus, the Board condemns the existence of gangs and will not tolerate gang-related activity in the school system.

1. Prohibited Behavior

Gang-related activity is strictly prohibited within the schools. For the purposes of this policy, "gang-related activity" means: (1) any conduct that is prohibited by another Board policy and is engaged in by a student on behalf of an identified gang or as a result of the student's gang membership; or (2) any conduct engaged in by a student to perpetuate, proliferate or display the existence of any identified gang.

Conduct prohibited by this policy includes:

- a. wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey membership or affiliation in a gang;
- b. communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
- c. tagging, or otherwise defacing school or personal property with symbols or slogans to convey membership or affiliation in a gang (see policy 4330, Theft, Trespass and Damage to Property);
- d. requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity (see policy 4331, Assaults, Threats and Harassment);
- e. inciting others to intimidate or to act with physical violence upon any other person related to gang activity (see policy 4331);
- f. soliciting others for gang membership; and
- g. committing any other illegal act or other violation of school system policies in connection with gang-related activity.

2. Notice

The superintendent or designee shall regularly consult with law enforcement officials to maintain current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators including symbols, hand signals, graffiti, clothing, accessories and behaviors. Each principal shall maintain a list of current examples of gang-related activities to assist students, parents and teachers in identifying gang symbols and practices. The list shall be available in an easily accessible location in the main office of the school. Parents, students and school employees may, upon request, access the list, which shall include a warning that wearing or displaying clothing, hand signs or symbols identified in the list with the intent to convey membership or affiliation in any gang may subject a student to discipline under this policy.

In addition, the Code of Student Conduct and all student handbooks (or such other similar materials distributed to parents and students in lieu of a student handbook) shall contain

notice that (1) current information on gang-related activities is maintained in the main office at each school; (2) information on gang-related activities is subject to change and the principal should be consulted for updates; and (3) wearing or displaying clothing, hand signs or symbols identified in the list with the intent to convey membership or affiliation in any gang may subject a student to discipline under this policy. The Code of Student Conduct and student handbook (or such other similar materials) also shall provide the addresses of websites that contain additional information identifying gang signs, symbols, clothing and other gang indicators.

In providing this information for students and parents, the Board acknowledges that not all potential gang indicators connote actual membership in a gang.

3. Consequences

Before being punished for a violation of subsection 1.a or 1.b, above, a student shall receive an individualized warning as to what item or conduct is in violation of this policy and shall be permitted to immediately change or remove any prohibited items. A student may be punished only if he or she previously received notice that the specific item or conduct is prohibited.

Violations of subsections A.3, A.4, A.5 and A.7, above, are violations of both this policy and other Board policies. That the violation was gang-related shall be an aggravating factor when determining the appropriate consequences.

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

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

H. THEFT, TRESPASS AND DAMAGE TO PROPERTY

The Board will not tolerate theft, trespass or damage to property by any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Prohibited Behavior

a. Theft

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.

b. Damage to Property

Students are prohibited from damaging or attempting to damage school or private property.

c. Trespass

Students are prohibited from trespassing on school property. A student will be considered a trespasser and may be criminally prosecuted in any of the following circumstances:

- i. the student is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of that school;
- ii. the student is loitering at any school after the close of the school day without any specific need or supervision; or
- iii. the student has been suspended from school but is on the property of any school during the suspension period without the express permission of the principal.

I. ASSAULTS, THREATS AND HARASSMENT

The Board will not tolerate assaults, threats or harassment from any student. Any student engaging in such behavior will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Prohibited Behavior

a. Assault

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight.

b. Threatening Acts

Students are prohibited from directing toward any other person any language that threatens force, violence or disruption, or any sign or act that constitutes a threat of force, violence or disruption.

Bomb and terrorist threats are also addressed in policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

c. Harassment

Students are prohibited from engaging in or encouraging any form of harassment, including bullying and cyberbullying of students, employees or other individuals on school grounds, at school-related functions, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools. Harassment is unwanted, unwelcome and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

Harassment and bullying are further defined in policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying. Complaints of harassment will be investigated pursuant to policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure. For incidents of misbehavior that do not rise to the level of harassment, see policy 4310, Integrity and Civility, which establishes the expectation that students will demonstrate civility and integrity in their interactions with others.

2. Consequences

A student who is long-term suspended or reassigned to alternative education services as a result of assaulting or injuring a teacher shall not return to that teacher's classroom without the teacher's consent.

A student who is convicted under G.S. 14-458.2 of cyberbullying a school employee will be transferred to another school. If there is no other appropriate school within the school system, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim of the cyberbullying. The superintendent may modify the required transfer of an individual student on a case-by-case basis and shall provide a written statement of this modification in the student's record.

J. WEAPONS, BOMB THREATS, TERRORIST THREATS AND CLEAR THREATS TO SAFETY

The Board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats, or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as is necessary to provide a safe and orderly environment for learning.

1. Prohibited Behavior

a. Weapons and Weapon-Like Items

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include all of the following:

- i. loaded and unloaded firearms, including guns, pistols and rifles;
- ii. destructive devices as described in subsection 2.b of this policy, including explosives, such as dynamite cartridges, bombs, grenades and mines;
- iii. knives, including pocket knives, bowie knives, switchblades, dirks and daggers;
- iv. slingshots and slungshots;
- v. leaded canes;
- vi. blackjacks;
- vii. metal knuckles;
- viii. BB guns;
- ix. air rifles and air pistols;
- x. stun guns and other electric shock weapons, such as tasers;
- xi. icepicks;
- xii. razors and razor blades (except those designed and used solely for personal shaving);
- xiii. fireworks; and
- xiv. any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage or aid another student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item must notify a teacher or the principal immediately.

This section does not apply to Board-approved and -authorized activities for which the Board has adopted appropriate safeguards to protect student safety.

b. Bomb Threats

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school system property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the principal immediately.

c. Terrorist Threats

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

d. Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

- i. theft or attempted theft by a student from another person by using or threatening to use a weapon;
- ii. the intentional and malicious burning of any structure or personal property, including any vehicle;
- iii. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
- iv. an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
- v. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
- vi. any intentional, highly reckless or negligent act that results in the death of another person;

- vii. confining, restraining or removing another person from one place to another, without the victim's consent or the consent of the victim's parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
- viii. the possession of a weapon on any school property, including in a vehicle, with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;
- ix. taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
- x. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
- xi. the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
- xii. any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and
- xiii. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

2. **Specific Consequences Mandated by Law**

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

K. CRIMINAL BEHAVIOR

Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes has engaged in criminal behavior on school premises or at school activities will be subject to appropriate disciplinary action, as stated in applicable Board policies, and also may be criminally prosecuted.

School officials shall cooperate fully with any criminal investigation and prosecution. School officials shall independently investigate any criminal behavior that also violates school rules or Board policy.

1. Students Charged with or Convicted of Criminal Behavior

The superintendent and principal may take reasonable or legally required measures to preserve a safe, orderly environment when a student has been charged with or convicted of a serious crime, regardless of whether the alleged offense was committed on school grounds or was related to school activities. Depending upon the circumstances, including the nature of the crime or alleged crime, the child's age, and the publicity within the school community, reasonable or legally required efforts may include changing a student's classroom assignment or transferring the student to another school. Transfer to an alternative school may be made in accordance with the criteria established in policy 3470/4305, Alternative Learning Programs/Schools. The student will continue to be provided with educational opportunities unless and until the student is found to have violated Board policy or school rules and is suspended or expelled in accordance with procedures established in Board policy.

2. Reporting Criminal Behavior

A school employee is permitted to report to law enforcement an assault by a student on a school employee. Principals or other supervisors shall not, by threats or in any other manner, intimidate or attempt to intimidate the school employee from doing so.

Principals must immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim: (1) assault resulting in serious personal injury; (2) sexual assault; (3) sexual offense; (4) rape; (5) kidnapping; (6) indecent liberties with a minor; (7) assault involving the use of a weapon; (8) possession of a firearm in violation of the law; (9) possession of a weapon in violation of the law; and (10) possession of a controlled substance in violation of the law. A principal who willfully fails to make a required report to law enforcement will be subject to disciplinary action, up to and including dismissal.

The principal or designee shall notify the superintendent or designee in writing or by e-mail of any report made by the principal to law enforcement. Such notice must occur by the end of the workday in which the incident occurred, when reasonably possible, but not later than the end of the following workday. The superintendent must inform the Board of any such reports. In addition, the principal or designee must notify the parents of students who are alleged to be victims of any reported offenses.

Certain crimes must be reported to the State Board of Education in accordance with State Board of Education Policy HRS-A-000.

L. CONSEQUENCES

In addition to any specific consequences listed for violations of particular provisions of this policy, general disciplinary consequences shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

Legal References: U.S. Const. amend. I; N.C. Const. art. I, § 14; 17 U.S.C. 101, 102, 106, 107, 110, 117; Pro-Children Act of 1994, 20 U.S.C. 6081 *et seq.*; Gun-Free Schools Act, 20 U.S.C. 7151; G.S. 14-17, -18, -27.2 through -27.5A, -32, -33, -34 through -34.2, -41, -60, -69.1, -69.2, -87, -87.1, -132, -132.2, -202.1, -202.2, -208.18, -269.2, -277.5; -288.2, -288.4, -289.1, -313, -458.2; 18B-301; 20-11(n1); ch. 90 art. 5; 115C-36, -47, -276, -288, -307, -325, -366.4, -390.1, -390.2, -390.10, -407; State Board of Education HRS-A-000, -002

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Goals and Objectives of the Educational Program (policy 3000), Copyright Compliance (policy 3230/7330), Alternative Learning Programs/Schools (policy 3470/4305), Student Sex Offenders (policy 4260), Student Behavior Policies (policy 4300), School Plan for Management of Student Behavior (policy 4302), School-Level Investigations (policy 4340), Student Searches (policy 4342), Smoking and Tobacco Products (policy 5026/7250), Administering Medicines to Students (policy 6125)

Adopted: February 20, 2014

CODE OF CONDUCT (DISCIPLINE)

4309 - R

I. CODE OF CONDUCT

A. SPEECH

Schools have the right to set limitations on the time, place, and manner of public speech. Students have the responsibility to understand that any speech, be it verbal, written or symbolic, which materially or substantially disrupts classroom work, school activities or school functions, or infringes upon the rights of others is not protected by the Constitution and is prohibited at schools and at school-related activities. The following types of speech are prohibited:

1. Profanity – words which are clearly considered profane by contemporary community standards of behavior.
2. Obscenity – words which describe sexual conduct and which, read as a whole, appeal to a prurient interest in sex, portray sex in a manner offensive to contemporary community standards and do not have serious literary, artistic, political, or scientific value.
3. Fighting or abusive words – words which are spoken solely to harass or injure other people, such as threats of violence, defamation of character or defamation of a person's race, family, religion or ethnic origin.
4. Disruption – speech, be it verbal, written, or symbolic which materially and substantially disrupts classroom work, school activities or school functions, such as demonstrations, "sit-ins," "boycotts," or simply talking in class when told not to do so by the teacher.

B. PRESS

Censorship by school officials is limited to the production of concrete evidence that a given article is likely to materially and substantially disrupt the school. A policy is available to handle possible censorship.

C. ASSEMBLY

Schools will set limitations on the time, place and manner of assembly. All meetings are to be scheduled with the knowledge and approval of the principal. Meetings shall not interfere with the health and/or safety of other persons or their property.

D. DRESS AND APPEARANCE

Students are responsible for using sound judgment in dress, grooming and personal hygiene so that health and safety problems are not created and the educational process is not materially or substantially disrupted. The principal has the authority to regulate student dress especially if the dress is disruptive, obscene, offensive, unsafe, or

otherwise inappropriate. Example: Appropriate footwear is required at all times for safety reasons. All school staff shall abide by and **strictly** enforce all student dress code requirements.

Therefore, the following is included:

- The shoulder width of shirts or blouses must completely cover undergarments. No spaghetti strap tops or dresses, tube tops, exposed sports bras, inappropriate athletic clothing, or tank tops allowed.
- Net shirts, bare midriffs, see-through or sheer blouses, spandex or tight fitting clothes, revealing dresses, or other revealing attire (i.e., exposing the cleavage) are not acceptable.
- Dresses, skirts, or shorts cannot be shorter than mid thigh.
- Pants and shorts must be worn at the waist line. No underwear shall be revealed.
- Headgear, hats, do-rags, or sunglasses are not to be worn in the building except for medical and/or safety reasons.
- Clothing, jewelry or buttons with letters, initials, symbols or wording that is obscene, alcohol or drug related, offensive, inflammatory, or detrimental to the instructional process or otherwise inappropriate are not allowed.
- No clothing that displays or promotes drug, alcohol, sex, or violent behavior is permitted.
- No gang related clothing, including long shirts/jerseys, baggy pants, trench coats, accessories, or symbols as identified by local law enforcement agencies will be allowed..
- There shall be no jewelry affixed to a student's nose, mouth, tongue, lip, chin, cheek, or eyebrow.
- No bedroom slippers or sleepwear are to be worn unless permitted by the school principal.
- Close-toed shoes are required during physical education.

Improperly dressed students will not be allowed to attend class until they have changed into appropriate dress. If students cannot obtain proper clothing, they will go to chill out or an alternative learning classroom. Any classes missed will count as unexcused absences. The third offense of improper clothing will be considered insubordination and an additional consequence will be imposed including, but not limited to, detention or out-of-school suspension.

E. **INTEGRITY AND CIVILITY**

All students are expected to demonstrate integrity, civility, responsibility, and self-control. This expectation is directly related to the board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control also are critical for establishing and maintaining a safe, orderly and inviting environment.

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

1. cheating - Cheating includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work;

2. plagiarism - Plagiarism includes the copying of the language structure, idea and/or thought of another and representing it as one's own original work;
3. falsification - Falsification includes the verbal or written statement of any untruth;
4. violation of Copyright Laws - Violation of Copyright Laws includes the unauthorized duplication of printed material and computer software;
5. violation of Computer Access - Violation of Computer Access includes willfully, directly, or indirectly, accessing or causing to be accessed any computer, computer system, computer network, or any component thereof without proper authorization;
6. cursing or using vulgar, abusive or demeaning language toward another person; and
7. playing abusive or dangerous tricks or otherwise subjecting a student or an employee to personal indignity.

Violations of the standards of integrity and civility may result in disciplinary action including but not limited to warning, detention, short term suspension, and long term suspension.

F. **FREEDOM FROM FEAR, HARM AND VIOLENCE**

In order to preserve this right, every student is responsible for observing the following rules at school and at school-related activities:

1. Students shall comply with all lawful directions of school personnel who are authorized to give such directions during any period of time when they are subject to the authority of school personnel.
2. No students shall, by use of passive resistance, noise, fear, intimidation, coercion, force, violence, or any other kind of conduct intentionally cause the disruption of any lawful function, mission or process of any school, nor shall any students urge any other student to engage in such conduct.
3. No student shall, on or off school premises, engage in any protest, march, picket, sit-in, boycott, walk-out or similar activity which has as its purpose the disruption of any lawful function, mission or process of the school to which the student is assigned or to any other school in the system.
4. Students attending school, shall not be in possession of any tobacco product in any school building, on any school day.
5. Students shall not wrongfully break and/or enter into school buildings, classrooms, storerooms, lockers, or buses.
6. No student shall engage in any game of chance involving money or shall otherwise gamble in any school building, or on any school premises, or on any school bus, or off the school grounds at any school activity, function, or event before, during, or after school hours, or during any period of time when he/she is subject to the authority of school personnel.
7. No student shall engage in behavior that is immoral, indecent, lewd, disreputable or of an overtly sexual nature in the school setting.
8. No student shall possess or distribute literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful.
9. Students must observe all established safety rules, standards and regulations, including on buses and in hallways, and
10. Students shall not interfere with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.
11. Specific Offenses and Uniform Discipline - Uniform disciplinary actions are listed for students who, through investigation and the application of due process procedures, are in the judgment of the principal or designee guilty of a specific offense. In addition to school discipline, the principal or designee is required to

notify law enforcement officers of violations of criminal laws. Skipping class or school truancy and tardiness are defined in the attendance policy and regulations.

- a. Trespassing - Trespassing is defined as unauthorized presence on school property or ancillary areas which includes being on a school campus other than the school assigned without permission from authorized school personnel or being on school property or at sanctioned school activities during a term of suspension or in-school suspension.

Students in elementary school:

1st Offense: Suspension – up to 5 days

2nd Offense: Suspension – up to 10 days

Students in middle/high school:

1st offense: Suspension - up to 5 days

2nd offense: Suspension - up to 10 days

3rd offense: Long-term suspension. Criminal prosecution.

- b. Insubordination/Disrespect: - Refers to willful disobedience and disrespect of school or classroom rules or school personnel and/or willfully ignoring or disobeying the lawful directives of school personnel in authority.

1st offense: Detention or Suspension - up to 3 days

2nd offense: Suspension - up to 5 days

3 or more offenses: Suspension – up to 10 days

Law enforcement may be notified if the incident involves abusive language and/or disrupts the educational environment.

- c. Giving False Information/Identification to School Personnel - Refers to giving false information/identification such as name, address, phone number and vital parental information such as name, address, phone number and place of employment. This also applies to any other information pertinent to the function of the school.

1st offense: Detention/Suspension up to 3 days

2nd offense: Suspension - up to 5 days

3 or more offenses: Suspension - up to 10 days

- d. Abusive Language (Profanity, Obscenity, Fighting Words, Disruption) - Refers to any language considered to be profane, obscene, racially insulting or referring to one's character in an insulting or abusive way. Abusive language also includes any obscene gestures or symbols which convey insulting messages. Since abusive language directed at or to a school employee can have the effect of disrupting the orderly operation of the school, these will be dealt with more severely than those not so directed and may involve criminal prosecution.

1. Abusive Language Directed at School Employees

1st offense: Warning/Detention/Suspension & up to 10 days/long term suspension

2nd offense: Suspension up to 10 days/long term suspension

2. Other Abusive Language
 - 1st offense: Warning/Detention/Suspension up to 3 days
 - 2nd offense: Suspension - up to 5 days
 - 3 or more offenses: Suspension - up to 10 days/long term suspension

e. Threatening School Personnel - A threat is a promise to harm someone bodily or harm property.

- 1 Warning/Detention/Suspension up to 10 days/long-term suspension/Expulsion
- 2 Referral to a school psychologist and/or designated outside agency for an assessment.
- 3 Parent conference at the time of suspension and upon return to school with documentation of assessment
- 4 Parent involvement in the student's assessment
- 5 If indicated by the assessment, participation in individual and/or group counseling

f. Threatening Other Students - A threat is a promise to harm someone bodily or harm property.

- 1 Warning/Detention/Suspension up to 10 days/long term suspension/Expulsion
- 2 Referral to a school psychologist and/or designated outside agency for an assessment.
- 3 Parent conference at the time of suspension and upon return to school with documentation of assessment
- 4 Parent involvement in the student's assessment
- 5 If indicated by the assessment, participation in individual and/or group counseling

Law enforcement may be notified of any incident involving communicating threats.

It is the priority of the Craven County Board of Education to provide each and every student with a safe and orderly learning environment that is free from harassment, bullying or discrimination. This includes, but is not limited to, harassment, bullying and discrimination based on an individual's race, sex, sexual orientation, religion, creed, political belief, age, physical characteristics, national origin, socioeconomic status or disability. It shall be a violation of this policy for any student, teacher, administrator, or other school personnel to harass, bully, or discriminate against any person based upon any of the differences listed above.

- 1 Warning/Detention/Suspension up to 10 days/long term suspension/Expulsion
- 2 Referral to a school psychologist and/or designated outside agency for an Assessment.
- 3 Parent conference at the time of suspension and upon return to school with documentation of Assessment
- 4 Parent involvement in the student's assessment

5 If indicated by the assessment, participation in individual and/or group counseling

g. False Threats – Refers to any student, who by any means of communication to any person or group of persons, makes a report, knowing or having reason to know the report is false, that there is located on educational property or at a school-sponsored activity off educational property any device designed to destroy or damage property by explosion, blasting, or burning, or who, with intent to perpetrate a hoax, conceals, places, or displays any device, machine, instrument, or artifact on educational property or at a school-related activity on or off educational property, so as to cause any person reasonably to believe the same to be a bomb or other device capable of causing injury to persons or property.

1 Law enforcement may be notified of any incident involving communicating threats. Parents may be civilly liable for up to \$25,000 for the costs associated with bomb threats or up to \$50,000 for damages stemming from destruction caused by bombs. Reference HB517.

2 Students in violation of this paragraph g may be suspended up to 10 days or long term suspended.

3 Repeated violation of this policy may result in an expulsion.

h. Willful Destruction or Defacement of School Property - Refers to rendering school property unusable or in need of refinishing repair or replacement.

