

# Erwin Elementary School

Parent/Student Handbook  
2021-2022



"Stronger together for the future of Erwin"

# Erwin Elementary School

114 Porter Drive  
Erwin, N C 28339  
910-897-5711  
Fax 910-897-4543

Principal, Steven C. Murphy  
[smurphy@harnett.k12.nc.us](mailto:smurphy@harnett.k12.nc.us)

Assistant Principal, Jeana Clermont  
[jclermont@harnett.k12.nc.us](mailto:jclermont@harnett.k12.nc.us)

## Parent/Student Handbook 2021-2022

Steven C. Murphy  
114 Porter Drive  
Erwin, NC 28339  
(910) 897-5711

Dear Erwin Elementary Family,

I would like to welcome you to the 2021-2022 school year. This year will be filled with new and challenging adventures, as we work to get back to normalcy in the wake of the pandemic. I hope that you all have had a wonderful and fun summer. We have been diligently preparing for your arrival. Erwin Elementary School is a “gem” and we serve a wonderful and supportive community.

The Erwin staff look forward to working with students, parents, and the community to support and grow our future leaders. It takes the effort of all involved to make each child successful. Academic success begins from the first day that a child ever steps foot in a classroom. With this fact in mind, the Erwin Elementary family works, trains, and prepares to make the most of every day. It is the goal of Erwin Elementary School to establish a solid foundation for our students to build on their academic careers.

The student handbook is designed to help prepare our students and parents with what will be expected while attending Erwin Elementary School. Within the handbook you will find rules, policies, and procedures that will contribute to the success of your child(ren) and Erwin Elementary as a whole. Please take a moment to review the handbook to answer any questions you may have, after you have reviewed the handbook if you still have questions please feel free to contact the school for further clarification.

It is our honor to serve you and your child(ren) as we move to reach high expectations this year. So, welcome to Erwin Elementary School.

Sincerely,

A handwritten signature in black ink, appearing to read 'Steven C. Murphy', written over a horizontal line.

Steven C. Murphy  
Principal

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## **Motto Statement**

Stronger Together for the Future of Erwin

## **Mission Statement**

Erwin Elementary School will provide our students with high quality instruction that will develop the knowledge and skills necessary to build a successful future.

## **Vision Statement**

Erwin Elementary School will inspire our students to be productive citizens and future leaders.

## **Shared Beliefs**

Erwin Elementary School

We believe that:

- Every child can learn even though children learn differently.
- Students learn best in a supportive learning environment in which they are actively engaged in the teaching and learning process.
- Children learn best through encouragement and specific feedback.
- Children will respond positively to high expectations.
- Children learn best when their parents and families are involved in their education.
- Providing “Best Practices” and quality differentiated instructional programs will ensure student success.
- Together, we can prepare children to become diverse 21<sup>st</sup> Century learners and leaders.

## **Office Staff & Custodians**

Administrative Assistant.....	Shatilla Gainey
Data Manager.....	Tammy Lee
Receptionist.....	Tabitha Monds
Head Custodian.....	Al McAllister
Custodian.....	J C McLean
Custodian.....	Carolyn Parker

## **ERWIN ELEMENTARY SCHOOL EXPECTATIONS**

### **IN THE CLASSROOM**

#### **Be Responsible**

- Be prepared for class everyday
- Participate and always do your best
- Help keep our room clean
- Listen and follow directions
- Use walking feet
- Be safe when using tools
- Sit safely in chairs

#### **Be Respectful**

- Tell the truth
- Keep hands, feet, and objects to yourself
- Raise your hand and wait your turn to talk
- Use inside voice
- Be polite
- Treat others the way you want to be treated
- Encourage others
- Share with others

### **EARLY MORNING CHECK-OUT**

#### **Be Responsible**

- Use browse boards in the correct way
- Treat your library book with care

#### **Be Respectful**

- Use library voice at all times
- Use polite words
- Use walking feet
- Wait your turn to check out

### **ON THE BUS**

#### **Be Responsible**

- Follow directions the first time they are given
- Stay seated while bus is moving
- Keep the bus clean
- Keep food, drink, and candy in your book bag
- Talk quietly in your seat

#### **Be Respectful**

- Treat others the way you want to be treated
- Keep hands, feet, and objects to yourself

### **IN THE HALLWAY**

#### **Be Responsible**

- Use walking feet
- Stay on the right side of the hallway
- Keep eyes forward

#### **Be Respectful**

- Move silently
- Allow space for others at all times
- Keep hands and feet to yourself

### **IN AN ASSEMBLY**

#### **Be Responsible**

- Listen and follow directions
- Use walking feet

**Be Respectful**

- Participate positively
- Face forward
- Quietly enter and exit using walking feet
- Keep hands and feet to yourself

**IN CARPOOL****Be Responsible**

- Use walking feet
- Sit quietly and listen for your name

**Be Respectful**

- Stay packed and ready to leave
- Stay in your own space

**IN THE CAFETERIA****Be Responsible**

- Have lunch ticket ready
- Follow directions
- Clean up after yourself
- Stay in your seat
- Raise your hand for help

**Be Respectful**

- Wait your turn in line
- Say “please” and “thank you”
- Keep hands and feet to yourself
- Use good table manners
- Talk quietly

**ON THE PLAYGROUND****Be Responsible**

- Use equipment safely and appropriately
- Keep mulch and rocks on ground
- Line up when the teacher calls/signals

**Be Respectful**

- Take turns
- Include all who want to play
- Use kind words and good sportsmanship

**IN THE BATHROOM****Be Responsible**

- Use walking feet
- Use toilet and flush
- Use only what you need of water, soap, toilet paper and paper towels
- Throw away trash in trash cans
- Wash hands and then exit quietly

**Be Respectful**

- Wait your turn
- Keep eyes, hands and feet to yourself
- Allow privacy of others

### \*\*\* POLICIES AND PROCEDURES \*\*\*

#### ATTENDANCE POLICY

Please make sure your child is in school every day, unless they are unable to attend for one of the following reasons:

- Illness or injury
- Quarantine or contagious disease
- Death in the immediate family
- Medical or dental appointment
- Court or administrative procedures
- Religious observances
- Educational opportunity – approval must be granted by the principal prior to absence. The request for approval must be submitted in writing, **at least two weeks prior to the absence.**
- Local School Board Policy
- Absence related to deployment activities

Absences for all other reasons are **unlawful or unexcused**. Keeping your child home unnecessarily prevents him/her from being successful in school and is a violation of the Compulsory Attendance Law.

**If your child is absent, a note must be sent to the teacher when he/she returns, informing us of the reason for the absence. If a note is not sent within three days of your child's return, the absence(s) will be considered unexcused.**

#### ARRIVALS AND DISMISSALS (and Emergency Contact Pick Up Information)

- The students' school day is from 8:10 am – 3:10 pm. When students arrive late or leave early, the classroom is disrupted. This may have an adverse effect on your child's educational progress and may be in violation of the county's attendance policy. Please have your child ready in time for the bus to pick him/her up. Medical and dental appointments should be scheduled after school, when possible. It is very important that your child arrives at school on time and remains for the entire day. Students who arrive **after 8:15 am are tardy and must be accompanied by a parent/guardian to the office to sign-in**. You will sign in your child at the computer in the front office and printout a tardy slip for the student to take to class. If you do not check in your child when tardy, they will be counted absent. Students who have to leave early **must be signed out by the parent/guardian**. You will be required to scan your license into the Ident-A-Kid computer that is located in the front office. If your child needs to leave early it must be before 2:30 pm in order to not congest the front office and the bus departure area. **To maintain safety for all our students during dismissal, students may not be checked out early after 2:30 pm**. Parents will have to report to the carpool line to pick their student(s) up after 2:30 pm. Students who arrive after 11:30 am or leave before 11:30 am will be counted absent.
- There may be times when it is necessary for someone other than the parent to pick up a child at school. It is the parent's responsibility to inform the teacher, in writing, of persons who are allowed or not allowed to pick up their child(ren). A notebook is maintained in the office listing those individuals whom you have given permission to pick up your child(ren). Individuals not on the list in the office will not be allowed to take your child. Please send a note to the teacher on the day your child will leave early. Give the name and contact information of the person who will be picking up your child(ren). That person will be required to scan their driver's license into the Ident-A-Kid computer. We need your support and cooperation to provide safe procedures for your children.
- Parents who have custodial issues concerning their child(ren) must assume the responsibility of filing custodial paperwork in our office. In addition, the parent must inform their child's teacher of any custodial concerns or conditions. We will work with each family in regards to the specific needs of the situation.
- Please refer to the HARNETT COUNTY ATTENDANCE POLICY in the back section of this handbook.