1st offense: Detention/Suspension up to 3 days and Restitution

2nd offense: Suspension up to 5 days and Restitution

3rd offense: Suspension up to 10 days and Restitution

i. Assault and Battery - Shall be defined as striking another person with body or with objects with intent to inflict punishment or bodily harm. No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. A student or employee who is attacked may use reasonable force in self-defense but only to the extent to free himself from the attack and notify proper school authorities. A student may be disciplined even though he/she may not have provoked the incident.

1 Assault and battery on School Personnel Consequence: Up to 10 days suspension/long-term suspension up to 365 days/Expulsion

If a student assaults a teacher, he or she may not return to that teacher's classroom without the teacher's consent.

2 Assault and battery of a student by another student Consequence: Up to 10 days suspension/long-term suspension up to 365 days/Expulsion

3 Assault and battery of a student by two or more students Consequence: Up to 10 days suspension/long-term suspension up to 365 days/Expulsion

4 Assault with a Weapon

- Consequence: Minimal 10 days suspension/long-term suspension up to 365 days/Expulsion
- 5 Sexual Assault/Sexual Offense/Rape/Taking Indecent Liberties with a minor: assault of a sexual nature
Consequence: Minimal 10 days suspension/long term suspension up to 365 days/Expulsion
- 6 Homicide: Causing the loss of life of a human being
Consequence: Minimal 10 days suspension/long term suspension up to 365 days/Expulsion
- 7 Stalking: Stalking is the offense of a person on one or more occasions of following or being in the presence of another person with the intent to cause emotional distress by placing that individual in reasonable fear of death or bodily injury.
Consequence: Minimal 10 days suspension/ long term suspension up to 365 days/Expulsion

Parent conference following suspension upon return to school.
Law enforcement may be notified and students may be subject to arrest.

- j. Affray - An affray (fight) occurs when two (2) or more persons willingly engage in fighting upon any school grounds, premises, school bus or other school property or at any school related activity, function or event, before, after or during school hours.

Up to 10 days suspension/long term suspension

Law enforcement may be notified and students may be subject to arrest.

- k. Possession and/or Use of Weapon or Object of Like Kind (Misdemeanor) - No student shall possess, use, handle or transmit whether openly or concealed, any BB gun, stun gun, and other electronic shock weapons such as tasers, air rifle, air pistol, or facsimile or toy gun, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, icepicks, fireworks, box cutters, utility blades, blowguns, lasers, any sharp pointed or edged instrument (except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance) and ammunition cartridges, which can reasonably be mistaken for a weapon or any device or object which could be used to threaten or injure another person in any school building, on any school premises, on any school bus or off the school grounds at any school activity, event or function before, during or after school hours.

Up to 10 days suspension/long term suspension/expulsion

Law enforcement shall be notified of any incident involving possession of a weapon in violation of the law.

Pepper gas, mace or other chemical of like kind may be in possession of the student but cannot be used on school premises or any school bus. If used, these chemicals will be treated as weapons unless used in self-defense.

- l. Possession and/or Use of Firearm, Weapon or Object of Like Kind (Class I Felony)

1 Firearm

No unauthorized person shall possess on their person or within their custody or control, or store, or carry, whether openly or concealed, locked or unlocked, any firearm, whether operable or inoperable, on school property. Persons authorized to carry weapons on school property are law enforcement officers, firefighters, and emergency service personnel when discharging their official duties. A firearm is defined as (a) any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive (b) the frame or receiver of any such weapon (c) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, stun gun, air rifle, or air pistol.

2 Weapon

No unauthorized person shall possess on their person or within their custody or control, store, or carry whether openly or concealed, a weapon, excluding firearms. Weapons are defined as any dynamite cartridge, bomb, grenade, mine or powerful explosive.

Parents may be civilly liable for up to \$25,000 for the costs associated with bomb threats or up to \$50,000 for damages stemming from destruction caused by bombs. Reference HB517.

Students in violation of this paragraph I shall be suspended for 365 days/Expulsion

Law enforcement shall be notified of any incident involving possession of a weapon in violation of the law.

- m. Extortion/Attempted Extortion - Extortion is the taking of money or property by coercion, intimidation or threat.

1st offense: Suspension - up to 10 days and Restitution
2nd offense: Suspension - Long-term suspension and Restitution

- n. Theft - Theft is the taking of another's property by stealth and without permission.

Students in elementary school:
1st Offense: Suspension – up to 5 days and Restitution
2nd Offense: Suspension – up to 10 days and Restitution

Middle/High Schools
1st offense: Suspension - up to 5 days and Restitution
2nd offense: Suspension - up to 10 days and Restitution
3rd offense: Suspension - Long-term suspension and Restitution

- o. Robbery - Robbery is the taking of money or property from another by using or threatening to use force.

1st offense: Suspension - up to 10 days and Restitution
2nd offense: Suspension - Long-term suspension

Law enforcement shall be notified of any incident involving robbery.

- p. Possession or Being Under the Influence of Drugs or Alcohol - No student shall possess, sell, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or possess drug paraphernalia or possess counterfeit substances or other drug defined as a controlled substance in Chapter 90 of the N.C. General Statutes, while in any school building, on any school premises, on any school bus, or off the school premises at any school activity, function or event.

No student shall possess, use, transmit, or be under the influence of any other pill, medicine or substance not listed in Chapter 90 that has the purpose or effect of producing a state of euphoria, exhilaration, or altering the student's mood, perception, or behavior which could be detrimental to the student or cause disruption in the school environment while in any school building, on any school premises, on any school bus, or off the school premises at any school activity, function or event. A student in the middle or high school may have "over-the-counter" analgesics obtainable without a prescription that are contained in its original packaging and thereby easily identifiable as a permissible substance. Specifically prohibited substances include but are not limited to Spice, Spice Gold, Sunset Gold, Nirvana, K2 and synthetic marijuana.

Use of a drug authorized by a valid prescription from a registered physician shall not be considered a violation of this rule when possessed or used by the person for whom it was prescribed, used in the manner indicated by the prescription, and carried in its original packaging so that it is easily identifiable as a permissible substance.

No student shall possess, use, transmit, or be under the influence of any alcoholic beverage, or other intoxicating liquor as defined by Chapter 18A of the N.C. General Statutes while in any school building, on any school premises, on any school bus, or off the school premises at any school activity, function or event.

- 1 Suspension up to 10 days/long-term suspension/ expulsion
Immediate notification of law enforcement agency
- 2 Referral to the Neuse Center for Mental Health or other professional for a Substance Abuse Assessment
- 3 Parent conference at the time of suspension and upon return to school with documentation of Substance Abuse Assessment
- 4 Parent involvement in the student's assessment
- 5 If indicated by the assessment, participation in individual and/or group counseling

Law enforcement shall be notified of any incident involving possession of a controlled substance or alcohol in violation of the law.

- q. Wireless Communication Devices, Personal Entertainment Devices, Cell Phones, Pagers, Two-Way Radios, CD/MP3 Players, Electronic Game Players or Games, Media Players, Laser Pointers and Similar Devices:

Grades K-12

No student in grades K-12 shall use, display, transmit or have in the "on" position on school property (excluding buses) during the instructional day any wireless communication device or personal entertainment device, including but not limited to, cell phones, pagers, two-way radios, cd/mp3 players, and electronic game players or games, media players or any laser pointers or similar devices during the instructional day as stated in the school handbook. During the instructional day students shall turn off all wireless communication devices or personal entertainment devices and shall store them either in their locker, automobile or book bag. In grades K-12, the principal has the authority to designate appropriate locations, times and electronic devices that students may use during the instructional day.

All wireless communication devices or personal entertainment devices used and/or displayed at inappropriate times will be confiscated.

All confiscated devices will be labeled by student name and the date confiscated.

A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

Principals may authorize individual students to possess and/or use for personal purposes wireless communication devices if, in the opinion of the principal, there is a reasonable need for such communication.

If a student uses a laser pointer, or similar devices, in a way that reasonably could or does cause physical harm, the laser pointer may be considered a dangerous instrument and the student may be charged with violation of the Assault and Battery policy and disciplined accordingly.

1st offense: Confiscation of wireless communication device for 10 calendar days and if the student has used the picture cell phone or PDA on school property, the incident may be forwarded to law enforcement to determine if a crime has been committed.

Subsequent offenses: Confiscation of wireless communication device for 30 calendar days and involvement of law enforcement as deemed necessary.

Additional consequences including, but not limited to, detention, in school suspension, or out of school suspension up to ten days may be imposed if the phone has been used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take

and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

- r. Arson - Students shall not start fires, possess and or ignite explosives or pyrotechnics (fireworks) or threaten to do so in any school building, on any school premises, on any school bus, or off the school grounds at any school activity, function or event unless expressly authorized to do so by proper school authorities.

Suspension up to 10 days/long-term Suspension/Expulsion/notification of law enforcement agency

- s. Possession of Any Tobacco Products - Students shall not be in possession of any tobacco product or electronic cigarettes in any school building, on any school premises, on any school bus or off the school grounds at any school activity, event or function before, during or after school hours.

1st Offense: All tobacco and tobacco products will be confiscated from any students having these in his/her possession; students will be assigned to a tobacco awareness class and shall receive a fine of 50 dollars.

Subsequent Offense: Confiscation/Student may be suspended up to 5 days and shall receive a 100 dollar fine.

Additional consequences including, but not limited to, detention, in school suspension, or out of school suspension up to ten days may be imposed if the student is smoking on campus.

- t. Gang related behavior – Gang-related activity is strictly prohibited within the schools. For the purposes of this policy, “gang-related activity” means: (1) any conduct that is prohibited by another board policy and is engaged in by a student on behalf of an identified gang or as a result of the student’s gang membership; or (2) any conduct engaged in by a student to perpetuate, proliferate or display the existence of any identified gang.

Conduct prohibited by this policy includes:

- 1 wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblems, badges, symbols, signs or other items with the intent to convey membership or affiliation in a gang;
- 2 communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
- 3 tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang;
- 4 requiring payment of protection, insurance or otherwise intimidating or threatening any person related to gang activity;
- 5 inciting others to intimidate or to act with physical violence upon any other person related to gang activity;
- 6 soliciting others for gang membership; and
- 7 committing any other illegal act or other violation of school system policies in connection with gang-related activity.

The superintendent or designee will consult with law enforcement officials to provide principals with current examples of gang-related activities, including but not limited to gang names and particularized examples of potential gang indicators including symbols, hand signals, graffiti, clothing, accessories and behaviors. These lists will be accessible by request to parents, students and school employees in the front office of the school. This information is subject to change and should be updated frequently. The board does acknowledge that not all potential gang indicators connote actual membership in a gang. Informative websites regarding gangs are listed below.
www.durhampolice.com/pdf/gang_awareness_booklet.pdf,
www.sanantonio.gov/sapd/pdf/Awareness.pdf,
www.ncgangcops.org/gangs.html

- u. Sexual Harassment - The Craven County Board of Education believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the Board prohibits employees and students from engaging in sexual harassment. The Board advises employees and students that when evidence of sexual harassment is established severe disciplinary action will be taken.

Warning/Detention/Suspension up to 10 days/long-term suspension/Expulsion

- v. Discrimination, Harassment, and Bullying - The Craven County Board of Education acknowledges the dignity and worth of all students and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement as defined in Policies 1013.01 and 1013.02. The board will not tolerate any form of unlawful discrimination, harassment, or bullying in any of its educational or employment activities.

For purposes of this policy, the following definitions apply:

1 Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

2 Harassment and Bullying

- a. Harassment or bullying behavior is any pattern of gestures or written electronic or verbal communications, or any physical act of any threatening communication that:

- i. places a student in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- ii. creates or is certain to create a hostile environment (victim subjectively views the conduct as harassment or bullying and a reasonable person would agree) by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

Step One-Investigation:

In the case of any allegation, the principal or designee shall thoroughly investigate recording documented anecdotal information from all parties. A determination will be made as a result of the investigation as to whether the conduct is deemed "reasonable" and objectively severe or pervasive enough to agree that harassment or bullying is evident.

Step Two-Confirmation of Offense:

The administrative team completes a thorough investigation and determines if bullying and/or harassment have or have not occurred.

Step Three- Define the Level of the Offense and Apply the Appropriate Consequence(s):

The specific consequences shall match the severity of the offense. Even the first offense at any level may result in out-of-school suspension, long term suspension, or even expulsion if the results are severe enough to warrant such.

Level 1 Offense:

Bullying and/or discrimination have been confirmed. The period of the offense was short lived and was attended to within a matter of days. All parties agree that no emotional or physical trauma has occurred and that the situation can be permanently resolved.

Level 1 Consequences:

May result in a warning, and a warning shall include a meeting with an administrator and/or school counselor and all parties involved either collectively or separately.

Parents shall be informed by a phone or face-to-face conference regarding the allegations and the results shall be documented.

The administrative team may meet with the parents and the student to develop a contract of next steps and reactions to assure that all parties understand future actions and consequences.

In some cases in-school-suspension, out-of-school suspension, or expulsion may be warranted ***even on the first offense.***

Level 2 Offense:

Bullying, harassment, and/or discrimination have been confirmed. Evidence indicates that the offense has been occurring over time or the short term offense has made traumatic impact on the victim. The victim has experienced emotional and/or physical trauma from the acts as evidenced by one or more of the following: being afraid to go to school or asking for a transfer, declining grades or participation in school activities, declining physical health, showing evidence of or reporting physical injury, making threats of suicide, or showing signs of depression or anxiety.

Level 2 Consequences:

Administrators shall meet with all parents involved and shall develop action steps to prevent further offenses. If the event results in suspension of any type, a transition plan shall be developed to prevent future conflicts

The administrator may direct the development of a regular meeting schedule for one or more of the student(s) with the School Counselor.

The incident may result in in-school suspension, out-of-school suspension up to 10 days, long-term suspension, or expulsion if the results of the investigation warrant such ***even on the first offense***. The severity of the offense or series of offenses may warrant a referral to the Mobile Crisis Unit for any parties who need support in coping with the offenses or need clinical support in eliminating harassing or bullying behaviors. **Offenses may result in judicial consequences.**

G. SEARCH AND SEIZURE

School officials investigating acts of misconduct may search a student and possessions if they have a reasonable suspicion that the person is concealing evidence of misconduct on or about his/her person. School officials may also search student lockers, automobiles, and desks.

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice and without student consent. A student shall not use a personal lock to secure a locker. Personal locks may be cut from lockers without notice.

Students are permitted to park on school premises as a matter of privilege. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles on school property and proscribed items in plain view. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside, the school authority should consult the local law enforcement authorities. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities.

H. UNAUTHORIZED SOLICITATION

Students have the right to be protected from interference by sales persons and solicitors on school property. All items sold at school must be approved by the principal. Students have the responsibility to ascertain from school authorities that sales persons have prior official approval for their activities.

I. OTHER

Students shall not engage in any other behavior which is clearly inappropriate conduct at school or school-related activities such as cheating, gambling, petting, or taking or attempting to take immoral or indecent liberties with another student.

J. **STUDENT RECORDS**

A student's official record shall include long-term suspensions or expulsions (and the reason for such); this record shall be expunged (removed) if the student graduates or is not so disciplined again during the next 2 years.

II. **DISCIPLINARY SUSPENSIONS**

A. A local education agency is not required to provide educational services to a student with a disability during periods of suspension when the student has been removed from his/her current placement for 10 school days or less in that school year.

B. When a student with a disability has been removed from his/her current placement for more than 10 school days in that school year, but the removal does not constitute a change in placement, the local education agency, for the remainder of the removals must:

- 1 provide services to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals in the student's IEP; and
- 2 School personnel, in consultation with the student's special education teacher, shall determine the necessary services that the student needs to appropriately progress in the general curriculum and accomplish IEP goals.

C. For purposes of disciplinary removal, a change of placement occurs if:

- 1 the removal is for more than 10 consecutive school days; or
- 2 the student is subjected to a series of removals that constitute a pattern because they cumulate to more than 10 school days in a school year, and because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

D. If the manifestation review determines that the behavior was not a manifestation of the disability, the local education agency may proceed with the same disciplinary procedures that are used with non-disabled students except the student with a disability must continue to receive a free appropriate public education, including special education and related services and access to the general curriculum as determined by the IEP Team and other qualified persons. If the local education agency initiates disciplinary procedures applicable to all children, the agency shall ensure that the special education and disciplinary records of the student with a disability shall be given to the person making the final decision regarding the disciplinary action for consideration.

E. Nothing in this rule shall prohibit a local education agency from seeking a court order or expedited hearing from a due process hearing officer (administrative law judge) under IDEA to remove a student with a disability from school if maintaining the student in his current placement is substantially likely to result in injury to himself or to others.

III. **SUMMARY SUSPENSIONS**

If the principal witnesses or is made aware of any serious student misconduct and believes that IMMEDIATE removal of the student is necessary to restore order or to protect school property or persons on the school grounds, he/she may suspend the student immediately. The parent should also be made aware of the situation as soon as possible.

In such cases, the principal is not required to conduct the investigation before she/she suspends, but he/she thereafter shall carry out such an investigation and decide on further disciplinary action, if needed.

Once a principal has decided to suspend a student summarily, he/she shall follow appropriate due process procedures including those described in the Section for sending a student home during the school day.

Should the results of the principal's investigation convince the principal that the recipient of a summary suspension is not guilty of the misconduct in question, the student shall have the right to make up work he/she missed and to receive credit for such work.

IV. **SENDING HOME DURING DAY**

The principal may remove from school grounds a student who has been suspended during the school day, under any of the following circumstances:

- 1 the parent has been notified and is able to make arrangements for the student to leave the school or agrees to the student's using public transportation or driving himself or herself home;
- 2 the parent has been notified and is available to receive the student, and the principal is able to arrange for transportation from the school to the home; or
- 3 the principal involves law enforcement in the removal of the student from school grounds because such action is necessary to provide a safe, orderly school environment.

Notwithstanding the above requirements that a suspended student be released only to a parent, the principal may order students old enough to be responsible for themselves to leave the school premises immediately when he/she is faced with mass violations of school rules and it is not possible to keep the students on school grounds and restore or maintain order to protect school property or people on the school grounds.

V. **PROCEDURE FOR SHORT-TERM SUSPENSIONS AND IN-SCHOOL SUSPENSIONS**

- 1 The principal has the authority (under G.S. 115C-391) to suspend for a period of ten (10) school days or less any student who violates the rules of conduct established by or in accordance with this policy. A student who is suspended shall be given an opportunity to (a) take textbooks home during the duration of the suspension, upon request, (b) the right to receive all missed assignments and, to the extent practical, the materials distributed to students in connection with such assignments, and (c) make up any quarterly, semester or grading period examinations missed during a short-term suspension.
- 2 Generally, the student shall have been informed previously, either verbally or in writing, that the act of misconduct could result in a suspension.
- 3 The student shall be told of the alleged misconduct and the evidence against him/her.
- 4 The student shall be given the opportunity to present informally his/her knowledge of the facts and defense, if any, to the accusations.
- 5 The principal or designee shall conduct such investigations as are necessary to determine the truth of the accusations against the student.
- 6 When the principal or designee has reached a decision, the student shall be informed of the decision.
- 7 If the principal or designee finds that the accusation(s) is true and that a suspension is warranted under the facts and circumstances, the student, parents and/or guardians shall be notified, in writing, of the reason for the suspension, the type of suspension (in-school or out-of-school) and the length of the suspension. The written notice may be sent by fax, email, or any other method reasonable designed to give actual notice.
- 8 The parents and/or guardians may request a conference with the principal to discuss the suspension.
- 9 In-school suspensions follow the same procedures except that the student is placed in a special classroom away from the other students and must complete the classroom

work under the direction of a qualified teacher during the days of suspension from the regular classroom.

- 10 In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal's decision to impose a short-term suspension to either the superintendent or the board unless it is appealable on some other basis.

In addition to the provisions and procedures for short term (up to 10 days) suspension, a long term suspension may be imposed by following the provisions and procedures set out in section VI.

VI. **LONG-TERM SUSPENSIONS**

- 1 The principal may suspend with the prior approval of the superintendent for a period in excess of ten (10) school days of any student who violates the Rules of Conduct established by or in accordance with this policy.
- 2 Before submitting a recommendation to the superintendent, the principal shall complete the following steps:
 - a. The student shall be told of the alleged misconduct and the evidence against him/her.
 - b. The student shall be given the opportunity to present informally his/her knowledge of the facts and defense, if any, to the accusations.
 - c. The principal or designee shall conduct such investigations as are necessary to determine the truth of the accusations against the student.
 - d. When the principal or designee has reached a decision, the student shall be informed of the decision.
- 3 The notices to the student and his/her parent(s) or guardian(s) shall clearly state:
 - a. That the principal is imposing a long-term suspension:
 - b. That the student and his/her parent(s) or guardian(s) may request a hearing within five (5) calendar days of notice of the principal's action before a hearing panel appointed by the superintendent or designee; and
 - c. The procedures for requesting a hearing.
- 4 Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine any exhibits or other evidence against the student by giving reasonable notice to the superintendent.
- 5 The hearing shall be conducted in the following manner:
 - a. It shall be private and informal.
 - b. The "Rules of Evidence" of the North Carolina Rules of Civil Procedures shall not apply.
 - c. The student may be represented by an attorney or the parent or guardian. If the student is being represented by an attorney, notification must be made to the superintendent or his designee at least 48 hours prior to the hearing. The student may be accompanied by an advocate without prior notice.
 - d. The hearing shall begin with the presentation of the school's evidence of a violation of a rule or rules of conduct established by or in accordance with this policy.
 - e. The school officials and the student shall have the right to present evidence and cross-examine any witnesses presented.

- f. If neither the student nor the parent appears for a scheduled hearing after being given reasonable notice of the time and place of the hearing, the student and parent are deemed to have waived the right to a hearing.
 - g. If the student or parent requests a postponement of the hearing, or if the request for the hearing is untimely, the hearing will be scheduled, but the student does not have the right to return to school pending the hearing.
- 6 Within forty-eight (48) hours of the hearing, the panel shall make a recommendation to the superintendent based solely on the evidence presented at the hearing.
 - 7 The superintendent shall render a decision in 5 days on the recommendation of the panel and notify the student and his/her parent(s) or guardian(s) concerning the student's future education.
 - 8 The student or parent(s) or guardian may appeal the recommendation of the Superintendent to a panel of the Board of Education by requesting a hearing in writing within five (5) calendar days of notice of the Superintendent's recommendation. The panel shall not be bound by the recommendation of the Principal or the recommendation of the Superintendent or by any recommendations of the said Principal or Superintendent.
 - 9 The Superintendent or designee shall appoint a hearing panel composed of not less than three (3) members of the Board who are selected by lottery to hear and make a recommendation to the full Board at its next regular meeting. All board members will be notified of the hearing date and time. Within forty-eight (48) hours of the hearing, the Superintendent or designee shall inform the student and his/her parent(s) or guardian of the hearing panel's recommendation.
 - 10 The superintendent shall offer alternative education services to any student who receives a long-term or 365-day suspension unless the superintendent provides a significant or important reason for declining to offer such services. A student may be denied alternative educational services if the student exhibits violent behavior, poses a threat to staff or other students, the student substantially disrupts the learning process or no alternative program is available. Alternative education services are part-time or full-time programs that provide direct or computer-based instruction to allow the student to progress in one or more core academic courses.
The student may appeal to the board the superintendent's decision not to provide alternative education services, as permitted by G.S. 115C-45(C)(1). Any appeal to the board must be made in writing within five days of receiving the superintendent's decision.
 - 11 A student who is serving a 365-day suspension may submit a written request to the superintendent for readmission any time after the 180th calendar day of his or her suspension. Upon receipt of the request, the superintendent or designee shall offer the student an opportunity for an in-person meeting to held within five days. If the student demonstrates to the satisfaction of the superintendent or designee that the student's presence in school no longer constitutes a threat to the safety of other students or employees, the superintendent must readmit the student. Within 30 days of the student's request, the superintendent or designee shall provide written notice of his or her decision to the student, the student's parents and the board. If the superintendent or designee decides to readmit the student, the notice will include the date of readmission, the school or program to which the student will be assigned and any reasonable restrictions placed on the readmission. If the superintendent or designee rejects the request for readmission, the notice will advise the parents of the right to

appeal the decision to the board. Any appeal to the board must be made in writing within five (5) days of receipt of the superintendent's or designee's decision. A hearing before the board will be held in a timely manner and the decision will be provided to the student, the student's parent and the superintendent or designee by written notice within 30 days of receiving the appeal of the superintendent or designee's decision. If the request for readmission is denied, no subsequent request from that student will be considered during the 365-day suspension.

VII. **EXPULSION**

- 1 The superintendent with the recommendation of the principal may recommend to the Board of Education the expulsion of any student FOURTEEN (14) YEARS OF AGE OR OLDER WHOSE BEHAVIOR INDICATES THAT THE STUDENT'S CONTINUED PRESENCE IN SCHOOL CONSTITUTES A CLEAR THREAT TO THE SAFETY OF OTHER STUDENTS OR EMPLOYEES.
- 2 Before submitting the recommendation to the Board of Education for expulsion, the student shall be accorded the due process procedures provided for a long-term suspension.
- 3 The student and his/her parent(s) or guardian(s) shall be notified that they may request a hearing before a panel of the Board of Education.
- 4 The Superintendent or designee shall appoint a hearing panel composed of not less than three (3) members of the Board selected by lottery to hear and make a recommendation to the full Board at its next regular meeting. All members will be notified of the hearing date and time. Within forty-eight (48) hours of the hearing, the Superintendent or designee shall inform the student and his/her parent(s) or guardian of the hearing panel's recommendation.
- 5 A student who has been expelled may submit a written request to the board for readmission any time after 180 calendar days from the start date of the student's expulsion. A hearing before the board will be arranged in a timely manner. After considering the student's request and the superintendent's or designee's recommendation regarding readmission, if the board determines that the student has satisfactorily demonstrated that his or her presence in school no longer constitutes a clear threat to the safety of other students or employees, the board will readmit the student. The board will notify the student, the student's parents and the superintendent in writing of its decision within 30 days of the submission of the request for readmission. If the board decides to readmit the student, the notice will include the date of readmission, the school or program to which the student will be assigned and any reasonable restrictions placed on the readmission. If the student was expelled as a result of assaulting or injuring a teacher, the student will not be returned to that teacher's classroom following readmission without the teacher's consent. If the expelled student's request for readmission is denied, the board will not consider a subsequent request for readmission of that student until six months after the submission of the previous request.

VIII. **EXPUNCTION OF STUDENT RECORDS**

- 1 The official record of each student enrolled in the school system shall be permanently maintained in the files of the central office of the Craven County Board of Education.
- 2 The records shall contain, as a minimum, adequate identification data, including but not limited to, date or birth, attendance data, grading and promotion data and such other factual information as may be deemed appropriate by the Craven County Board of

Education. Each student's official record shall also include notice of any suspension for a period of more than ten (10) days or of any expulsion, pursuant to G. S. 115C-391 and the conduct for which the student was suspended or expelled.

- 3 The Superintendent or his designee shall expunge any record of suspension for a period of more than 10 days or expulsion if the following criteria are met:
 - a. A request for expungement is made by
 - i. The student's parent, legal guardian or custodian, if the student is a minor
 - ii. The student, himself, if he is at least sixteen (16) years of age or is emancipated;
 - b. The student has graduated from high school or has not been expelled or suspended again during the 2-year period beginning on the date of the student's return to school after the expulsion or suspension;
 - c. The superintendent, or his designee, determines that the maintenance of the record is no longer needed to maintain safe and orderly schools; and
 - d. The superintendent, or his designee, determines that maintenance of the record is no longer needed to adequately serve the child.
- 4 The superintendent, or his designee (not withstanding subdivision C (1) of this section) may expunge from a student's official record, any notice of suspension or expulsion, provided all other criteria above-stated are met.
- 5 Whenever notice is given to students, parents or guardians or custodians of a suspension of more than ten (10) days or an expulsion, the notice shall state the information which will be included in the student's official record and the procedure for expungement of his information pursuant to G. S. 115C-402.

Legal reference: N.C. Gen. Stat. 115C-228(e); 115C-390; 115C-391; 115C-112; 115C-116; 115C-105.47, 115C-276, 115C-45, S.L. 2011-145, S.L. 2011-12, S.L. 2011-91.

Received as information by CC August 4, 1981. Revised March 29, 1983; October 15, 1992; July 22, 1993; July 21, 1994; June 22, 1995; June, 20, 1996; June 16, 1997; June 17, 1998, June 17, 1999, June 13, 2005, July 15, 2005, February 15, 2007, September 20, 2007 and October 15, 2007, Revised April 22, 2010, September 16, 2010, Reviewed March 17, 2011, Revised September 15, 2011. Revised March 19, 2015, Revised May 21, 2015.

**STUDENT CODE OF CONDUCT
ADDENDUM
COMPUTER OFFENSES**

4309-A R

**Offenses-Type I Consequence
Integrity and Protocol Offenses**

- Accesses, produces, stores, posts/sends, displays or views inappropriate web sites or material that is pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, blocked, defamatory, or sexually suggestive with language or images.
- Responds inappropriately to directions by a staff member or district technology employee regarding computer activity.
- Plagiarizes information or violates copyright laws from the internet or other electronic media.
- Uses another user's password or trespasses in another user's folder, work, or files....Participates in illegal file sharing.
- Accesses restricted social networking sites during the school day on a school computer.

- Communicates with a student or other students on a social networking site during non-school hours resulting in actions that disrupt the school day.
- Plays games, listens to music, or uses any other type of media during the instructional time that is not directly related to the lesson or to a project as assigned by an instructor.
- Uses inappropriate language, graphics, or references in a school assignment or discussion board.

Type I Consequence Options

1st Offense:

- Shall conference with student and parents/guardians.
- Shall complete a **signed** warning statement/contract/referral of the offenses and the consequences that could result from subsequent violations.
- Plagiarizing from the internet and other media sources **may** warrant a zero on the work in question in addition to other consequences as determined by school administration.
- May result in discussion with Magistrate/Juvenile Services to determine criminal potential.
- May result in out-of-school suspension.

2nd Offense:

- Shall conference with student and parents/guardians.
- Shall complete a **signed** statement of the offenses and the consequences that could result from subsequent violations.
- Plagiarizing from the internet or other media sources **shall** result in a zero on work in question and may jeopardize status in certain school activities and privileges. Counseling **may** be considered.
- May result in loss of laptop.
- Shall result in loss of school computer access as designated by administrator or loss of student's password/log in privileges on school computers.
- May result in removal of internet capabilities from laptop, restriction to use of flash drive only, or access to restricted user on specific web sites.
- May result in request to Magistrate/Juvenile Services to consider criminal charges.
- May result in suspension up to 3 days contingent upon severity of offense.

3rd Offense:

- Shall conference with student and parents/guardians.
- Shall complete a **signed** statement of offenses and consequences that could result from subsequent violations.
- Plagiarism from the internet or other media source for the third time reveals a problem that **may** lead to complete loss of certain activities or privileges and **shall** lead to a recommendation for counseling. Student **shall** receive a zero on the work in question.
- Shall result in loss of computer privileges or laptop for extended period of time...up to the entire school year. The loss of computer for a one to one student may allow for instructional access only. A laptop student may check out a computer from the instructor or administrator for class activities in classroom. The student shall return laptop at the end of each class period. Student shall lose all at-home laptop privileges.
- May result in filing a complaint with the Magistrate/Juvenile Services for consideration of criminal charges.
- May result in suspension up to 5 days.

Offenses-Type II Consequences Legal Implication or Warrants Monetary Restitution

- Damages, disturbs, or vandalizes a computer or school software including any attempt to harm or destroy the operating system, hardware, application software, or data.

- Uses computer to disrupt the activities of other users....for example the distribution of unsolicited advertising (spam), causes a DOS (Denial of Service), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (i.e., chain letters, network games, or broadcasting).
- Accesses, produces, stores, posts/sends, displays or views inappropriate web sites or material that is pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, blocked, defamatory, or sexually suggestive with language or images.
- Responds inappropriately to directions by a staff member or district technology employee regarding computer activity.

Type II Consequence Options

1st Offense:

- Shall conference with student and parents/guardians.
- Shall complete a **signed** statement of offenses and consequences for subsequent violations.
- Parents and students **shall** be responsible for restitution of damages of property and staff time to reinstall or change modified or deleted files.
- May result in the loss of laptop or school computer access for time designated by administrator if incident involves school computers. Administrator will determine if loss of computer or computer access is logical consequence.
- May result in request to Magistrate/Juvenile Services to consider criminal charges.
- May result in possible suspension up to 3 days contingent upon nature of the offense.

2nd Offense:

- Shall conference with student and parents/guardians.
- Shall complete a **signed** statement of offenses and future consequences for subsequent violations.
- Shall result in loss of laptop or school computer access for extended period of time if administrator concludes that offense involves school computer. The loss of computer for a one to one student may allow for instructional access only. A laptop student may check out a computer from the instructor or administrator for class activities in classroom. The student shall return laptop at the end of each class period.
- Shall discuss filing a complaint with the Magistrate/Juvenile Services for criminal charges.
- May result in a possible suspension up to 5 days contingent upon nature of prior offenses and severity of offense.

3rd Offense:

- Shall conference with student and parents/guardians.
- Shall complete a **signed** statement of offenses and future consequences for subsequent violations.
- Shall result in loss of laptop or school computer access for rest of school year if administrator concludes that offense involves school computer. The loss of computer for a one to one student may allow for instructional access only. A laptop student may check out a computer from the instructor or administrator for class activities in classroom. The student shall return laptop at the end of each class period.
- Shall file complaint with Magistrate to press criminal charges.
- May result in a suspension up to 10 days.

Offenses-Type III Consequences Strong Legal Implications

- Hacks into the school data management system or any other school data base.
- Harasses another student through electronic media or other means such as texting.

- Harasses a staff member through electronic media or other means including cyberstalking or cyberharassment.
- Poses as another student or staff member by accessing a personal web site or social network page and proceeds to communicate as that person...
- Uses another user's password or trespasses in another user's folder, work, or files....Participates in illegal file sharing.
- Publishes information or student work on inappropriate or restricted sites. Publishes false or defamatory information.
- Uses the school network for legal or illegal (selling drugs or alcohol) commercial gain.
- Agrees to meet with someone through a school network site.
- Posts information about or authored by a school employee without the permission of the employee...
- Accesses, produces, stores, posts/sends, displays or views inappropriate web sites or material that is pornographic, obscene, discriminatory, profane, lewd, vulgar, rude, blocked, defamatory, or sexually suggestive with language or images.

Type III Consequence Options

1st Offense:

- Shall conference with student and parents/guardians of both parties and/or staff member.
- Shall complete a **signed** statement of offenses (with documented evidence of communication) and future consequences for subsequent violations.
- May result in the loss of laptop or school computer access for time designated by administrator if incident involves school computers. Administrator will determine if loss of computer or computer access is logical consequence.
- Shall discuss possibility of filing criminal charges with the Magistrate/Juvenile Services.
- Shall result in suspension up to 10 days or Long Term contingent upon severity of the offense.

2nd Offense:

- Shall conference with students and parents/guardians of both parties and/or staff member.
- Shall complete a **signed** statement of offenses (with documented evidence of communication) and future consequences for subsequent violations.
- May result in the loss of laptop or school computer access for time designated by administrator if incident involves school computers. Administrator will determine if loss of computer or computer access is logical consequence.
- Shall ask the Magistrate/Juvenile Services to recommend filing charges.
- May result in possible suspension up to 10 days or Long Term contingent upon severity of the offense.

3rd Offense:

- Shall conference with student and parents/guardians of both parties and/or staff member.
- Shall produce **signed** statement of results and future consequences.
- Shall request that charges be filed with Magistrate/Juvenile Services.
- Shall result in long term loss of computer access or laptop if applicable.
- Shall result in possible suspension up to 10 days or Long Term.

Definitions:

Illegal activities: Any violations of federal, state, or local laws that include, but are not limited to, copyright infringement and or illegal file sharing; posting or publishing false or defamatory information about a person or organization; committing fraud; cyberstalking; cyberharassment; threatening another person; or intentionally engaging in communication for the purpose of abusing, annoying, threatening, terrifying, harassing, misrepresentation or embarrassing another person.

Harassment includes but is not limited to slurs, comments, jokes, innuendoes, unwelcome compliments, conveying a threat, cartoons, visual depictions, pranks, text messages, phone messages, or verbal conduct relating to an individual that have the purpose or effect of creating an intimidating hostile or offensive environment and have the purpose or effect of unreasonably interfering with an individual's work or school performance or interfering with school operations.

Conference with student and parents/guardians means either a face to face meeting or personal conversation by phone. Messages are not acceptable as a conference.

Complete a signed warning statement means that there is documentation either through a contract, group memory, or discipline referral that both parties understand the infraction and the impending consequences. Having a signed document upon each occurrence increases the chances of the offense's not being repeated and serves as documentation to support decisions made in the event there are future infractions.

Received as information August 20, 2009.

STUDENT AND PARENT GRIEVANCE PROCEDURE

Policy Code: **1740/4010**

A. OPTIONS FOR RESOLVING COMPLAINTS

The board strives to resolve concerns and complaints of students and parents whenever possible. To this end, the board has provided opportunities for students and parents to express their concerns through processes established in board policies. Policy 1742/5060, Responding to Complaints, identifies these different processes, including a mechanism for resolving complaints in an informal manner.

While the board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process did not produce satisfactory results. This policy provides a complaint procedure that may be used as described below.

Any parent or student who has questions about the options for proceeding with a complaint or concern may contact the principal or superintendent for further information and copies of all applicable board policies.

B. DEFINITIONS

1. Days

Days are working days, exclusive of Saturdays, Sundays, vacation days, or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the grievance. After May 1, time limits will consist of all weekdays (Monday – Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

2. Final Administrative Decision

A final administrative decision is a decision of a school employee from which no further appeal to a school administrator is available.

3. Grievance

A grievance is a formal complaint regarding specific decisions made by school personnel

that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted or violated. The term "grievance" does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act. Claims of discrimination, harassment or bullying must be processed under policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure.

4. Grievant
The grievant is the parent, student or group of parents or students submitting the grievance.
5. Official
The official is the school system employee hearing and responding to the grievant.

C. Timeliness of Process

The number of days indicated at each step of the grievance process should be considered a maximum, and every effort should be made to expedite the process.

Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official shall make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays that interfere with the exercise of the grievant's legal rights are not permitted.

Failure by the grievant at any step of the process to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at the current step, unless the grievant has notified the official of a delay and the reason for the delay and the official has consented in writing to the delay.

D. General Requirements

1. No reprisals of any kind will be taken by the board or by an employee of the school system against any grievant or other student or employee because of his or her participation in a grievance filed and decided pursuant to this policy.
2. All meetings and hearings conducted pursuant to this policy will be private
3. The board and school system officials will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.
4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

E. Process for Grievance

1. Filing a Grievance
 - a. Whenever a student or parent or guardian believes that he or she has been adversely affected by a decision of a school employee, the student or parent or guardian may file a grievance as provided in this policy.
 - b. A grievance must be filed as soon as possible but no later than 45 days after disclosure or discovery of the facts giving rise to the grievance. For a

grievance submitted after the 45-day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students, parents and guardians should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.

- c. A student or parent or guardian who has a grievance must provide the following information in writing to the principal: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in policy 1742/5060 is appropriate, and the principal shall address the concern following that policy.
- d. Even if the principal is the employee whose decision or action is at issue, the student must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the superintendent or designee.
- e. If a student wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student, the general process described in this policy will be used, except that the grievance will be submitted to the assistant superintendent of human resources, who shall forward the grievance to the board chairperson.

2 Investigation

- a. The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days after the grievance has been filed with the principal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.
- b. The principal shall conduct any investigation of the facts necessary before rendering a decision. Such investigation shall include interviewing witnesses, reviewing any relevant documentation and considering information presented by the student, parent or representative, as appropriate.

3 Response by Principal

- a. The principal shall provide a written response to the written grievance within 10 days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other students or employees that is considered confidential by law.

- b. A copy of the grievance and the principal's response will be filed with the superintendent.
4. Response by Superintendent
- a. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing within five days of receiving the principal's decision.
 - b. The superintendent may review the written documents and respond or the superintendent may schedule and hold a conference with the grievant, principal and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.
 - c. The superintendent shall provide a written response within 10 days after receiving the appeal. In responding, the superintendent may not disclose information about other students or employees that is considered confidential by law.
5. Appeal to the Board
- a. If the grievant is dissatisfied with the superintendent's response to his or her grievance, the grievant may appeal the decision to the board within five days of receiving the superintendent's response.
 - b. A hearing will be conducted pursuant to policy 2500, Hearings Before the Board.
 - c. The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.
 - 1) The board will provide a final written decision within 30 days of the decision to grant a hearing, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

F. NOTICE

The superintendent or designee is responsible for providing effective notice to students, parents and school system employees of the procedures for reporting and investigating grievances.

G. RECORDS

Appropriate records shall be maintained in accordance with state and federal law.