#### PARENTS RIGHT TO KNOW STATEMENT

As established by The No Child Left Behind Act (NCLB) of 2001, Title 1 Part A, information is available at our school to include but is not limited to the following:

- The School Improvement Plan
- Qualifications of your child's teacher
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Harnett County Schools Improvement Plan
- The Harnett County Title I Parent Involvement Plan and School Parent Involvement Plan
- Harnett County School System Report Card

This information is available in a notebook located in the office reception area. Teacher qualification information is available upon request.

#### CAR RIDERS ARRIVAL PROCEDURES

Parents who transport their children to school each day are asked to follow these procedures

- Carpool students' **arrival time should be no earlier than 7:45 am.**
- Carpool students are to be dropped off at the sidewalk area of the teachers' parking lot entrance to our school. **Please have your**

**children ready to get out of the car when you pull up to the curb**, as other cars are waiting behind you. Please put your children out on the curb side because you want your children to be as safe as possible. Due to safety precautions, do not pass cars in the car rider line.

- Parents who choose to walk their child(ren) into the building must park in a parking space in the parking lot on the back row next to the fence. Please report to the office for a visitor's pass upon entering the building.

#### **CARPOOL DEPARTURE PROCEDURES**

- Carpool parents who arrive on campus before 3:00 p.m. are asked to **remain in their vehicle**. You may form a line at the "Triton side" entrance to our campus. **We ask that no cars enter from the opposite side of the campus, as this creates confusion once the line begins to move. It is also discourteous to those who have followed the requested procedures.**
- Parents of each carpool student must display their Erwin Elementary School car tag. If you do not have the car tag, you will be asked to drive to the office entrance of the school; where you will need to go into the building to verify pick up. You will have to wait until 3:15 to pick your child up at the office, if you do not have your sign. A picture ID must be presented to verify you are allowed to pick up the student.
- Gates are locked between 2:30pm -3:20 pm to allow for bus dismissal.
- Please also remember that if you have someone else to pick your child up in carpool, give them your car tag. Anyone who has their Erwin Elementary School car tag will be allowed to pick up that student with no question.
- Please remember that the safety of every child is our number one priority. We ask that you be patient with staff members on duty, as they are making all efforts to maintain this safety. All carpool parents must follow these procedures. Procedures are enforced by our Safe School Policy. This policy is part of our School Improvement Plan.

**\*\*\*Please follow the carpool procedures or use the public school bus as a means of transportation for your child. NC Vehicle laws require all children under the age of 12 to ride in the back seats of vehicles; all children to wear seatbelts; and children under 80 pounds are to use a booster seat. We will comply with all state regulations regarding child safety. Please help us stress safety with all students.\*\*\***

#### **SCHOOL VISITORS**

All visitors are **required** to use the office entrance and report to the office when they arrive at school. You will be asked to sign in at the Ident-A-Kid computer in the front office. Your picture will be taken and printed on the pass. You are to wear a visitor's pass while in the building. Please sign out at the computer before leaving the building. Someone in the office will be happy to help with this process if your family is new to Erwin Elementary, or if you have not visited before.

You are invited to join your child for lunch when your schedule allows. Please note you will only be able to sit with your child at a designated seating area. Please refer to the Nutrition Information section in this handbook for meal prices, procedures and policies. Your child's teacher will make you aware of the time the class has lunch. Please understand that there will be occasions when the lunch schedule may be altered for such reasons as Field Trips, Field Day, Early Release Day, special programs, etc. While we will make every effort to make you aware of any significant changes, there may be times that are not announced in advance. You may certainly call to confirm the time if you have a limited lunch break from work.

**Together Everyone Achieves More**

#### **PARENT VOLUNTEERS ARE NEEDED**

Volunteers are an important part of our school program. Mrs. Monds is our Volunteer Coordinator. Please send a note to your child's teacher informing us if you are willing to help in this capacity. Mrs. Monds will contact you about the volunteer application and training sessions and will work out a convenient time for you to volunteer. Please remember that parents who volunteer cannot bring their preschool children with them while volunteering. Bringing your children with you is a violation of the Harnett County Board of Education's Liability Policy. Volunteers are asked to dress in a professional manner. Shorts should come down to the knees. We appreciate your cooperation with this. If you would like to volunteer, you may complete the approval process by going to the Harnett County Schools website for more information or you may call the school.



**Nutrition Information  
2021-2022 Meal Prices  
Adopted by the Harnett County Board of Education**

**All HCS students grades Pre K through 12 will be able to eat a free breakfast and lunch for the 2021-22 school year due to the extension of the USDA meal waiver. The child nutrition department will however continue to sell additional a la carte items at all school sites.**

**Breakfast**

Student:	\$1.00
Reduced:	FREE
Adult:	\$1.50

**Lunch**

Student:	\$2.35
Reduced:	FREE
Adult:	\$3.75

Please encourage your children to take advantage of our Child Nutrition Program. A hot lunch and breakfast, which meet all federal nutritional requirements, are served each day. You may apply for the free/reduced program either by completing an application online by visiting HCS website and visiting the Child Nutrition tab or obtain an application from your child's school.

You may put money on your child's account to purchase snacks at lunch time.

**LUNCH CHARGE POLICY**

**Introduction**

The Child Nutrition Program of Harnett County Schools is a non-profit, self-supporting program. All monies collected are used to operate the program which covers the costs of food, supplies, labor, equipment and equipment repair. Our goal is to provide high quality, nutritious meals to our students at a reasonable cost. The Child Nutrition Program is governed by a variety of local, state and federal policies. According to the OMB A-87 Circular, Local Educational Agency Child Nutrition Programs are not allowed to use federal funds to offset meal charges to students or adults. Audit standards require that a charge policy be developed for each Child Nutrition Program. School meals may be prepaid in advance by several methods. Advanced payment by cash, check or money order may be sent to the school cafeteria. Also, meal payments may be made by credit or debit card at [www.lunchprepay.com](http://www.lunchprepay.com).

**Procedures**

Students in grades K-8 may charge up to \$9.00 for meals only. This will, at this time, cover breakfast and lunch for three days. The charge limit may change when meal prices change. A charge letter will be sent home, by the Child Nutrition Manager, once a week for all students who have outstanding charges until the charges are paid. A free and reduced meal application for the household to complete will also be sent home with the first charge letter. Students will be verbally reminded each time there is a charged meal. After a student has reached \$9.00 in charges, the student will be served a meal consisting of 2 vegetables (no potato products) and 1 fruit with a carton of milk. This is a sound, nutritious meal. The cost of these meals must be covered by the school board. If payment of the charges is not received by the 5<sup>th</sup> school day after the \$9.00 charge, the Child Nutrition Manager will give the name of the student to the principal or designee. The principal or designee will call the parent/guardians to request payment of the charges. If the student charge continues for an extended period of time or a student is consistently without money, the principal or designee should contact the social worker at the school for further inquiry.

Each Monday, the Child Nutrition Manager must give the principal and designee a list of students who have outstanding charges. This will keep the principal updated on all charges that are being made.

The principal or designee is responsible for unpaid meal charges that are not collected when a student withdraws from a school in Harnett County to a school which is not in Harnett County. For this reason, when a student is withdrawing the Child Nutrition Manager should be contacted to determine whether the student has an outstanding charge.

Extra items will not be charged.

Students in grades 9-12 will not be allowed to charge.

There will be no adult charges.

Adopted: September 8, 2008

**RETURNED CHECK POLICY**

Unfortunately, the school district's Child Nutrition Program occasionally receives checks that are returned due to insufficient funds.

The following policy will apply to returned checks issued to the Child Nutrition Program.

Harnett County School's Child Nutrition Program utilizes a third party collection service to recover funds from issuers or returned checks. The third party is Nexcheck. Checks issued and payable to Harnett County School's Child Nutrition Program (or an individual school cafeteria) and returned by a bank due to the depositor having insufficient funds, a closed account or other reason's attributable to the issuing party, will be automatically submitted to Nexcheck. Nexcheck will attempt to recover the monetary amount of the check and will charge the issuer with any appropriate collection fees.