Legal References: G.S. 115C-45(c); 126-16; 150B-43 *et seq.*

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Responding to Complaints (policy 1742/5060), Hearings Before the Board (policy 2500), Student Behavior Policies (4300 series)

Adopted: April 18, 2013

BOARD CONCERN PROCESS

Stakeholders

Student

Teacher

Employee

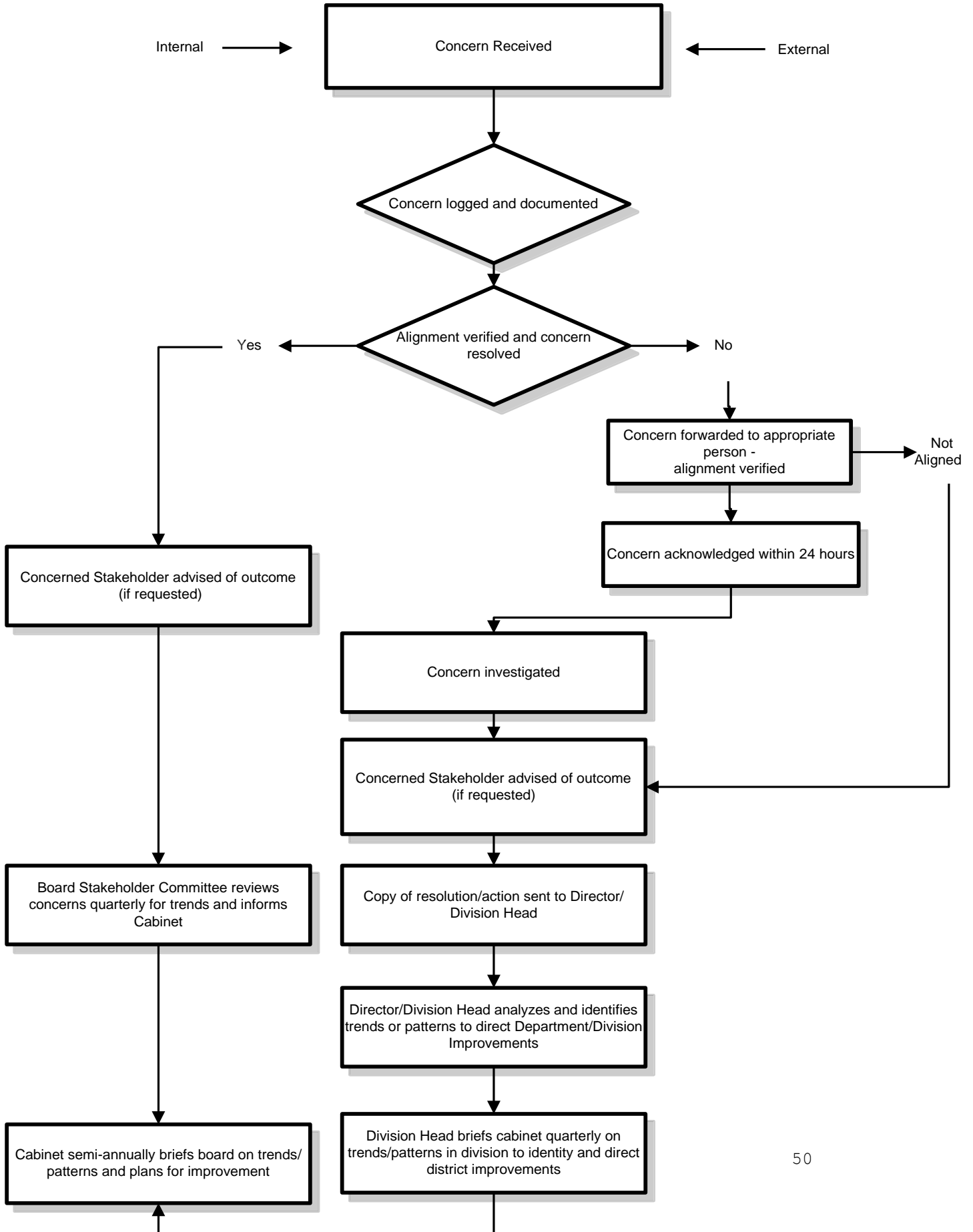
Principal

Parent

Business

Board

Other



SEXUAL HARASSMENT

The board of education believes that all employees and students are entitled to work and study in school-related environments that are free of sexual harassment. To this end, the board prohibits employees and students from engaging in sexual harassment. When evidence of sexual harassment is established, disciplinary action may be taken, up to and including dismissal for employees and suspension or expulsion for students. Independent contractors, volunteers and other third parties associated with the school system are likewise prohibited from engaging in sexual harassment and are subject to appropriate action for violation of this policy.

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, or other harassment directed at a person based on gender, constitute sexual harassment when:
 - A. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or
 - B. Submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or, in the case of a student, submission to or rejection of such conduct is used in making educational decisions or evaluating the individual's performance within a course of study or other school-related activity; or
 - C. Such conduct unreasonably interferes with an employee's work or performance or a student's educational performance, by creating an intimidating, hostile, or offensive environment or by denying or limiting an educational benefit or opportunity.
2. Examples of sexual harassment include, but are not limited to, deliberate, unwelcome touching; suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats; pressure for sexual activity; continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; degrading remarks about a person's actual or assumed sexual orientation; sexually degrading words used toward an individual or to describe an individual; or the display in the work place of sexually suggestive objects or pictures. Sexual harassment does not include personal compliments welcomed by the recipient, or social interactions or relations freely entered into by employees or prospective employees.
3. It is possible for sexual harassment to occur at various levels; between students, between co-workers, between supervisors and subordinates, between employees and students, or between non-employees and employees or students. Sexual harassment can occur between members of the opposite sex or the same sex.
4. Romantic or sexual advances toward students by employees or romantic or sexual relationships between school district employees and students are never appropriate, whether or not they are consensual or otherwise outside the definition of sexual harassment. Such relationships are prohibited. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, up to and including dismissal, license revocation, and/or criminal prosecution.

5. Informal Resolution.

The board recognizes that reports of possible sexual harassment are sometimes best addressed informally through such methods as conferences or mediation, without a formal complaint and investigation. A person who reports possible sexual harassment shall be given a copy of this policy, and shall be advised of the option to elect either informal resolution or the formal complaint process. A complainant who elects informal resolution retains the right to file a formal complaint. The principal or other administrator shall explore informal resolution using methods appropriate for the particular circumstances. The principal or administrator shall document the report of possible sexual harassment, the complainant's election to seek informal resolution, and the actions taken to address the matter, and shall promptly provide the documentation to the school district's Title IX coordinator.

6. Formal Complaints.

Any employee or student who believes that he or she has been the victim of sexual harassment may file a complaint of sexual harassment with the principal, assistant superintendent for personnel, the superintendent or the District's Title IX coordinator. All complaints of sexual harassment will be promptly and thoroughly investigated according to the following procedure:

- A. All complaints of sexual harassment will be confidential. Information will be given only to those individuals who need to have access to it in order to appropriately investigate and address the complaint.
- B. A student who believes that he or she has suffered sexual harassment may report the matter to the individuals listed above. Nevertheless, any teacher or other school employee who witnesses or who receives from a student a report of alleged sexual harassment will immediately report the same to the school principal and the principal will promptly inform the superintendent and Title IX coordinator of the allegations. Failure by the employee to do so may subject the employee to disciplinary action. If the student's school principal is the alleged offender, such report by the student or by other school employees will be made to the superintendent or assistant superintendent for personnel or the District's Title IX coordinator.
- C. An employee who believes that he or she has suffered sexual harassment may report the matter to the assistant superintendent for personnel. Nevertheless, any school employee who occupies an organizationally superior position relative to an employee who receives from such employee a report of alleged sexual harassment will promptly report the same to the assistant superintendent for personnel. Failure by such employee to do so may subject the employee to disciplinary action. If the assistant superintendent for personnel is the alleged offender, such report will be made to the superintendent.
- D. In any case involving alleged sexual harassment by the superintendent, reports will be made to any member of the board.
- E. The formal complaint process is initiated by submitting a signed complaint to any of the individuals listed above.
- F. Complaints of sexual harassment should be made as soon as possible and no later than 45 days after the sexual harassment takes place or is discovered. If a complaint is untimely under this policy, the superintendent or his/her designee will

determine whether the complaint should be investigated, after considering factors such as the reason for the delay, the extent of the delay, the effect of the delay on the ability of the school district to investigate and respond to the complaint, and whether an investigation is necessary to meet any legal obligations. Individuals should recognize that any delays in reporting may significantly impair the ability of the school district to investigate and respond effectively to complaints.

- G. Complaints of sexual harassment will be promptly and thoroughly investigated and appropriate action will be taken. The District will also investigate and respond to possible sexual harassment of which it is aware, even in the absence of a formal or informal complaint. The investigator assigned by the superintendent or his designee will interview the parties to the complaint as well as any witnesses to the alleged harassment, and will gather information, documentation and evidence as appropriate to assure an adequate and thorough investigation. The investigator will make a written report of the findings of the investigation and will endeavor to notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. If additional time is needed, the parties will be notified.
 - H. Violations will be deemed to be serious disciplinary infractions. If it is determined that sexual harassment has occurred, the superintendent or designee shall take appropriate action that is reasonably calculated to end any harassment, eliminate a hostile environment if one has been created, and prevent future harassment.
 - I. The superintendent may establish such guidelines and additional procedures, as deemed necessary for implementation of this policy.
7. The superintendent will recommend and the board will approve the appointment of a member of the central office staff to coordinate compliance with Title IX of the Education Amendments of 1972 and this policy. Anyone who has brought a complaint under this policy and is not satisfied with the results of the investigation will be notified that they may file an appeal within ten (10) days of receipt of the results of the investigation with the Title IX coordinator, who shall review the investigation and results. The Title IX coordinator may refer the matter to the Superintendent with recommendations and/or for further review or investigation, if deemed necessary. If no further review is deemed necessary, the Title IX coordinator shall approve the results of the investigation and notify the complainant and the Superintendent. The person(s) filing a complaint will be notified that the results of this review may be appealed to the board within five (5) days of receipt of the Title IX coordinator's decision.
 8. The chairperson may designate a committee of two or more members to hear the appeal. No new evidence, written or verbal, may be presented without the prior knowledge and consent of both parties or upon a majority vote of the board or its committee. Each party may have one representative at the hearing before the board or its committee. The board or its designated committee will render a decision, in writing, within 30 days of receipt of the request for board review. The decision of the board or its committee may affirm, disaffirm or modify the decision of the Title IX coordinator. The decision of the board or its committee will be final.
 9. Reprisals against individuals who file a complaint are prohibited.
 10. It will be the responsibility of the superintendent and his designees to inform school employees and students regarding sexual harassment, as set forth herein.

Legal Reference: Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; 29 CFR 1604.11; Office of Civil Rights, revised, Sexual Harassment Guidance: Harassment of Students by School Employees, Students or Third Parties, 66 Fed. Reg. 5 512 (2001) www.ed.gov/ocr/docs/shguide.html; Office for Civil Rights, Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, 59 Fed. Reg. 11,448 (1994) www.ed.gov/ocr/docs/race394.html; G.S. 115C-47(18), -308, -335.5.

Cross Reference: Policy 710.05, Employment Related Complaints and Grievances; Policy 1012, Student and Parent Grievance Procedure; Policy 1013.01, Harassment, Bullying, Discrimination; Policy 1125, Responding to General Complaints.

Adopted by CC March 17, 2005 (Policy 710.1814) and September 20, 2007 (Policy 1016.0608).
Revised by CC April 27, 2009.

STUDENT SEX OFFENDERS

Policy Code: 4260

The Craven County Board of Education is committed to the safety of students, school employees and other persons on school property. In order to create and maintain a safe school environment and to comply with G.S. 14-208.18, the Board establishes the following policy provisions.

A. STUDENT SEX OFFENDER ON SCHOOL PROPERTY

A student who is enrolled in the school system and is a registered sex offender subject to policy 5022, Registered Sex Offenders, is expressly prohibited from (1) knowingly being present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, buses and other property, and (2) attending school-sponsored or school-related activities, except to the extent, if any, that the Board permits the student to be on school property to receive educational services in accordance with Section B below.

B. EDUCATIONAL SERVICES FOR STUDENT SEX OFFENDERS

1. If permitted by the Board, a student who is subject to Section A of this policy and is eligible to attend public school under G.S. 115C-378 may be present on school property, subject to any conditions and restrictions imposed by the Board.
2. The Board will hold a hearing to determine, on a case-by-case basis, whether to expel a student subject to policy 5022, Registered Sex Offenders, or provide the student with educational services in accordance with subsection B.4.b. of policy 4353, Long-Term Suspension, 365-Day Suspension, Expulsion.
3. Prior to expelling a student pursuant to G.S. 115C-390.11(a)(2), the Board will consider whether there are alternative education services that may be offered to the student. If the Board determines that alternative education services are available, such services may be provided off school property.
4. If the Board determines that a student will be provided with educational services on school property, the student must be supervised by school personnel at all times. The student must comply with this requirement at all times.
5. If a student subject to this policy violates the conditions and restrictions placed on the

student by the Board, school officials will impose disciplinary consequences consistent with the terms of the conditions and restrictions placed on the student's admission or as otherwise provided in Section D of policy 4300, Student Behavior Policies, and any applicable provisions of the Code of Student Conduct.

6. If a student subject to this policy is a student with disabilities, he or she will be provided with educational services in compliance with federal and state law.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12131 *et seq.*, 28 C.F.R. pt. 35; Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; G.S. 14-208.18, -208.19; 115C art. 9; 115C-378, -390.2, -390.11(a)(2)

Cross References: School Safety (policy 1510/4200/7270), Alternative Learning Programs/Schools (policy 3470/4305), Student Behavior Policies (policy 4300), Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety (policy 4333), Long-Term Suspension, 365-Day Suspension, Expulsion (policy 4353), Registered Sex Offenders (policy 5022)

Adopted: August 15, 2013

STUDENT SEX OFFENDER ON SCHOOL PROPERTY

4260A - R

A. STUDENT SEX OFFENDER ON SCHOOL PROPERTY

A student, enrolled in the school system and a registered sex offender, subject to policy 4260B Registered Sex Offenders, is expressly forbidden (1) to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, school buses, activity buses or other property, and (2) to attend school sponsored or school related activities, except to the extent the student is permitted to be on school property to receive educational services.

A student subject to policy and regulation 4260A who is receiving educational services on school grounds must comply with the requirement that he or she be supervised by school personnel at all times.

B. EDUCATIONAL SERVICES FOR STUDENT SEX OFFENDERS

1. If permitted by the board, a student who is subject to Section A of this policy and is eligible to attend public school under [G.S. 115C-378](#) may be present on school property subject to any conditions and restrictions imposed by the board.
2. The board will hold a hearing to determine whether to expel the student or provide the student with educational services. The decision to expel the student will be based on the standard established by [G.S. 115C-391\(d\)\(2\)](#).
3. Prior to expelling a student pursuant to [G.S. 115C-391\(d\)\(2\)](#), the board will consider whether there is an alternative program offered by the school system that may provide educational services to the student.
4. If the board of education determines that a student will be provided educational services on school property, the student must be under the supervision of school personnel at all times.
5. If a student subject to this policy violates the conditions and restrictions placed upon the student by the board, school administrators and the board will follow established student discipline procedures and impose an appropriate disciplinary measure, up to and including expulsion.

6. If a student subject to this policy is a child with disabilities, he or she will be provided educational services in compliance with federal and state law.

Legal references: Americans with Disabilities Act, 42 U.S.C. 12132, 28 C.F.R. Part 35; Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., 34 C.F.R. Part 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; G.S. 14-208.18, -25A; 115C, art.9; 115C-378,-391

Cross references: School Safety (policy 1510/4200/7270), Alternative Learning Programs/Schools (policy 3470/4305), Weapons, Bomb threats, Terrorist threats and Clear Threats to Safety (policy 4333), Long term suspension, 365 day suspension, expulsion (policy 4353), Registered sex offenders (policy 5022)

Issued January 15, 2009

REGISTERED SEX OFFENDERS

4260B - R

A. REGISTERED SEX OFFENDERS BANNED FROM ALL SCHOOL PROPERTY

In accordance with G.S. 14-208.18, all persons who (1) are required to register under the Sex Offender and Public Protection Program AND (2) have been convicted of any sexually violent offense AND/OR any offense where the victim was under the age of 16 years at the time of the offense are expressly forbidden to knowingly be present on any property owned or operated by the school system, including school buildings, athletic fields, playgrounds, parking lots, buses or any property of any kind for any reason, including attendance at sporting events or other school-related functions, whether before, during or after school hours. In addition, sex offenders subject to G.S. 14-208.18 may not attend or be present at any student function or field trip on or off school property that is (1) school-sponsored or (2) otherwise under the official supervision or control of school personnel. This policy applies to all covered sex offenders regardless of their relationship to or affiliation with a student in the school system.

B. PERSONS PROHIBITED FROM SCHOOL PROPERTY

The Superintendent or designee shall consult with the Board Attorney and create and maintain a list of the criminal offenses that subject a person to the requirements of Section A. above.

C. ENFORCEMENT

All school personnel must immediately report the presence or suspected presence of a known or suspected registered sex offender on school property to a school administrator. School administrators and other supervisory personnel shall report to the Superintendent and law enforcement when they reasonably believe that a registered sex offender is or has been on school property or at a school event.

School administrators also shall notify the Superintendent or designee of all known student or parent or guardian sex offenders at their school.

D. EXCEPTIONS

A person who is banned from school property under G.S. 14-208 may be on school property only under the following circumstances:

- a. Students

Students who are subject to G.S. 14-208.18 may be on school property only in accordance with Policy 4260A, Student Sex Offenders.

- b. Voters

Voters who are subject to G.S. 14-208.18 and are eligible to vote may be present on school property for the sole purpose of voting if the school property is being used as a voting place. The voter must notify the principal of the school that he or she is registered under the Registry Program, and the voter must remain at all times in the portion of the school being used as the polling place.

c. Parents or Guardians

- i. An individual who is subject to this policy and is the parent or guardian of student enrolled in school may be present on school property only for the following reasons:
 1. to attend a conference at the school with school personnel to discuss the child's academic or social progress; or
 2. at the request of the principal, for any reason relating to the welfare or transportation of the child.
- ii. For each visit authorized by the principal in accordance with subsection (a) above, the parent or guardian must provide the principal with prior written notice of his or her registration on the Sex Offender Registry and prior written notice of his or her presence at school. Notice of his or her presence at school includes the nature and specific times of the visit.
- iii. For each visit authorized by subsection (a) above, the parent or guardian must check in at the principal's office upon arrival and departure. In addition, during each and every visit the parent or guardian must be under the direct supervision of school personnel at all times. If personnel are not available to supervise the parent or guardian during any visit, then the parent or guardian will not be allowed to remain on school property.
- iii. For each visit authorized by subsection (a) above, the parent or guardian shall comply with all reasonable rules and restrictions placed upon him or her by the principal, including restrictions on the date, time, location and length of the meeting.

E. CONTRACTUAL PERSONNEL

In order to ensure compliance with this policy and regulation, each contract executed by the board must include a provision that requires the other party to the contract to conduct an annual check of the State Sex Offender and Public Protection Program and the State sexually Violent Predator Registration Program on all employees who may be sent to perform tasks or deliver products to school property. Persons who are subject to Section A of this policy may not be sent onto school property for any reason.

In addition, each time the board enters into any contract or agreement for contracted services that involve direct interaction with children, the contract must include a provision that requires the other party to the contract to conduct an annual check of the National Sex Offender Registry on all contracted employees who may have direct contact with children.

No contractor or employee of a contractor registered with the State Sex Offender and Public Protection Program, the State Sexually Violent Predator Program or the National Sex Offender Registry may have direct interaction with children. This provision applies to contracts with a single individual.

Legal References: G.S. 14-208.18, -25A; 115C-332,-332.1;

Cross References: School Safety (NCSBA Policy **1510/4200/7270**), Student Sex Offenders (NCSBA Policy 4260), Visitors to Schools (NCSBA Policy 5020), Recruitment and selection of personnel (NCSBA Policy 7100)

Received as information January 15, 2009.

**PROHIBITION AGAINST DISCRIMINATION,
HARASSMENT AND BULLYING**

Policy Code: 1710/4021/7230

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, color, national origin, sex, disability or age and will provide equal access to designated youth groups as required by law. The board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying

Students, school system employees, volunteers and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination, harassment and bullying.

Students are expected to comply with the behavior standards established by board policy and the Code of Student Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

Any violation of this policy is serious and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide response is necessary. Such classroom, school-wide or school system-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the

superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers and visitors. "Visitors" includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school system.

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;
3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel; and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

Discrimination means any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a socially distinct group or category, such as race, ethnicity, sex, pregnancy, religion, age or disability. Discrimination may be intentional or unintentional.

2. Harassment and Bullying

- a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:
- (1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
 - (2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or

bullying.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers, between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

- b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - (1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
 - (2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
 - (3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

- c. Gender-based harassment is also a type of harassment. Gender-based harassment may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping but not involving conduct of a sexual nature.

D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

The board will provide additional training for students, employees and volunteers who have significant contact with students regarding the board's efforts to address discrimination, harassment and bullying and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination, harassment or bullying; (2) teach employees to identify groups that may be the target of discrimination, harassment or bullying; and (3) train school employees to be alert to locations where such behavior may occur, including locations within school buildings, at school bus stops, on cell phones and on the Internet.

F. Notice

The superintendent is responsible for providing effective notice to students, parents and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment and bullying established in policy 1720/4015/7255, Discrimination, Harassment and Bullying Complaint Procedure. The superintendent must ensure that each school principal provides a copy of this policy and policy 1720/4015/7255 to students, employees and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policy must be readily available in the principal's office, the media center at each school and the superintendent's office. Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. COORDINATORS

The superintendent has appointed the following individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws.

1. Title IX Coordinator (employees)
Assistant Superintendent of Human Resources
Address: 3600 Trent Road, New Bern, NC 28562
Phone Number: 252.514.6367
2. Title IX Coordinator (Students)
Student Support Services Director
Address: 3600 Trent Road, New Bern, NC 28562
Phone Number: 252.514.6341
3. Section 504 Coordinator
Federal Programs Director
Address: 3600 Trent Road, New Bern, NC 28562
Phone Number: 252.514.6374
4. ADA Coordinator (employees)
Assistant Superintendent of Human Resources
Address: 3600 Trent Road, New Bern, NC 28562
Phone Number: 252.514.6367

5. ADA Coordinator (students)
 Exceptional Children's Director
 Address: 3600 Trent Road, New Bern, NC 28562
 Phone Number: 252.514.6344

6. Age Discrimination Coordinator
 Assistant Superintendent of Human Resources
 Address: 3600 Trent Road, New Bern, NC 28562
 Phone Number: 252.514.6367

H. RECORDS AND REPORTING

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination, harassment or bullying. The records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports. The superintendent also shall maintain records of training conducted and corrective action(s) or other steps taken by the school system to provide an environment free of discrimination, harassment and bullying.

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. EVALUATION

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and shall share these evaluations periodically with the board.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (October 26, 2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (April 4, 2011) available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>; *Oncala v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 115C-335.5, -407.15 through -407.18; 126-16; State Board of Education Policy HRS-A-000

Cross References: Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Prohibition Against Retaliation (policy 1760/7280), Equal Educational Opportunities (policy 4001), School Plan for Management of Student Behavior (policy 4302), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Recruitment and Selection of Personnel (policy 7100), Professional Employees: Demotion and Dismissal (policy 7930), Classified Personnel: Suspension and Dismissal (policy 7940)

Adopted: April 18, 2013 Revised: January 29, 2015.

DISCRIMINATION, HARASSMENT AND BULLYING COMPLAINT PROCEDURE

Policy Code:1720

The board takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy. Reports may be made anonymously

A. DEFINITIONS

1. **Alleged Perpetrator**

The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.

2. **Complaint**

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.

3. **Complainant**

The complainant is the individual complaining of being discriminated against, harassed or bullied.

4. **Days**

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or after May 1, time limits will consist of all weekdays (Monday–Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

5. **Investigative Report**

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. **Investigator**

The investigator is the school official responsible for investigating and responding to the complaint.

7. **Report**

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. **Mandatory Reporting by School Employees**

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy 1710/4021/7230 must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

2. **Reporting by Other Third Parties**

All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

3. **Anonymous Reporting**
Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.
4. **Investigation of Reports**
Reports of discrimination, harassment or bullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. **Filing a Complaint**
Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:
 - a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
 - b. an immediate supervisor if the individual making the complaint is an employee;
 - c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);
 - d. the Title IX coordinator for claims of sex discrimination or sexual harassment;
 - e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
 - f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.
2. **Time Period for Filing a Complaint**
A complaint should be filed as soon as possible but no later than 45 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 45-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.
3. **Informal Resolution**
The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. The principal also shall document the complaint and the informal measures undertaken to address the complaint. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

D. PROCESS FOR ADDRESSING COMPLAINTS OF ALLEGED INCIDENTS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Initiating the Investigation

a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows.

1. If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the assistant superintendent of human resources, the superintendent or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the assistant superintendent of human resources or designee.

2. If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.

3. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.

4. If the alleged perpetrator is the assistant superintendent of human resources, the superintendent or designee is the investigator.

5. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the assistant superintendent of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)

6. If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)

b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.

c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.

d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 1710/4021/7230.

e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.

2. Conducting the Investigation

a. The investigator is responsible for determining whether the alleged act(s)

constitutes a violation of policy 1710/4021/7230. In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.

- b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.
- c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Investigative Report

- a. The investigator shall submit a written investigative report to the superintendent (or, in the event the superintendent is the alleged perpetrator, to the board chair) and, as applicable, to the Title IX, Section 504, ADA or other coordinator.
- b. The investigator shall notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:
 - 1. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
 - 2. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and
 - 3. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- c. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).
- d. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.
- e. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate

action to address the discrimination, harassment or bullying.

4. Appeal of Investigative Report
 - a. If the complainant is dissatisfied with the investigative report, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the investigative report. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.
 - b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within five days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

Failure by the complainant at any step in the process to appeal a complaint to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay and the reason for the delay and the investigator has consented in writing to the delay.

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.

4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

G. RECORDS

Records will be maintained as required by policy 1710/4021/7230.

References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 *et seq.*, 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e *et seq.*, 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 *et seq.*, 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Gebser v. Lago Vista Independent School District*, 524 U.S. 274 (1998); *Davis v. Monroe County Board of Education*, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.18; State Board of Education Policy HRS-A-007

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Student and Parent Grievance Procedure (policy 1740/4010), Hearings Before the Board (policy 2500), Assaults, Threats and Harassment (policy 4331)

Adopted: April 18, 2013

**SECTION 900.
INSTRUCTIONAL PROGRAM**

Policy 917.05

PROMOTION/NON-PROMOTION

All students who have made sufficient progress in the academic areas shall be promoted to the next grade level each school year. The evaluation of a student's progress towards promotion shall include a combination of factors: attendance, ability, developmental status, interest, experience, potential, health, achievement, grades, state and local assessments, class participation, projects, and homework. The need for any non-promotion shall be based on careful evaluation of all of the above factors that describe the student's performance and should involve communication among teachers, parents, the principal, and other pertinent personnel. The principal shall develop a process to monitor that interventions are in place and that communication with parents is documented for students who are at risk of academic failure. Final determination for promotion or retention shall be the responsibility of the principal.

(G.S. 115C-288).

Legal Reference N.C. Gen. Stat. G.S. 115-C-288,

Adopted by CC August 4, 1981. Revised March 20, 1986; February 18,1991; August 15, 1991; April 6, 1992; March 18, 1993; April 24, 1994; March 23, 1995; June 20, 1996; April 17, 2000; October 15, 2002; June 19, 2003, February 15, 2007, and May 21, 2009, Reviewed November 12, 2009, Reviewed January 20, 2011, Revised April 29, 2011. Reviewed October 15, 2012. Reviewed June 17, 2014. Revised March 17, 2016.

PROMOTION/NON-PROMOTION

The Craven County Promotion-Retention Policy and Regulation shall be distributed to parents in grades K-12 at the beginning of the school year. Teachers are responsible for early identification of students who are at risk of not meeting local or state promotion standards. A partnership between home and school is necessary to better serve student needs. Annually, parents of students attending Title I schools will participate in the development and signing of an agreement with the school to provide the most effective educational opportunity for the student. All parents will be notified in writing as soon as the teacher is able to determine that a child is having difficulty which may result in non-promotion or course failure. Together, parents, teachers and any other necessary school personnel will determine strategies that will help improve the student's academic progress and document those interventions in a personalized education plan which includes Responsiveness to Instruction or Multi-tiered System of Support in grades K-12. The guardian(s) of any student has the right to appeal decisions about the development and/or implementation of personal education plans to the principal, then to the Associate/Assistant Superintendent of Curriculum and Accountability if necessary. Students failing to make adequate progress who have an IEP or 504 plan shall have these plans reviewed and adjusted as necessary. If adequate progress is not made in grades K-8, and there is danger of non-promotion, a notice will be sent to the parent by the end of the first semester, with the final decision being made at the end of the school year. After consultation with teacher(s), parent(s), and when appropriate a review team, the principal, by law, has the final responsibility for promotion decisions (G.S. 115C-288).

Non-promotion or course failure decisions will be made after the student has had the opportunity to benefit from specific interventions as outlined by the personal education plan or appropriate revisions have been made to the IEP or 504. A combination of factors listed below shall be considered in the final non-promotion/course failure decision with "developmental status" defined as a student's current achievement level as compared to the achievement level of students the same age. Predicting future success in higher grades/courses should be based upon evidences that would indicate the achievement gap will close as maturity increases.

High school promotion is dependent upon successful completion of required credits at each grade level. All parents will be notified as soon as the teacher is able to determine that a child is having difficulty which may result in course failure.

Promotion Requirements

Elementary and Middle Schools

Grades K-2 students shall demonstrate proficiency in reading, writing, mathematics, and social development. Students meeting local standards and attendance requirements shall be promoted unless determined otherwise by the school principal, in consultation with teacher(s) and parent(s). Any student at risk of academic failure shall have a personalized education plan. Parents will be notified if their child is not reading on grade level throughout the school year.

Grades 3 - 8 students should demonstrate proficiency by having test scores at Level III or above on end-of-grade tests in both reading and mathematics; and shall pass all courses in language arts, mathematics, social studies, and science. The end-of-grade science test for students in grades 5 and 8 shall be used as a data point to determine whether students are making adequate progress. Students scoring at Level III or above on the regular administration and meeting all local promotion and attendance requirements shall be promoted unless determined otherwise by the school

principal, (G.S. 115C-288(a)) in consultation with teacher(s) and parent(s). Any student who fails to meet state or local requirements or who is at-risk of academic failure of a subject or course whether determined by attendance or below standard performance in classroom achievement shall have a personalized education plan. The principal shall communicate with parents and maintain proper documentation.

High School

Any student who is in danger of failing a course shall have a personalized education plan developed. In the rare event that critical circumstances occur late in the course or semester, a PEP may not provide timely intervention.

Promotion to Sophomore Class (10th Grade):

Satisfactory completion of at least six (6) units of study including English I or OCS English I if following the OCS pathway.

Promotion to Junior Class (11th Grade):

Satisfactory completion of at least thirteen (13) units of study including English I and II.

Promotion to Senior Class (12th Grade):

Satisfactory completion of at least eighteen (18) units of study including English I, English II, English III.

Legal Reference N.C. Gen. Stat. G.S. 115-C-288,

Receive as information by CC August 4, 1981; revised March 20, 1986; February 18, 1991; August 15, 1991; April 6, 1992; March 18, 1993; April 24, 1994; March 23, 1995; June 20, 1996; April 17, 2000; October 15, 2002; June 19, 2003, February 15, 2007, May 21, 2009, Revised November 12, 2009. Revised January 20, 2011, Revised April 29, 2011 (Revisions effective 7/14/11). Revised October 15, 2012. Revised June 17, 2014. Revised March 17, 2016.

TECHNOLOGY RESPONSIBLE USE

Policy Code: 25/4312/7320

The Craven County Board of Education provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The Board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the Board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful,

academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements and acknowledging awareness that the school system uses monitoring systems to monitor and detect inappropriate use of technological resources. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the Board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business and is not otherwise prohibited by Board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors.
5. The use of anonymous proxies or personal hotspots to circumvent content filtering is prohibited.

6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.
9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
10. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.
11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.
13. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.
14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.
15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
16. Teachers shall make reasonable efforts to supervise students' use of the Internet

during instructional time.

17. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

C. Restricted Material on the Internet

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from diverse and rapidly changing sources, including some that may be harmful to students. The Board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless school system personnel shall take reasonable precautions to prevent students from accessing material and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and Board policy. The Board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

D. Parental Consent

The Board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's Internet activity and e-mail communication by school personnel.

In addition, in accordance with the Board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system's network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers or on the storage mediums of individual devices will be private. The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate files server space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes, and system outputs, such as printouts, for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with Board policy and applicable laws and regulations, protecting the school system from liability, and complying with public records requests. School system personnel shall monitor

online activities of individuals who access the Internet via a school-owned device.

By using the school system's network, Internet access, email system, devices, or other technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

Each principal may establish rules for his or her school site as to whether and how personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. The school system assumes no responsibility for personal technology devices brought to school.

G. PERSONAL WEBSITES

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

1. Students

Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with Board policy (see the student behavior policies in the 4300 series).

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or online networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 *et seq.*; 20 U.S.C. 6777; G.S. 115C-325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Copyright Compliance (policy 3230/7330), Web Page Development (policy 3227/7322), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release and Disposition (policy 5070/7350), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: May 16, 2013. Revised March 19, 2015.

ACCEPTABLE USE OF INFORMATION SYSTEMS AND EDUCATIONAL TECHNOLOGY RESOURCES FOR STUDENTS

3225 R

The Craven County School District is now offering Internet access (not an account) for student use. This Internet access has been established for a limited educational purpose to include classroom activities, career development and approved curriculum activities. The network has not been established as a public access or public forum and the Craven County School System and this school have the right: to place reasonable restrictions on the material the student accesses, to determine the training the student needs to have before the student is allowed to use the system, and to enforce all rules set forth in the school policies and the laws of the state of North Carolina. Further, the student may not use this network for commercial purposes to offer, provide, or purchase products or services through the network or use the network for political lobbying. Access to the Internet is available through this school only with permission of the principal or his/her designee and the student's parents.

The following uses of this network are unacceptable:

1. PERSONAL SAFETY

- a. The student will not post contact information (e.g., address, phone number) about the student or any other person.
- b. The student will not agree to meet with someone the student has met online without approval of the student's parents. Any contact of this nature or the receipt of any message the student feels is inappropriate or makes the student feel uncomfortable should be reported to school authorities immediately.

2. ILLEGAL ACTIVITIES

- a. The student will not attempt to gain unauthorized access to this or any other computer network or go beyond the student's authorized access by entering another person's account number or accessing another person's files. This is considered a felony!
- b. The student will not deliberately attempt to disrupt the computer network or destroy data by spreading computer viruses or any other means.
- c. The student will not use the network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- d. The student may be provided with an individual email account under special circumstances for classroom related educational activities, at the request of a sponsoring teacher and with the approval of parents. E-mail of any form (Hot Mail-Yahoo Mail-Chat rooms-Net news groups) not provided by Craven County Schools is prohibited. To request a student email account, the sponsoring teacher must send a Student Email Account Agreement, signed by the student, parent and sponsoring teacher to the email administrator. The sponsoring teacher must state why the account is needed and describe how it will be used for educational purposes. If approved by the email administrator, the student will be provided with an account. The number of student email accounts is limited by District resources and licensing agreements.
- e. All Student Email Account Agreements must be renewed on a regular basis. Parents can withdraw their approval at any time. Student email accounts will expire when no longer needed for classroom activities or at the end of the school year unless special arrangements are made with the student, parent, sponsoring teacher and email administrator.

3. NETWORK SECURITY

- a. An Internet User Record will be maintained at each computer. All students must complete the form before using the computer.

- b. The student will immediately notify a teacher or the system administrator if the student has identified a possible security problem. Do not look for security problems: this may be construed as an illegal attempt to gain access to unauthorized areas of the network.
 - c. Electronic footprints are imprinted on the network whenever an action is performed. Therefore, the student will be caught if the student breaks the rules.
4. **INAPPROPRIATE LANGUAGE**
On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, the student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. The student will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. The student will not harass another person by a persistent action that distresses or annoys another person and the student must stop if asked to do so.
5. **RESPECT for PRIVACY**
The student will not post private information about the student or another person.
6. **RESPECTING RESOURCE LIMITS**
The student will use the network only for approved educational and career development activities.
7. **PLAGIARISM and COPYRIGHT INFRINGEMENT**
 - a. The student will not plagiarize words that the student finds on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
 - b. The student will respect the rights of copyright owners. Copyright infringement occurs when the student inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of the work the student should follow the expressed requirements. If the student is unsure whether or not the student can use a work, the student should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher or the Media Coordinator.
8. **INAPPROPRIATE ACCESS to MATERIAL**
 - a. The student will not use the Craven County School District network to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature). A special exception may be made if the purpose of the access is to conduct research with written approval by both teacher and parent.
 - b. No downloading of any files unless the student has written prior approval from authorized personnel (principal's designee).
 - c. If the student mistakenly accesses inappropriate information, the student should immediately tell the teacher or district employee or other person designated by the school. This will protect the student against a claim of intentional violations of this policy.
 - d. The student's parent(s)/guardian(s) should instruct the student if there are additional materials they think would be inappropriate for the student to access. The district fully expects that the student will follow the student parent's/guardian's instruction to this matter.
9. **STUDENT RIGHTS**
 - a. **Free Speech.** The student's right to free speech applies also to the student's communications on the Internet. The Internet is considered a limited forum, similar to the school newspaper, and therefore the district may restrict the student's right to free speech for valid educational reasons. The district will not restrict the student's right to free speech on the basis of its disagreement with the opinions the student expresses.

- b. Search and Seizure. The student should expect no privacy of the content of the student's personal files on the district network. Routine maintenance and monitoring of the network may lead to discovery that the student has violated this policy or the law. An individual search will be conducted if there is reasonable suspicion that the student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.
 - c. Due Process. The district will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the Craven County School District network. In the event of a claim that the student has violated this policy or the law in the student's use of the Craven County School District network, the student will be given written notice of suspected violations and an opportunity to present an explanation according to the district policies and/or the state and federal law. Additional restrictions may be placed on the student's Internet access.
10. **NO GUARANTEES**
 The district makes no guarantee that the functions or the services provided by or through the district network will be error free or without defect. The district will not be responsible for any damage the student may suffer including, but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information attained through or stored on the system. The district will not be responsible for financial obligations arising from unauthorized use of the network.

INTERNET SAFETY

Policy Code: **3226/4205**

A. INTRODUCTION

It is the policy of the Craven County Board of Education to: (a) prevent user access via its technological resources to, or transmission of, inappropriate material on the Internet or through electronic mail or other forms of direct electronic communications; (b) prevent unauthorized access to the Internet and devices or programs connected to or accessible through the Internet; (c) prevent other unlawful online activity; (d) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (e) comply with the Children's Internet Protection Act.

B. DEFINITIONS

1. Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are obscene, child pornography or harmful to minors.

2. Harmful to Minors

The term "harmful to minors" means any picture, image, graphic image file or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
- b. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

3. Child Pornography

The term “child pornography” means any visual depiction, including any photograph, film, video picture or computer or computer-generated image or picture, whether made or produced by electronic, mechanical or other means, of sexually explicit conduct, where:

- a. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- b. such visual depiction is a digital image, computer image or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
- c. such visual depiction has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

4. Sexual Act; Sexual Contact

The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

5. Minor

For purposes of this policy, the term “minor” means any individual who has not attained the age of 17 years.

C. ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or “Internet filters”) will be used to block or filter access to inappropriate information on the Internet and World Wide Web. Specifically, blocking will be applied to audio and visual depictions deemed obscene or to be child pornography or harmful to minors. Student access to other materials that are inappropriate to minors will also be restricted. The Board has determined that audio or visual materials that depict violence, nudity or graphic language that does not serve a legitimate pedagogical purpose are inappropriate for minors. The superintendent, in conjunction with a school technology and media advisory committee (see policy 3200, Selection of Instructional Materials), shall make a determination regarding what other matter or materials are inappropriate for minors. School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the viewpoints involved.

Subject to staff supervision, technology protection measures may be disabled during use by an adult for bona fide research or other lawful purposes.

D. INAPPROPRIATE NETWORK USAGE

All users of school system technological resources are expected to comply with the requirements established in policy 3225/4312/7320, Technology Responsible Use. In particular, users are prohibited from: (a) attempting to gain unauthorized access, including “hacking”, and engaging in other similar unlawful activities; and (b) engaging in the unauthorized disclosure, use or dissemination of personal identifying information regarding minors.

E. EDUCATION, SUPERVISION AND MONITORING

To the extent practical, steps will be taken to promote the safety and security of users of the school system’s online computer network, especially when they are using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications. It is the responsibility of all school personnel to educate, supervise and monitor usage of the online

computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures are the responsibility of the technology director or designated representatives.