#### **BRINGING LUNCH FROM HOME**

If your child brings lunch from home, please adhere to the following:

- Pack only those food items that do not spoil easily.
- Soft drinks or other carbonated beverages are not to be consumed by students in the cafeteria.
- Milk may be purchased in the line.
- Due to safety issues, school personnel will not be allowed to heat student lunches.

#### **SNACKS**

Many classroom teachers set a time in their schedule for a snack. Teachers will provide you with more information about this in their newsletters. Snacks should be healthy and simple for students to manage on their own. Please do not send carbonated beverages or any items in glass.

#### **FOOD AND BAKED GOODS**

All food brought to classrooms should be commercially prepared items (store-bought). Please communicate with the teacher as to when you are bringing food items. School policy allows 2 celebrations during the school year; at Christmas and the end of the year.

#### **CHANGE OF ADDRESS and EMERGENCY CONTACTS ("pick up" list)**

Please notify the school immediately if there is a change of address, telephone number or bus number. Please give the teacher the name for an emergency contact such as grandparents, babysitters, neighbors and friends that we can use in the event of an emergency.

**The parent is the only person who may add or delete names from the approved "Pick Up List" that is maintained in the office. Please do not ask that a name be added or taken off unless you are physically present to make the change in writing.** As you are creating your list, please remember that we will rely on your list of individuals who may pick up your child in the event that you can not be reached. The names included should be people that may pick up your child if he/she is sick, or in the event of an emergency.

#### **BUS INFORMATION**

Please be patient and understanding the first few days of school, as routes and timetables are being established. Our assistant principal, is in charge of buses. Please call the school if you have questions or concerns. If your child needs to ride a different bus home or remain at school for you to pick up, you must send a written note to the school. Students who do not bring notes will be placed on the regular bus and sent home to the regular stop. Many of our buses are at capacity; therefore, we may be unable to allow your child to ride a different bus. **Please do not call the school to make temporary changes.** If an emergency occurs and a child **must** go home on a different bus, you must call the school **prior to 1:30 pm. Emergency phone calls only!**

Parents are urged to support any disciplinary action taken regarding inappropriate behavior on the bus, and to reinforce it with the child to prevent further occurrences. If your child has conflicts with students on the bus, we urge you to make us aware of the matter. It is our intent that our buses are safe and pleasant for all passengers.

**A bus contract will be sent home at the beginning of the school year. Please sign and return to your child's teacher as soon as possible.** This contract is required of all students (including car pool students) as there may be times your child rides the bus on a field trip.

#### **DISMISSAL OF BUSES**

**Students riding buses will be dismissed at 3:00.** Please keep in mind that the gates will be locked between 2:30-3:20 pm in order to keep cars from moving in the area as students are walking to the buses. Please understand that you will be asked to wait if you are in the front parking lot between these times. We ask for your patience and understanding with staff members as they assist with the enforcement of this policy.

#### **INSURING A DAILY INSTRUCTIONAL FOCUS**

The ABCs of Public Education and the No Child Left Behind Act of 2001, hold each student accountable for improving student achievement and providing a quality instructional focus on a daily basis. In order for the staff at Erwin Elementary School to meet our expected standards of accountability in the areas of reading, writing, and math, we must REDUCE classroom interruptions during the hours of 8:10 am - 3:10 pm. We need your assistance in helping us to implement a non-interrupted learning environment at Erwin Elementary School. This will allow us to keep our students focused on skills being taught. We want our students to receive the best

education possible; therefore, when class is in session, we need to make every minute count. You can assist us by following the procedures below:

- Drop off snacks, forms, and other information at the front office.
- Allow us to make every minute with instruction count from 8:10am until 3:10pm.
- Phone calls to your child's classroom will be allowed from 7:45am - 8:00 am and after 3:00pm.
- Any calls received for a teacher after 8:00 am will be taken as a message. The teacher/assistant will return your call at the end of the day.
- Parents are invited to enjoy lunch with students. Please come to the office to sign the visitor's log and get a visitor's pass. You may meet your student at the cafeteria and say goodbye to your child there when lunch is over. Please do not go to the classroom because teachers and students will continue their instructional focus.
- Volunteers are welcome throughout the day. Volunteers must complete an application process including a background check. Registered volunteers are asked to dress in a professional manner when volunteering in school. When wearing shorts, they should come down to your knees. Volunteers may not bring other children to school with them when they volunteer.