The technology director or designated representatives shall provide age-appropriate training for students who use the school system's Internet services. The training provided will be designed to promote the school system's commitment to educating students in digital literacy and citizenship, including:

1. the standards and acceptable use of Internet services as set forth in policy 3225/4312/7320, Technology Responsible Use;
2. student safety with regard to safety on the Internet, appropriate behavior while online, including behavior on social networking websites and in chat rooms, and cyberbullying awareness and response; and
3. compliance with the E-rate requirements of the Children's Internet Protection Act.

Following receipt of this training, the student must acknowledge that he or she received the training, understood it and will follow the provisions of policy 3225/4312/7320, Technology Responsible Use.

The superintendent or designee shall develop any regulations needed to implement this policy and shall submit any certifications necessary to demonstrate compliance with this policy.

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h); Neighborhood Children's Internet Protection Act, 47 U.S.C. 254(l); Protecting Children in the 21st Century Act, 47, U.S.C. 254(h)

Cross References: Professional and Staff Development (policy 1610/7800), Technology in the Educational Program (policy 3220), Technology Responsible Use (policy 3225/4312/7320), School Improvement Plan (policy 3430), Use of Equipment, Materials and Supplies (policy 6520), Network Security (policy 6524)

Adopted: May 16, 2013 at a public meeting, following normal public notice.

Parents:

Craven County Schools will again be utilizing Google Apps for Education for students, teachers, and staff during the 2016-2017 school year. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are available to each student and hosted by Google as part of Craven County Schools online presence in Google Apps for Education:

- **Drive** - word processing, spreadsheet, drawing, and presentation tools; 30 GB of cloud-based storage
- **Calendar** - a student calendar providing the ability to organize schedules, daily activities, and assignments
- **Sites** - an academic and collaborative website creation tool
- **Search** - a great source of instant knowledge, providing answers about real-world places, people and things
- **Mail** - an academic email account for school use managed by the Craven County Schools
- **Contacts** - a way to store and organize teacher and student information
- **Groups** - a way to send messages to groups of teachers and students

Using these tools, students collaboratively create, edit and share files as well as websites for school related projects and communicate via email with other students and teachers. These services are entirely online and available 24/7 from any internet-connected device. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working in small groups on presentations to share with others. For more information about Craven County Schools Google Apps for Education implementation, please visit http://www.cravenk12.org/?page_id=3387.

Technology use in Craven County Schools is governed by federal laws including:**Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Craven School District's presence in Google Apps for Education. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

-COPPA – <http://www.ftc.gov/privacy/coppafags.shtml>

Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents the rights to review student records. Under FERPA, schools may disclose directory information but parents may request the school not disclose this information. Parents are provided the opportunity annually to opt out of disclosing their student's directory information on the District's Enrollment Form.

-FERPA – <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Guidelines for the responsible use of Google Apps for Education by students:

1. Official Email Address - All students will be assigned a username@student.cravenk12.org email account. This account will be considered the student's official CCS email address until such time as the student is no longer enrolled with Craven County Schools. The username is a second student id number generated by PowerSchool that is not similar to the student's PowerSchool

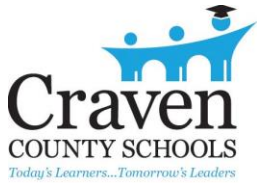
Student Web ID Number. Kindergarten - 5th Grade students will only be able to email within Craven County School's domain.

2. Prohibited Conduct - Please refer to the Craven County Schools Student Handbook. Access to and use of student email is considered a privilege accorded at the discretion of the Craven County School District. Additional personal accounts may not be created with the student's email. Craven County Schools maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

3. Access Restriction - Access to and use of student email is considered a privilege granted at the discretion of the Craven County Schools. The District maintains the right to immediately withdraw the access and use of these services including email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to a building Administrator for further investigation and adjudication.

4. Security - Craven County Schools cannot and does not guarantee the security of electronic files located on Google Systems. Although Google does have a powerful content filter in place for email, the school system cannot assure that users will not be exposed to unsolicited information.

5. Privacy - The general right of privacy will be granted to the fullest extent possible in the electronic environment. Craven County Schools and all electronic users should treat electronically stored information in individuals' files as confidential and private. However, users of student email are strictly prohibited from accessing files and information other than their own. The school system reserves the right to access the student's Google Apps for Education Account including current and archival files when there is reasonable suspicion that unacceptable use has occurred.



Board Of Education

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MEGHAN S. DOYLE, EdD, *Superintendent*

Dear Parents/Guardians,

For the 2016-2017 school year, Craven County schools will continue to implement the self-insurance technology fee of \$20 for all students. This fee is good for one school year and is intended to protect you and your child from being charged for Type I/II or accidental damage to school technology. The fee will not cover Type III damages. Your signature on the following agreement indicates you understand the conditions covered by the fee. Please read the following for more details.

Type I/II

The self-insurance protects parent and/or student from expenses due to accidental damage to classroom technology up to two occurrences. If a student exceeds two cases of accidental damages then the parent and student shall meet with the principal to consider restitution or replacement cost fees. The principal shall investigate and determine if damages are considered accidental.

Examples of damages that may be confirmed as accidental are as follows:

- Missing or broken key
- Frayed or broken charger
- Damaged port
- Cracked or damaged screen
- Cracked or damaged case

Note: For information about consequences (Types I/II/III) for infractions related to use of internet, use of computer software, or access or sharing of information, see Regulation 4309-A.

Type III

The following damages are considered deliberate and malicious and are not covered by Type I/II self-insurance fees. The full cost of replacement is payable before computer privileges are reinstated and prior to any repairs made or replacements ordered.

Examples of damages that may be considered deliberate and malicious are as follows:

- Liquid damage
- Multiple missing or broken keys
- Multiple damaged ports
- Intentionally cracked or damaged screen
- Intentionally cracked or damaged case
- Graffiti on any part of the device
- Throwing or hitting a device

Public schools are government institutions. Intentionally damaging government property is against the law; therefore, these damages may result in criminal charges or a law suit.

Replacement Costs

Type of Device	Amount
Desktop	\$700
Laptop	\$425
Tablet	\$400
E-Reader	\$200
Graphing Calculator	\$130

Again, the district-wide, annual self-insurance protection fee protects families from being charged for accidental damage of classroom technology. The term “technology” includes but is not limited to desktops, laptops, tablets, and e-readers. The mandatory, non-refundable charge of \$20 will be collected within the first 30 days of enrollment for the school year.

Signature of Agreement and Understanding

As the parent of _____, my signature on this contract confirms that I understand the conditions covered by the self-insurance fee and the situations that will result in full replacement or restitution due to intentional or malicious damage to technology equipment. I also understand that the principal will investigate the incident that lead to the damage and will determine whether the damage is accidental or intentional.

Parent Signature _____ Date _____

Student Signature _____ Date _____

*****Refer to pages 44-48 of the Student Code of Conduct Addendum*****

**SECTION 900.
INSTRUCTIONAL PROGRAM**

**917.02
POLICY**

HOMEWORK

The Craven County Board of Education recognizes the importance of homework in supplementing classroom instruction and furthering the goals of the educational program. Homework reinforces learning and stimulates independence, responsibility and self-direction.

Homework assignments should strengthen and provide practice in skills which already have been taught in class. Teachers should take into consideration the differences in financial, educational and technological resources of students and their parents or guardians when making assignments. In addition, homework assignments should improve a student's ability to work independently. Assignments also should be reasonable in the amount of time necessary to complete the tasks in light of the age and maturity of students and other assignments given to the students.

Principals will be responsible for ensuring that homework assignments are made in accordance with this policy. Principals are encouraged to involve staff, parents and students in developing guidelines for standards of appropriate homework for the school or particular grade levels.

Legal References: G.S. 115C-36, -47, -307.

Adopted by NB-CC March 29, 1983, Revised September 20, 2007, Reviewed February 20, 2014.

**SECTION 900
INSTRUCTIONAL PROGRAM**

**917.02
REGULATION**

HOMEWORK

- I. Homework is an integral part of the learning/educational program for two specific reasons:
 - A. Children need to practice the skills they learn at school often and continually.
 - B. Children need to learn the discipline of accomplishing assigned work and be responsible for its completion.

- II. There are basically four types of homework: preparation (preparing for the next day's lesson), practice (review and reinforcement), extension (expanding upon concepts taught in class), and creative (students developing their own ideas related to a class topic).

- III. General Guidelines
 - A. Homework SHALL:
 1. Be well planned and aligned to curriculum requirements and the classroom learning system.
 2. Have immediate feedback (be returned as soon as possible), and homework shall only be evaluated for completion.
The teacher will accept a student's homework as complete if the homework meets the teacher's expectations. The teacher shall clearly communicate to all students and parents what the standards and expectations are for each type of homework (preparation, practice, extension, or creativity).

3. Be meaningful and challenging.
4. Be completed as assigned and have clear procedures and expectations for accomplishment and due dates.
5. Provide for individual differences and be assigned on a group or individual basis.
6. Serve to develop good independent study habits.
7. Serve to draw home and school closer together.
8. Be on material previously mastered if the work is intended to assist the student in maintaining mastery of the material.

B. Homework SHALL NOT:

1. Introduce initial learning of complex skills or concepts.
2. Require extensive teacher or parent direction or help.
3. Be so excessive that it precludes students from joining in family activities or other forms of childhood socialization. Homework when given shall not regularly and consistently exceed the following guidelines. The times listed are for the average student. Students may complete the work at different rates depending on a number of factors. If a student is having difficulty completing homework on a regular and consistent basis it is the responsibility of the student's parent to contact the student's teacher to discuss the issues involved in the student's failure to complete the assigned work. Holiday and weekend homework should not exceed 60 minutes per day. Required daily reading (Accelerated Reading/Reading Renaissance) is not included in the determination of a student's homework load.

- | | | |
|----|------------------------------|--|
| a. | <u>Kindergarten-Grade 1:</u> | 10-30 minutes daily |
| b. | <u>Grades 2-3:</u> | 30-40 minutes daily |
| c. | <u>Grades 4-5:</u> | 45-60 minutes daily |
| d. | <u>Grades 6-8:</u> | 60-100 minutes daily up to a maximum of 25 minutes per subject |
| e. | <u>Grades 9-12:</u> | Should be based on a student's need and ability up to a maximum of 30 minutes per subject or 10 hours per week for all subjects |

AP/Honors level students will be assigned homework commensurate with academically challenging classes and may exceed the previously stated guidelines

4. Be given as busy work or punishment. Using homework as a discipline consequence is not permitted and is never appropriate.

C. **Evaluation of Homework**

1. **Independent Practice**
 - a. Independent practice is considered work that is assigned to a student that provides additional opportunities for students to explore material already presented during instruction. As such, this type of homework may be evaluated for completeness and effort. In grades 9-12, homework may be graded for accuracy as approved by the principal.
 - b. Teachers may hold students accountable for completing these assignments by giving students a nine-week grade for the percentage of assignments the students complete and submit to the teacher. This grade shall not exceed 20% of a student's nine-week grade.

- c. The teacher will clearly discuss with students and share with parents the requirements and expectations that must be met in order for homework to be considered completed. These standards will be in writing and presented to all students and parents.
2. **Research Projects, and Extension or Creative Activities**
- a. Research papers, lab reports, test corrections, etc., may be graded provided students are given written directions which are clear, detailed, and well defined. These assignments may be worked on, in or outside of class. If a rubric is to be used for evaluation, students should be given the rubric at the beginning of the assignment.
 - b. Students need to have proper resources available if research is assigned. Homework that involves the use of the Internet or accessing community resources shall not be given unless all students have equal ability to access the needed resources. Teachers are to determine which students have access to the necessary resources and for those students who do not, time within the school day shall be provided for any student needing support.
3. **Preparation**
- a. Homework that is assigned to prepare the student to learn new material may be evaluated for completeness, effort, and thoroughness as determined by the classroom teacher. As this homework is new material and has not been introduced by the teacher, this work will not be graded for accuracy.

If a student is continually overburdened or not sufficiently challenged with homework assignments, a teacher, parent, or administrator should request a conference to determine the best course of action for that particular student.

Received as information by CC May 15, 2004. Revised June 13, 2005, September 20, 2007 and October 16, 2008. Revised February 20, 2014

**SECTION 900.
INSTRUCTIONAL PROGRAM**

**917.0102
REGULATION**

RECOGNITION FOR EXEMPLARY WORK

Grades 3-12:

Principal's List:

Principal's List will consist of those students who make a grade of A – Superior in all subjects. This includes a satisfactory conduct grade in all subjects.

Honor Roll:

Honor Roll will consist of those students who earned a grade of B – Above Average in all subjects. This includes a satisfactory conduct grade.

Reviewed by NB-CC September 13, 1990, June 25, 1992, revised August 17, 2006. Revised January 15, 2015, Revised May 21, 2015.

What Parents Need to Know About

The *Flu*

What is Influenza (also called Flu)?

The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The best way to prevent this illness is by getting a flu **vaccination** each fall.

Every year in the United States, on average:

- 5% to 20% of the population gets the flu;
- more than 200,000 people are hospitalized from flu complications, and;
- about 36,000 people die from flu.

Some people, such as older people, young children, and people with certain health conditions, are at high risk for serious flu complications.

Symptoms of Flu

Symptoms of flu include:

- fever (usually high)
- headache
- extreme tiredness
- dry cough
- sore throat
- runny or stuffy nose
- muscle aches
- Stomach symptoms, such as nausea, vomiting, and diarrhea, also can occur but are more common in children than adults

Who is at Greatest Risk??

Children at greatest risk for being seriously harmed by flu include those who live in long-term care facilities or have the following medical conditions”

- heart disease;
- lung disease, including asthma
- kidney disease;
- metabolic disease, including diabetes;
- anemia or other blood disorder;
- weakened immune systems (including HIV infection); and
- condition causing them to receive long-term aspirin therapy (and therefore a higher chance of developing Reye syndrome if infected with the flu

In addition, healthy children ages 6 to 23 months are also encouraged to get the vaccine because the flu can lead to ear infections and other problems.

Preventing the Flu: Get Vaccinated

The single best way to prevent the flu is to get a flu vaccination each fall. There are two types of vaccines:

- The "flu shot" – an inactivated vaccine (containing killed virus) that is given with a needle. **The flu shot** is approved for use in people older than 6 months, including healthy people and people with chronic medical conditions.

- The nasal-spray flu vaccine – a vaccine made with live, weakened flu viruses that do not cause the flu (sometimes called LAIV for “Live Attenuated Influenza Vaccine”). LAIV is approved for use in healthy people 5 years to 49 years of age who are not pregnant.

About two weeks after vaccination, antibodies develop that protect against influenza virus infection. Flu vaccines will not protect against influenza-like illnesses caused by other viruses.

About the Flu Vaccine:

The flu vaccine prevents the flu, a common and highly contagious infection that can cause serious illness, and even death, in young children, older adults, and certain vulnerable people of all ages. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs. Healthy children younger than five years of age are more likely than adults to be hospitalized for complications from the flu.

The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu. Studies have shown that the older and healthier children are when they get a flu shot; the more likely they will be protected. Flu vaccination has been shown to decrease middle ear infections among young children by about 30 percent.

When to Get Vaccinated

October or November is the best time to get vaccinated, but getting vaccinated in December or even later can still be beneficial. Flu season can begin as early as October and last as late as May.

Vaccine Reactions

The majority of children who receive the vaccine (about 80 percent) will have no side effects. Of those children who have a side effect, most will have only a mild local reaction.

- Mild reactions include soreness or redness where the shot was given.
- Children may have fever, chills, or a general sense of feeling unwell that lasts for one to two days.
- Aspirin-free pain reliever can be used to reduce fever and soreness.

In very rare cases (far less than 1 out of 10,000), vaccinated children can have a serious allergic reaction.

- Children who have an allergy to eggs (which are used in making the vaccine) or any component of the flu vaccine are at greater risk of a serious allergic reaction.

Your child's chance of being harmed by the flu is far greater than the chance of being harmed by the vaccine. Immunizations are one of the most important ways parents can protect their children against serious diseases.

Can My Child Still Get the Flu if He/She Has Been Given the Vaccine?

Yes. Since no vaccine is 100 percent effective, there will always be some immunized people who get the disease. Also, the flu virus changes every year, so there is no way to know exactly which strains of the flu must be in the vaccine to provide complete immunity. The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu, depending on how closely the vaccine strain matches the strain circulating in the community. If a child or adult gets the flu after having received the vaccine, it is usually a much milder case of the disease.

Can My Child Get the Flu from the Flu Shot?

No. The flu vaccine that is licensed and currently available in the United States is made of killed flu viruses and cannot cause infection. Because the flu shot is given in the fall and winter when other common viruses are causing flu-like symptoms, some people will develop illnesses in the weeks after receiving a flu shot. These illnesses are generally not caused by the flu, but rather by an infection from another virus.

What Are Some Good Health Habits to Follow?

The following steps may help prevent the spread of respiratory illnesses like flu:

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

Who Can I Talk to About Getting My Child Vaccinated Against the Flu?

Talk to your pediatrician or physician about getting your child immunized against the flu this year. Parents can also talk to someone in their local health department's immunization program about getting the vaccine as well.

Remember, the best time to immunize the flu is in the fall, particularly in October.

Other Resources

- www.immunizenc.com, Immunization Branch, N.C. Department of Health and Human Services
- www.cdc.gov/flu, Center for Disease Control and Prevention Flu Home Page
- www.immunizationinfo.org, National Network for Immunization Information

What You Need to Know About...

Meningococcal Meningitis

What is meningococcal meningitis? What causes it?

Meningococcal meningitis is a form of bacterial meningitis. People sometimes refer to it as spinal meningitis. It is a rare, but potentially fatal bacterial infection that can cause severe swelling of the fluid around the brain and spinal cord, or a serious blood infection.

How is the disease spread?

The disease is spread from person to person through the air or by contact with saliva, usually through close, personal contact with an infected person. The disease can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, utensils or cigarettes.

What are the symptoms?

Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

How many people contract or die from m. meningitis?

About 3,000 cases of meningococcal meningitis are diagnosed in the United States each year. One in 10 cases is fatal. Because meningococcal meningitis can progress rapidly, often within hours, about 20 percent of those who survive suffer long-term effects that can include brain damage, seizures or limb amputations.

Why are college students at risk?

Studies show certain college students, especially freshmen living in dormitories, are at increased risk for meningococcal meningitis compared to other persons in the same age group. Certain social behaviors, including drinking, smoking (both active and passive) and being in crowded situations like a dormitory may put college students at greater risk.

Can meningococcal meningitis be prevented?

Yes. A safe and effective vaccine is available to protect against four of the five most common types of meningitis. Studies show that up to 80 percent of cases that occur among college students can be prevented with vaccination. The vaccine protects for approximately three to five years.

What do health officials recommend?

Both the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC) and the American Academy of Pediatrics (AAP) recommend that college students can be prevented with vaccination. The vaccine protects for approximately three to five years.

Where can I get more information on the disease and the vaccine?

Visit the web sites of the Center for Disease Control and Prevention at: www.cdc.gov, the American College Health Association at www.acha.org, or for North Carolina, the Immunization Branch at www.immunizenc.com. Talk to your physician or someone at your local health department for more information.

Does the meningococcal vaccine prevent all forms of meningitis?

No. The currently available meningococcal vaccine protects against four of the five most common types of meningococcal bacteria. In total, the vaccine can be expected to prevent about half of all cases of invasive meningococcal disease that occurs in the U. S. The meningococcal vaccine does not prevent meningitis caused by other bacteria such as “strep” or Hib bacteria.

Is the vaccine effective?

The vaccine protects (for several years or longer) at least 85 percent of older children, adolescents and young adults who receive.

What about the side effects?

More than half of the people who receive the vaccine have no side effects at all. Of those people who do have a reaction, most have only a mild reaction. Mild reactions are experienced by up to 40 percent of people receiving the vaccine. These reactions include pain and redness where the shot was given.

In rare cases, about 2 percent of cases, people have a moderate reaction to the vaccine. Moderate reactions are usually a fever lasting no more than 48 hours.

Serious reactions are an allergic response to a part of the vaccine that can cause difficulty in breathing. Some signs of a serious allergic reaction can include difficulty breathing, weakness, hoarseness or vomiting, a fast heart beat, hives, dizziness, paleness, or swelling of the throat.

What can I do if have a reaction to the vaccine?

If you do notice a serious reaction, you should contact your doctor immediately. Aspirin-free pain reliever can be used to reduce fever and soreness associated with mild and moderate reactions.

It is important to remember that your child’s chances of being harmed by meningococcal disease are far greater than any chance of being harmed by the vaccine. Immunizations are one of the most important ways parents can protect their children against serious infectious diseases.

How widespread is meningococcal meningitis? Would I need the vaccine if I travel?

Although large epidemics of meningococcal meningitis do not occur in the United States, some countries experience large, periodic epidemics. Overseas travelers should check to see if meningococcal vaccine is recommended for their destination. Travelers should receive the vaccine

at least one week before departure, if possible. Information on areas for which meningococcal vaccine is recommended can be obtained by calling the CDD at (404) 332-4565.

References and Resources

Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.

- Call your local or state health department's immunization program.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call 1-800-232-2522 (English)
 - Call 1-800-232-0233 (Spanish)
 - Visit the National Center for Infectious Disease's meningococcal disease website at www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm.
 - Visit CDC's Travelers Health website at www.cdc.gov/travel.
- National Immunization Program's website at www.cdc.gov/nip.
- National Network for Immunization at www.immunizationinfo.org.

(HPV)

Get Vaccinated!

What is HPV?

HPV (human papillomavirus) is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no intercourse.

There are about 40 types of HPV that can infect men and women. Some types of HPV can cause cervical cancer in women. Other types of HPV can cause genital warts.

Many sexually active people (at least 50%) get HPV at some time in their lives, although most never know it because HPV usually has no symptoms and goes away on its own. However, while a person is infected with HPV, they can spread the virus to other sex partners. HPV is most common in young women and men who are in their late teens and early 20s.

How do you get HPV?

HPV can infect any person who is sexually active. HPV can be spread by vaginal, anal, and oral sex. Both males and females can get it – and pass it on to their sex partners - without even realizing it.

What are the signs and symptoms of HPV infection?

Some people will develop visible growths or

bumps in the genital area (genital warts).

The virus lives in the body and usually causes no symptoms. Most men and women who have HPV do not know they are infected.

How is HPV related to cervical cancer?

Some types of HPV can infect a woman's cervix (lower part of womb) and cause the cells to change. Most of the time, HPV goes away on its own. When HPV is gone, the cervix cells go back to normal. But sometimes, HPV does not go away. Instead, it stays in the body and continues to change the cells on a woman's cervix. These cervical cell changes (also called cervical dysplasia) can lead to cancer over time, if they are not treated.

How can my child be protected from getting HPV?

The only sure protection from HPV is lifelong abstinence or a monogamous relationship with an uninfected partner. However, a new vaccine can now protect females (ages 9 to 26) from four major types of HPV. These include two types that cause about 70% of cervical cancer and two types that cause about 90% of genital warts. **HPV vaccine can prevent most genital warts and most cases of cervical cancer.**



Seclusion and Restraint

§ 115C-391.1. (Effective July 1, 2006) Permissible use of seclusion and restraint.

- (a) It is the policy of the State of North Carolina to:
 - (1) Promote safety and prevent harm to all students, staff, and visitors in the public schools.
 - (2) Treat all public school students with dignity and respect in the delivery of discipline, use of physical restraints or seclusion, and use of reasonable force as permitted by law.
 - (3) Provide school staff with clear guidelines about what constitutes use of reasonable force permissible in North Carolina public schools.
 - (4) Improve student achievement, attendance, promotion, and graduation rates by employing positive behavioral interventions to address student behavior in a positive and safe manner.
 - (5) Promote retention of valuable teachers and other school personnel by providing appropriate training in prescribed procedures, which address student behavior in a positive and safe manner.

- (b) The following definitions apply in this section:
 - (1) "Assistive technology device" means any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capacities of a child with a disability.
 - (2) "Aversive procedure" means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability which causes or reasonably may be expected to cause one or more of the following:
 - a. Significant physical harm, such as tissue damage, physical illness, or death.
 - b. Serious, foreseeable long-term psychological impairment.
 - c. Obvious repulsion on the part of observers who cannot reconcile extreme procedures with acceptable, standard practice, for example: electric shock applied to the body; extremely loud auditory stimuli; forcible introduction of foul substances to the mouth, eyes, ears, nose, or skin; placement in a tub of cold water or shower; slapping, pinching, hitting, or pulling hair; blindfolding or other forms of visual blocking; unreasonable withholding of meals; eating one's own vomit; or denial of reasonable access to toileting facilities.
 - (3) "Behavioral intervention" means the implementation of strategies to address behavior that is dangerous, disruptive, or otherwise impedes the learning of a student or others.
 - (4) "IEP" means a student's Individualized Education Plan.
 - (5) "Isolation" means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.
 - (6) "Law enforcement officer" means a sworn law enforcement officer with the power to arrest.
 - (7) "Mechanical restraint" means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

- (8) "Physical restraint" means the use of physical force to restrict the free movement of all or a portion of a student's body.
 - (9) "School personnel" means:
 - a. Employees of a local board of education.
 - b. Any person working on school grounds or at a school function under a contract or written agreement with the public school system to provide educational or related services to students.
 - c. Any person working on school grounds or at a school function for another agency providing educational or related services to students.
 - (10) "Seclusion" means the confinement of a student alone in an enclosed space from which the student is:
 - a. Physically prevented from leaving by locking hardware or other means.
 - b. Not capable of leaving due to physical or intellectual incapacity.
 - (11) "Time-out" means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting.
- (c) Physical Restraint:
- (1) Physical restraint of students by school personnel shall be considered a reasonable use of force when used in the following circumstances:
 - a. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
 - b. As reasonably needed to maintain order or prevent or break up a fight.
 - c. As reasonably needed for self-defense.
 - d. As reasonably needed to ensure the safety of any student, school employee, volunteer, or other person present, to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior.
 - e. As reasonably needed to escort a student safely from one area to another.
 - f. If used as provided for in a student's IEP or Section 504 plan or behavior intervention plan.
 - g. As reasonably needed to prevent imminent destruction to school or another person's property.
 - (2) Except as set forth in subdivision (1) of this subsection, physical restraint of students shall not be considered a reasonable use of force, and its use is prohibited.
 - (3) Physical restraint shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
 - (4) Nothing in this subsection shall be construed to prevent the use of force by law enforcement officers in the lawful exercise of their law enforcement duties.
- (d) Mechanical Restraint:
- (1) Mechanical restraint of students by school personnel is permissible only in the following circumstances:
 - a. When properly used as an assistive technology device included in the student's IEP or Section 504 plan or behavior intervention plan or as otherwise prescribed for the student by a medical or related service provider.
 - b. When using seat belts or other safety restraints to secure students during transportation.
 - c. As reasonably needed to obtain possession of a weapon or other dangerous objects on a person or within the control of a person.
 - d. As reasonably needed for self-defense.
 - e. As reasonably needed to ensure the safety of any student, school employee,

volunteer, or other person present.

- (2) Except as set forth in subdivision (1) of this subsection, mechanical restraint, including the tying, taping, or strapping down of a student, shall not be considered a reasonable use of force, and its use is prohibited.
 - (3) Nothing in this subsection shall be construed to prevent the use of mechanical restraint devices, such as handcuffs by law enforcement officers in the lawful exercise of their law enforcement duties.
- (e) Seclusion:
- (1) Seclusion of students by school personnel may be used in the following circumstances:
 - a. As reasonably needed to respond to a person in control of a weapon or other dangerous object.
 - b. As reasonably needed to maintain order or prevent or break up a fight.
 - c. As reasonably needed for self-defense.
 - d. As reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property.
 - e. When used as specified in the student's IEP, Section 504 plan, or behavior intervention plan; and
 1. The student is monitored while in seclusion by an adult in close proximity who is able to see and hear the student at all times.
 2. The student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP or Section 504 plan.
 3. The space in which the student is confined has been approved for such use by the local education agency.
 4. The space is appropriately lighted.
 5. The space is appropriately ventilated and heated or cooled.
 6. The space is free of objects that unreasonably expose the student or others to harm.
 - (2) Except as set forth in subdivision (1) of this subsection, the use of seclusion is not considered reasonable force, and its use is not permitted.
 - (3) Seclusion shall not be considered a reasonable use of force when used solely as a disciplinary consequence.
 - (4) Nothing in this subsection shall be construed to prevent the use of seclusion by law enforcement officers in the lawful exercise of their law enforcement duties.
- (f) Isolation. – Isolation is permitted as a behavior management technique provided that:
- (1) The space used for isolation is appropriately lighted, ventilated, and heated or cooled.
 - (2) The duration of the isolation is reasonable in light of the purpose of the isolation.
 - (3) The student is reasonably monitored while in isolation.
 - (4) The isolation space is free of objects that unreasonably expose the student or others to harm.
- (g) Time-Out. – Nothing in this section is intended to prohibit or regulate the use of time-out as defined in this section.
- (h) Aversive Procedures. – The use of aversive procedures as defined in this section is prohibited in public schools.

- (i) Nothing in this section modifies the rights of school personnel to use reasonable force as permitted under G.S. 115C-390 or modifies the rules and procedures governing discipline under G.S. 115C-391(a).
- (j) Notice, Reporting, and Documentation.
 - (1) Notice of procedures. – Each local board of education shall provide copies of this section and all local board policies developed to implement this section to school personnel and parents or guardians at the beginning of each school year.
 - (2) Notice of specified incidents:
 - a. School personnel shall promptly notify the principal or principal's designee of:
 - 1. Any use of aversive procedures.
 - 2. Any prohibited use of mechanical restraint.
 - 3. Any use of physical restraint resulting in observable physical injury to a student.
 - 4. Any prohibited use of seclusion or seclusion that exceeds 10 minutes or the amount of time specified on a student's behavior intervention plan.
 - b. When a principal or principal's designee has personal knowledge or actual notice of any of the events described in this subdivision, the principal or principal's designee shall promptly notify the student's parent or guardian and will provide the name of a school employee the parent or guardian can contact regarding the incident.
 - (3) As used in subdivision (2) of this subsection, "promptly notify" means by the end of the workday during which the incident occurred when reasonably possible, but in no event later than the end of following workday.
 - (4) The parent or guardian of the student shall be provided with a written incident report for any incident reported under this section within a reasonable period of time, but in no event later than 30 days after the incident. The written incident report shall include:
 - a. The date, time of day, location, duration, and description of the incident and interventions.
 - b. The events or events that led up to the incident.
 - c. The nature and extent of any injury to the student.
 - d. The name of a school employee the parent or guardian can contact regarding the incident.
 - (5) No local board of education or employee of a local board of education shall discharge, threaten, or otherwise retaliate against another employee of the board regarding that employee's compensation, terms, conditions, location, or privileges of employment because the employee makes a report alleging a prohibited use of physical restraint, mechanical restraint, aversive procedure, or seclusion, unless the employee knew or should have known that the report was false.
- (k) Nothing in this section shall be construed to create a private cause of action against any local board of education, its agents or employees, or any institutions of teacher education or their agents or employees or to create a criminal offense. (2005-205, s. 2.)

§ 115C-397.1. Management and placement of disruptive students.

If, after a teacher has requested assistance from the principal two or more times due to a student's disruptive behavior, the teacher finds that the student's disruptive behavior continues to interfere with the academic achievement of that student or other students in the class, then the teacher may refer the matter to a school-based committee. The teacher may request that additional classroom teachers participate in the committee's proceedings. For the purposes of this section, the committee shall notify the student's parent, guardian, or legal custodian and shall encourage that person's participation in the proceedings of the committee concerning the student. A student is not required to be screened, evaluated, or identified as a child with special needs under this section. The committee shall review the matter and shall take one or more of the following actions: (i) advise the teacher on managing the student's behavior more effectively, (ii) recommend to the principal the transfer of the student to another class within the school, (iii) recommend to the principal a multidisciplinary diagnosis and evaluation of the student, (iv) recommend to the principal that the student be assigned to an alternative learning program, or (v) recommend to the principal that the student receive any additional services that the school or the school unit has the resources to provide for the student. If the principal does not follow the recommendation of the committee, the principal shall provide a written explanation to the committee, the teacher who referred the matter to the committee, and the superintendent, of any actions taken to resolve the matter and of the reason the principal did not follow the recommendation of the committee.

This section shall be in addition to the supplemental to disciplinary action taken in accordance with any other law. The recommendation of the committee is final and shall not be appealed under G.S. 115C-45(c). Nothing in this section shall authorize a student to refer a disciplinary matter to this committee or to have the matter of the student's behavior referred to this committee before any discipline is imposed on the student. (1997-443, s. 8.29(b).)

SECTION 4. G. S. 115C-105.47(b)(9) reads as written:

(b) Each plan shall include each of the following components:

- (9) **(Effective July 1, 2006)** Professional development clearly matched to the goals and objectives of the plan. This professional development shall include a component to train appropriate school personnel in the management of disruptive or dangerous student behavior. Appropriate school personnel may include, but is not limited to, teachers, teacher assistants, school administrators, bus drivers, school resource officers, school psychologists, and school counselors. The training shall include instruction in positive management of student behavior, effective communication for defusing and deescalating disruptive or dangerous behavior, and safe and appropriate use of seclusion and restraint. The appropriate personnel with priority for the training shall include those staff members who are most likely to be called upon to prevent or address disruptive or dangerous student behavior. Each local board of education shall include in this component of its safe school plan procedures to evaluate the effectiveness of this training in preventing or addressing disruptive or dangerous student behavior. Local boards of education are encouraged to use available sources of discretionary revenue to implement the plan to train personnel in the management of disruptive or dangerous student behavior. Local boards may only be required to implement the behavior management training component of the plan to the extent that funds have been appropriated for this purpose by the General Assembly or by local units of government. By January 1, 2006, local boards of education shall amend their safe school plans to include this training component.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

Dear Parents and Caregivers,

Each year we share school related information to individuals and organizations that have a legitimate educational interest relative to our students. The *Family Educational Rights and Privacy Act (FERPA)*, a Federal Law, requires that Craven County Schools must have your written consent for us to share certain types of information about your child. However, Craven County Schools may share certain directory information without your written consent, unless you indicate in writing that you do not want Craven County Schools to share this information.

Craven County Schools considers the following as directory information:

Student's name;
Address;
Grade Level;
Participation in officially recognized activities and sports;
Weight and height of members of athletic teams; or
Honors and awards received.

We use this information for certain school publications as:

Student Identification Badges;
Yearbook;
Honor Rolls;
Graduation programs; and
A playbill for dramas

This directory information is generally considered not to be harmful or an invasion of privacy if released. Therefore, we release this information to outside organizations, such as but not limited to, yearbook publishers and class ring manufacturers. Two federal laws require school districts like Craven County, which receive federal financial assistance, to provide upon request, to military recruiters three directory information items- names, addresses, and telephone listings- unless a parent has advised Craven County Schools that they do not want their child's information disclosed without their prior written consent.

Schools may also disclose personally identifiable information from a student's education record to another school in which the student seeks or intends to enroll. If you do not want Craven County Schools to release student records or directory information without your prior written consent, you must indicate this by checking the box labeled "Permission Denied" for FERPA on the Parental Agreement form that will be sent home with each student or in writing to your child's school by September 1.

Parents' Rights Under FERPA:

- Inspect and review education records (45 days)
- Consent to disclosure of personally identifiable information contained in the education record
- Request amendment of inaccurate or misleading records
- File a complaint with the U.S. DOE

Complaints about failures of school to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Department of Education, 333-C Street, SW, Washington, DC 20202.

The board of education believes that the education of children is an ongoing cooperative partnership between the home and the school. Parents are their children's first teachers; therefore, the continued involvement of parents in the educational process is most important in fostering and improving educational achievement. School system officials shall strive to support parents and provide parents with opportunities to become involved in the programs offered by the Title I schools. The board encourages parents to participate in the design and implementation of the programs and activities in order to increase the effectiveness of the school system's Title I program in helping students meet state and local achievement standards.

A. DEFINITION OF PARENTAL INVOLVEMENT

For the purposes of this policy and the Title I program, the term "parental involvement" means the participation of parents and guardians in regular, two-way and meaningful communication involving student academic learning and other school activities, including ensuring the following:

1. that parents play an integral role in assisting their child's learning;
2. that parents are encouraged to be actively involved in their child's education at school;
3. that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
4. that the school system engages in activities to support parental involvement in the Title I programs.

B. PURPOSE AND OPERATION OF TITLE I PROGRAM

The Title I program is a federally supported program that offers assistance to educationally and economically disadvantaged children to help ensure they meet the school system's challenging academic standards. The Title I program provides instructional activities and supportive services to eligible students over and above those provided by the regular school program. When applicable, students must be selected to receive Title I services based on objective criteria that are consistent with federal and state requirements, such as standardized test scores, teacher judgment, and results of pre-school screening and home-school surveys.

Qualified Title I schools will operate as school-wide programs or targeted assisted programs based upon federal eligibility criteria. School-wide programs will utilize a comprehensive school improvement process enabling schools to serve all students in the school. Targeted assistance programs will provide services to eligible students in the school having the greatest need for assistance.

Both school-wide and targeted assistance programs shall be based on effective means of improving student achievement and shall include strategies to support parental involvement.

C. ANNUAL MEETING

Each year, Title I parents must be invited to an annual meeting, at which time parental rights will be explained, programs and activities provided with Title I funds will be discussed, and input will be solicited. In addition, all parents will have an opportunity to evaluate the effectiveness of the Title I programs and the parental involvement policies and plans. Data collected from these findings will be used to revise Title I programs and parental involvement plans.

D. PARENTAL INVOLVEMENT EFFORTS

The board believes that the involvement of Title I parents in the design and implementation of the Title I program will increase the effectiveness of the program and contribute significantly to

the success of the children. The Title I staff and all school system personnel shall strive to involve parents in activities throughout the school year.

The superintendent shall ensure that this system-level parental involvement policy is developed with, agreed upon with and annually distributed to parents of participating students. In addition to the system-level parental involvement policy, each school participating in the Title I program shall jointly develop and annually distribute to parents a school-level written parental involvement policy that describes the means for carrying out school-level policy, sharing responsibility for student academic achievement, building the capacity of school staff and parents for involvement and increasing accessibility for participation of all Title I parents, including parents with limited English proficiency, parents with disabilities and parents of migratory children. School-level plans must involve parents in the planning and improvement of Title I activities and must provide for the distribution to parents of information on expected student proficiency levels and the school's academic performance.

School officials will invite appropriate school personnel from private schools to consult on the design and development of its programs in order to provide equitable services to students enrolled in private schools. The superintendent or designee will establish procedures to achieve timely and meaningful consultation with private school officials in accordance with federal law.

In addition, school system officials and Title I school personnel shall do the following:

1. involve parents in the joint development of the Title I Program and the process of school review and improvement by including parents on a school advisory committee or committees that review the Title I program;
2. provide coordination, technical assistance and other support from various central office departments necessary to assist participating schools in planning and implementing effective parental involvement activities that are designed to improve student academic achievement and school performance;
3. build the schools' and parents' capacity for strong parental involvement by collecting and disseminating information on effective parental involvement techniques;
4. coordinate and integrate parental involvement strategies with parental involvement activities in other programs, such as Head Start, and similar programs;
5. with the involvement of parents, conduct an annual evaluation of the content and effectiveness of the school system parental involvement policies and program in improving the academic quality of the school;
6. strive to eliminate barriers to parental participation by assisting parents with disabilities and parents who are economically disadvantaged, have limited English proficiency, are migratory, or have other backgrounds or characteristics that may affect participation;
7. provide assistance to parents of participating Title I children in understanding the state's testing standards, the assessments used, Title I requirements and all national, state and local standards and expectations through such efforts as community-based meetings, sending information home, newsletters, workshops, virtual access, and newspaper articles;
8. design a parent–student–school staff compact that sets out respective responsibilities in striving to raise student achievement and explains how an effective home/school partnership will be developed and maintained;
9. with the assistance of parents, ensure that teachers, pupil services personnel, principals and other staff are educated in the value of parents as partners in the educational process and understand how to work with, communicate with and reach out to parents as equal partners in education;
10. distribute to parents information on expected student proficiency levels for their child and the school's academic performance, and provide materials and training to help parents

- monitor their child's progress and work with educators to improve achievement through such methods as technology or literacy training;
- 11. coordinate and integrate parental involvement programs with pre-school programs and conduct other activities in the community that encourage and support parents to more fully participate in the education of their child;
- 12. strengthen the partnership with agencies, businesses and programs that operate in the community;
- 13. ensure that parents are involved in the school's Title I activities; and
- 14. provide such other reasonable support for Title I parental involvement activities as requested by parents.

E. NOTICE REQUIREMENTS

School system officials and Title I school personnel shall provide effective notice of the following information as required by law. The notice must be in an understandable and uniform format and, to the extent practicable, in a language the parents can understand.

1. LEP Program
 - a. Each year the principal or designee shall provide notice of the following to parents of limited English proficient (LEP) children identified for participation in a Title I, Part A-funded language-instruction educational program:
 - i. the reasons for the child's identification;
 - ii. the child's level of English proficiency;
 - iii. methods of instruction;
 - iv. how the program will help the child;
 - v. the exit requirements for the program;
 - vi. if the child has a disability, how the language instruction educational program meets the objectives of the child's individualized educational program (IEP); and
 - vii. any other information necessary to effectively inform the parent of the program and the parental rights regarding enrollment, removal and selection of an LEP program.
 - b. The principal or designee of a school with a Title I, Part A-funded language instruction program that has failed to make progress on the annual achievement objectives for LEP students, shall notify the parents of such failure no later than 30 days after the failure occurs.
2. System Report Card and School Progress Review
 - a. Each year, school system officials shall disseminate to all parents, schools and the public a school system report card containing aggregate information, including, but not limited to, student achievement (disaggregated by category), graduation rates, performance of the school system and teacher qualifications.
 - b. Each year, school system officials shall disseminate to all parents, schools and the community the results of the LEA's yearly progress review of each school.
3. Teacher Qualifications
 - a. Each year, school system officials shall notify parents of Title I students of the right to request certain information on the professional qualifications of the student's classroom teachers and paraprofessionals providing services to the child (see policy 7820, Personnel Files).
 - b. The principal or designee of a Title I school shall provide timely notice informing parents that their student has been assigned to or has been taught for at least

four consecutive weeks by a teacher who is not “highly qualified” as defined in the No Child Left Behind Act.

4. **Parental Rights and Opportunities for Involvement**
Each year, the principal or designee of a Title I school shall provide notice to parents of the school’s written parental policy, parents’ right to be involved in their child’s school and opportunities for parents to be involved in the school.

F. WEBSITE NOTIFICATION

When a Title I school is identified for improvement, corrective action or restructuring, the school system will display on its website the following information in a timely manner to ensure that parents have current information regarding supplemental services and public school choice:

1. beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in public school choice;
2. for the current school year, a list of available schools to which students eligible to participate in public school choice may transfer;
3. beginning with data from the 2007-2008 school year and for each subsequent school year, the number of students who were eligible for and the number of students who participated in supplemental educational services; and
4. for the current school year, a list of supplemental educational services providers approved by the state to serve the school system and the locations where services are provided.

The superintendent shall develop administrative procedures to implement the requirements of this policy.

Legal References: Elementary and Secondary Education Act, as amended, 20 U.S.C. 6301 *et seq.*, 34 C.F.R. pt. 200.; 20 U.S.C. 7801(32); *Public School Choice Non-Regulatory Guidance*, U.S. Department of Education (January 14, 2009); *Supplemental Educational Services Non-Regulatory Guidance*, U.S. Department of Education (January 14, 2009); U.S. Department of Education approval of Elementary and Secondary Education Act (ESEA) Flexibility Request (May 29, 2012)

Cross References: Parental Involvement (policy 1310/4002), Goals and Objectives of the Educational Program (policy 3000), Curriculum Development (policy 3100), Personnel Files (policy 7820)

Other Resources: *Giving Parents Options: Strategies for Informing Parents and Implementing Public School Choice and Supplemental Educational Services Under No Child Left Behind*, U.S. Department of Education Office of Innovation and Improvement (September 2007)

Adopted: April 15, 2013. Revised January 29, 2015.

CRAVEN COUNTY SCHOOLS

MEDIA RELEASE INFORMATION

From time to time, Craven County Schools, will release student work to the media. The type of information we will release may be your child's written work, artwork, spoken message or photograph in whole or in part. The types of media most often used are:

- Web Sites
- Newspapers
- School Publications
- School Displays
- Video Taping
- Television Taping
- Social Media

No personal information such as home address or phone numbers will be published.

If you wish for your child's work to be published if and when the opportunity arises, please indicate so by using the parent agreement form that will be sent home with each student.

Note: Video archives of student conduct on school property are student records protected by law to the extent that these archives are used to record and discipline the misconduct of a student or students. These archives are, therefore, protected from public disclosure. However, the parent of a student who has engaged in alleged misconduct that is visible on the video archive has a right to view the incident. To the extent more than one child has engaged in misconduct that is the subject of disciplinary action, parents of each of the students may view the incident.

CRAVEN COUNTY SCHOOLS FIELD TRIP PERMISSION SLIP/WAIVER OF LIABILITY INFORMATION

Each year students are provided the opportunity to participate in field trips. A field trip is a school related activity that requires the student to leave his/her home campus for an educational opportunity. These opportunities provide hands-on experiences that enrich, extend, and support various North Carolina Standard Course of Study requirements. If you wish to have your child participate in these field trips please read the following and indicate your agreement on the Parental Agreement form that will be sent home with each student.

By signifying agreement you do grant permission for your child to participate in all field trip activities. You will be fully informed of the nature of each activity, do hereby fully and unconditionally discharge and release the school and the Craven County Board of Education and their respective administrators, employees, and agents from any and all claims of any nature (**except negligence***) which arise or result from the activity. If for any reason, once being informed of the activity, you may deny permission for your child to participate in any field trip.

** Agreement does not dismiss Craven County Schools from liability as a result of negligence. This form does provide protection to Craven County Schools in situations that are uncontrollable such as terrorist attacks, earthquakes, tornados, etc.*

**PARENT Refusal Form for
Military Recruiter
Information Requests
(for high school students only)**

Unless you request otherwise, our school is required by federal law to give your child's name, address, and phone number to any military recruiter who asks. North Carolina schools usually receive several requests like this each school year.

As a parent, you can ask that your child's information NOT be released to military recruiters.

If you do not make this request, release of your information is automatic when recruiters ask..

Please DO NOT release my child's information to military recruiters unless I am contacted and provide written permission.

(Signature)

(Your name and grade)

(Date)

(Your Child's Name and Grade)

(Date)

**RETURN THIS FORM TO SCHOOL PERSONNEL
AS SOON AS POSSIBLE.**

**STUDENT Refusal Form for
Military Recruiter
Information Requests
(for high school students only)**

Unless you or your parents request otherwise, our school is required by federal law to give your name, address, and phone number to any military recruiter who asks. North Carolina schools usually receive several requests like this each school year.

If you do not make this request, release of your information is automatic when recruiters ask, with no approval from you or your parents required. Please sign below if you wish to require parental approval.

Please DO NOT release this information to military recruiters unless my parents are contacted and provide written permission.

(Signature)

(Your name and grade)

(Date)

If you are 18 years old or older, you can ask that your information NOT be released to recruiters unless YOU consent to the specific request. Please sign below if you wish to require your own consent:

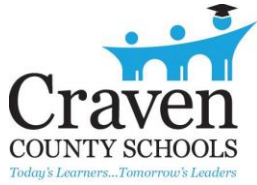
Please DO NOT release any information to military recruiters unless I consent. I am 18 years old or older.

(Signature)

(Your name and grade)

(Date)

**RETURN THIS FORM TO SCHOOL PERSONNEL
AS SOON AS POSSIBLE.**



Board Of Education

CARROLL G. IPOCK, II, *Chairman* • LINDA M. THOMAS, *Vice Chairman*

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MEGHAN S. DOYLE, EdD, *Superintendent*

August 1, 2016

Notice to Parents

As a parent of a student in the Craven County School System, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the North Carolina Department of Public Instruction has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the North Carolina Department of Instruction has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether the teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the Human Resource Services Division at 514-6367. As always, we welcome your suggestions, questions and comments. We value your continued involvement in the quality education of your child and look forward to an exciting year of continued excellence.

Sincerely,

Wendy Miller
Assistant Superintendent for
Human Resource Services

Non-Sufficient Fund Checks

The receipt of non-sufficient (NSF) checks is a time consuming and costly issue. Due to the volume and increasingly large dollar amounts of uncollectible checks that the district receives, Craven County Schools continues to contract with an independent vendor for the electronic collection of checks returned for non-sufficient funds. Effective July 1, 2014, Craven County Schools contracted with CHECKredi. CHECKredi utilizes federal and state laws allowing the electronic recovery process of NSF checks which results in a high rate of recovery for the school system. CHECKredi will recover the face amount of the check and the allowable state fee from the bad check writer's bank account. The face amount of the check is then returned to Craven County Schools, while the fee charge is retained by CHECKredi. Craven County Schools utilizes this system to help protect the interest of all in our school community against the time consuming and costly recovery of non-sufficient funded checks so that we may continue to be fiscally accountable.

Craven County Schools will gladly accept your checks. When you provide a check as payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You also authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid.

Please ensure that the following information is correct on your check:

Full Name
Current Street Address
Active phone number



SCHOOL BUS PASSENGER'S SAFETY GUIDELINES

ARRIVING AT THE BUS STOP



Arrive Early at the Bus Stop. Leave home early enough to reach the bus stop at least 5 minutes before the bus is scheduled to arrive. Elementary students should be accompanied to the bus stop by an adult.

Walk Safely. Walk! Don't run. Stay on the sidewalk or if there is no sidewalk, stay as far as possible away from the traffic. Always walk facing the oncoming traffic. Cross the streets only at intersections or crosswalks.



STOP, LOOK, AND LISTEN before crossing the street. The driver will give you the thumbs up signal, and then point in the direction you should walk. Be sure that all vehicles have come to a complete stop.

Items not Allowed on the Bus. No animals, (including pets), chemicals, dangerous sharp items that could damage property or inflict harm to passengers. Large items that the student cannot hold such as projects, sports equipment, or large band instruments should be transported by private vehicle.

WAITING FOR THE BUS



Wait in a Safe Place. Stay at least 12 feet (4 giant steps) away from the edge of the street or roadway.

Respect Property. DO NOT go onto private property.

Never leave any trash at the bus stop.

No Horseplay. DO NOT run around or play at the bus stop. Loud noises disturb others near a bus stop – wait quietly. Stay out of the street or road while waiting for the bus. You or a schoolmate may be hit by motorists or cause an accident if a car must swerve to avoid you.

BOARDING THE BUS

Prior to Bus Stopping: Face the direction of the approaching bus, staying at least 12 feet away from the designated stopping location.

Getting on the Bus: DO NOT approach the bus until it comes to a complete stop, the red lights are on, and the front door has opened. **Be sure that all traffic has come to a complete stop.** Get on the bus in an orderly manner and use the handrail.

REMEMBER! Always check traffic before crossing the street or roadway.



CONDUCT ON THE BUS

No Disruptive or Distracting Behavior. Disruptive or distracting actions can result in disciplinary action by an administrator. Riding the bus is a privilege and children will be suspended for inappropriate behavior. School rules apply at the bus stop and on the school bus.

Be Quiet. DO NOT distract the driver. Your safety and the safety of others depends on the driver being able to concentrate on driving.



Stay Seated. Stay in your seat, facing forward at all times.

Be Responsible for your Safety. Keeping distractions to a minimum will help the driver ensure your safety.

Keep the Aisle Clear. DO NOT put personal items in aisle or in front of exits.



Be Respectful to Others. Be courteous to fellow students and the bus driver. To earn respect, you must first show respect.

RR Crossing. Remain silent at all railroad crossings. The bus driver needs to look and listen for warning signals or the train whistle.



GETTING OFF THE BUS

Prior to Your Stop. Gather personal items and remain seated until the bus comes to a complete stop.

Exiting Down Aisle. Be careful while moving between students down the aisle.

Promptly Exit Bus. Delaying a stopped bus can result in motorists taking unsafe actions.



Use Handrail. Proper use of the handrail will prevent slipping and falling.

Cross in Front of Bus. If you have to cross the road at your stop, follow the hand signals of the driver. Elementary students should be met at the stop by an adult.

Be sure that traffic has come to a complete stop before proceeding.

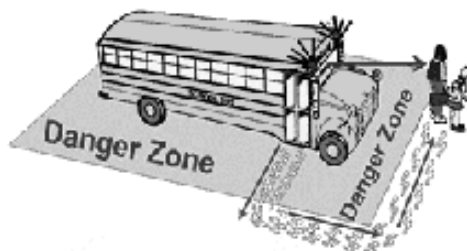
REPORTING INCIDENTS

Reporting Harassment. Students are to report any incident of disrespectful or unsafe behavior to the bus driver and school administrator.

DANGER ZONE

The most dangerous times of any bus trip is when you are **OUTSIDE** of the bus. The area within 10 feet around the bus is referred to as the **DANGER ZONE**. Your undivided attention is required while in this dangerous area. There is also the danger of passing vehicles when you must cross the street or road. Remember to - **STOP, LOOK and LISTEN**.

Remember, if you cannot see the driver's eyes, the driver cannot see you. Tell the driver if you drop anything, and then wait for the driver to tell you what to do. **NEVER** crawl under the bus.



EMERGENCY GUIDELINES

Remain Calm. In an emergency it is up to you to stay calm. Listen to the bus driver and follow directions carefully the first time they are given.

Know What to Do. Learn where all the emergency exits and equipment are and how to use them. Participate in emergency drills.

Reporting Injury. Inform driver immediately if you are injured. Contact person for filing an injury claim is the Director of Transportation or school principal.

Contacting Parents. Wait to contact parents until told to by bus driver or school personnel.

BUS EVACUATION PROCEDURES

Know when to Evacuate. Evacuate the bus **ONLY** when told to do so by the bus driver. Follow the driver's instructions on which exits to use to exit the bus. Students are generally safer on the bus than outside the bus; however, certain situations may require evacuation. These situations include smoke or fire, mechanical breakdown on railroad tracks, severe accidents in dangerous locations or other situations as directed by bus driver, EMS or law enforcement personnel.

Remain Calm. Your participation in practice drills will help you to stay calm during emergency evacuations, and will help other students to remain calm.

Remain Seated UNTIL your turn. Do not crowd aisle. Leave personal items on the bus.

Keep Moving Toward the Exit. Do **NOT** push. Secure loose clothing so it won't get caught on the door or any other part of the bus.

Move at a Brisk Pace but Carefully. Duck your head and bend your knees if you must jump from rear exit.

Move away from bus. Move at least 100 feet from the bus. Be aware of possible dangerous situations. Follow directions of driver. Continue to remain calm.

**Craven County Schools
School Nutrition
Breakfast and Lunch Prices**



Breakfast:

Paid Meals \$ 1.25

Lunch:

Elementary & Middle

Paid Meals \$ 2.20

High Schools

Paid Meals \$ 2.35

Reduced \$.40

***All other food and beverage purchases have
a la carte pricing.**



Craven County Schools
Facilities Support Services

Danny Skinner
Director

950 Hwy 55 West · New Bern, North Carolina 28562 · (252)514-6380 · FAX (252) 514-4388

TO: Administration, Staff, Parents and Guardians
FROM: Mark Williams
RE: **Notification of Asbestos Management Plan**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), effective as of July 1, 2016, this notice is to inform all parents, students, staff and the public in general that EPA has determined that some building materials used in school construction may contain asbestos.

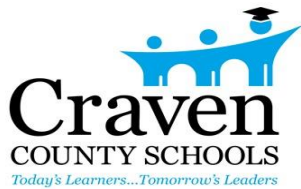
It is the responsibility of both the school and the LEA Designee to inform you that information regarding asbestos in your school is available and accessible to the public for review any time during normal school hours.

The results of asbestos inspections are on file in the Asbestos Management Plan (AHERA) notebook in the school receptionist's area. The plan identifies locations (if any) at your facility where asbestos or assumed asbestos containing building materials may be found.

Should you not be provided with this information upon request or have questions about the plan's contents, please contact:

Mark Williams
Safety/Compliance Coordinator
LEA Designee
514-4385

"Pride Is First Priority"



Craven County Schools Facilities Support Services

**Danny Skinner
Director**

950 Hwy 55 West · New Bern, North Carolina 28562 · (252)514-6380 · FAX (252)514-4388

Annual Notification of the Pest Management Program for School Year 2016-2017

To: Parents, Guardians and all Staff:

This notice is being distributed to comply with the North Carolina School Children's Health Act. The Craven County School System has adopted an Integrated Pest Management (IPM) Policy to comply with this law. IPM is a proactive, common sense, preventative approach to managing pests that minimizes pesticide use in our schools and on school grounds. IPM is explained further in the CCSS Pest Management Program.

The IPM Coordinator maintains the Safety Data Sheet (SDS) of each pesticide product that may be used on school property. The SDS is available for review upon request by a parent, guardian or staff member. The IPM Coordinator is available to help answer any questions you might have about the school system's pest management program and pesticide use decisions.

Notification of Pesticide Use: Our school system may find it necessary to use pesticides to control pests at your school or other school system sites. North Carolina state law gives you the right to be notified annually of our school system's pesticide application schedule and (if possible) 72 hours in advance of pesticide applications made outside of that schedule. If you are a parent/guardian and want notification of any nonscheduled use of non-exempt pesticides in school buildings or on school grounds, you must notify the principal of the student's school in writing within fifteen school days of the start of the school year (or by the fifteenth school day after enrollment if a student enters after the start of the academic year). All notification will be posted in the main office and/or sent out by the ALERT NOW message system.

NOTICE IS GIVEN THAT NON-EXEMPT PESTICIDE APPLICATION IS CONDUCTED IN ALL CHILD NUTRITION KITCHENS ON A MONTHLY BASIS AND IN ALL DINING AREAS ON A QUARTERLY BASIS AFTER SCHOOL HOURS WHEN SAID AREAS ARE UNOCCUPIED.

FIRE ANT TREATMENTS ARE USED ON THE SCHOOL GROUNDS AS NEEDED. PESTICIDES ARE APPLIED WHEN THE AREAS OF CONCERN ARE UNOCCUPIED.

"ROUNDUP" OR A SIMILAR PRODUCT WILL BE USED AS NEEDED ON THE SCHOOLGROUNDS THROUGHOUT THE YEAR ESPECIALLY SPRING AND SUMMER FOR CONTROL OF WEEDS, GRASSES, POISON IVY, ETC. APPLICATION WILL BE WHEN AREAS OF NEED ARE UNOCCUPIED.

Exemptions: Certain relatively low-risk pesticides are exempt from these notification requirements, including antimicrobial cleansers, disinfectants, self-contained baits and crack-and-crevice treatments and any pesticide products classified by the US Environmental Protection Agency (EPA) as belonging to the US EPA's Toxicity Class IV, "relatively nontoxic" or with the signal word "CAUTION" on the label.

Emergency Pesticide Use: In the event that a non-exempt pesticide must be used for a pest control emergency at your school and there is not adequate time to notify you more than 72 hours in advance, and you have requested notification, you will receive a notice of emergency pesticide application less than 72 hours before or as soon as possible after the pesticide application.

For further information, contact Mark Williams (Safety/Compliance Coordinator) at 252.514.4385 or by email at mark.williams@cravenk12.org

Safe Surrender of Newborns

Information for women in crisis



Safe Surrender:
It's in your hands.

www.safesurrender.net

1-800-FOR-BABY

In an emergency: 911

What does the Safe Surrender Law say? An infant up to 7 days old may be given to a responsible adult, legally and anonymously.

I have this baby I don't want. I am terrified that someone will find out. What can I do? Safe Surrender is meant for women who are scared, who want to keep their identity unknown, and who are not willing or able to take advantage of the other choices available to them. It is legal to find a responsible adult and hand them the baby. They may be a health care provider, law enforcement officer, social services worker or emergency medical personnel, or it may be anyone who appears to be responsible.

What other options are available to a woman who has a baby she does not want? There have always been ways for women to give up their babies in a safe and kind manner. Agencies can help you with prenatal care, arranging for the birth, and arranging for the adoption of your child to a safe and loving home. Contact your department of social services, county health department, or look in the yellow pages under "adoption."

What if I would like to provide health or other information about the baby? One of the concerns with Safe Surrender is that children will grow up without knowing anything about their history or parentage. That is why the more conventional forms of adoption are preferred. However, a surrendering parent can help answer their child's natural questions about family heritage and health history. Information can be given to the adult who receives the baby, or may be sent in a letter to the county department of social services.

What is the advice for women who are hiding a pregnancy? Seek prenatal care. Talk to someone you trust to give you good advice. If you do not have health insurance, your local health department or department of social services can tell you if you're eligible for Medicaid (which covers over 40 percent of all births in the state). Plan for the birth. Having a baby alone or with someone who is not medically trained can cause serious injury to you or your child. It's also a terrifying experience to give birth alone. Advice for pregnant and new mothers is available at 1-800-FOR-BABY.

I had a baby and now I can't stop bleeding. Plus I have a fever. Am I in danger? If you have any of the following symptoms, seek medical care right away: vaginal bleeding that does not slow down when you rest, a bad smell to vaginal blood, a fever of 101 or above, severe headaches, pain in the abdomen or vaginal area, blurred vision, or a feeling of burning when you urinate.