**“As teachers, principals and parents, we owe every child an education that properly prepares him or her for their next big steps after graduation – college, career and adulthood. To accomplish that, the North Carolina Department of Public Instruction is committed to providing the strategy and developing the tools you will need to most effectively play your role in each child's success. To elevate our children means no more steps backward. Together, we're taking steps forward. The Common Core State Standards and the Essential Standards are our Standard Course of Study. In addition, the READY Accountability Model will ensure a more accurate picture of how well students are learning, and where we must make improvements.” NCDPI website.**

I invite you to visit the NCDPI website, and review the information regarding the READY initiative. This website was created to give teachers, principals and parents the resources and references they must have to ensure that students are achieving at their highest possible levels.

### **Library Fees Owed**

We encourage students to utilize the library by checking in and out books throughout the year. However, it is vital that we maintain a library rich with relevant and current resources. This requires that books be cared for while checked out and returned by the due date. In the event that a book is damaged or lost it will be the responsibility of the student to cover the cost of the damages/lost books. Any student that owes fees to the library may be subject to book checkout privileges being suspended and/or loss of participation privileges from extra-curricular activities.

### **Dress Code**

All students are expected to wear appropriate clothing for school at all times. Parents are asked to check your child's attire daily so he/she will be in compliance with the following dress code:

1. Wear shoes at all times. No flip flops. No light up shoes.
2. Keep shirts buttoned properly.
3. No cut-off jeans.
4. Halter Tops and/or Spaghetti Straps on shirts are not allowed.
5. No hats, tams, head wraps, bandanas, or sunglasses worn in the building during school hours.
6. Shorts should be fingertip length, no biker or spandex shorts.
7. Sagging waistlines must not be worn that will expose underwear or parts of the anatomy.
8. Clothing that advertises inappropriate products for this age level or depicting inappropriate slogans or pictures are not to be worn.
9. The absences or addition of anything else, should it be embarrassing to those present or reflect adversely on the school in any way, is strictly prohibited.

### **Cancellation of School**

During extremely bad weather it sometimes becomes necessary to make a decision concerning the closing of school. When a decision is made to close, all schools in the Harnett County systems will be affected. In order to accomplish this task in a timely and effective manner, school officials ask parents and students to do the following:

1. Check for closings/delays on the Harnett County Schools website ([www.harnett.k12.nc.us](http://www.harnett.k12.nc.us)) or on the Harnett County Schools Facebook page.
2. Listen to one of the following radio or television stations for changes in schedule:

#### **FM Stations:**

90.1 WCCE Radio  
91.5 WUNC Radio  
91.9 WFSS Radio  
93.9 WRSN Radio  
94.7 WQDR Radio  
95.7 WKML Radio  
96.1 WKIX Radio  
98.1 WQSM Radio  
99.1 WZFX Radio  
100.7 WTRG Radio  
101.5 WRAL Radio  
103 WRCQ Radio  
105.1 WDCG Radio  
105.5 WFJA Radio  
106.1 WRDU Radio

#### **AM Stations:**

620 WDNC Radio  
640 WFNC Radio  
680 WPTF Radio  
780 WCKB Radio  
1290 WXKL Radio  
1370 WLLN Radio

#### **Television Stations**

WRAL TV-Channel 5  
WTVD TV-Channel 11  
New 14 Carolina  
WNCN TV-Channel 17  
WRDC TV-Channel 28  
WKFT TV-Channel 40

3. Do not telephone the schools, central office, or school officials, as these calls tie up the telephone lines and may prevent emergency communication to the news media and you.
4. The absence of any announcement means that the schools will be in session as usual.

### **Discipline**

One of the most important lessons education should teach is appropriate behavior. It is the shared responsibility of the home and school to accomplish this goal. It is the training that develops self-control, character, orderliness and efficiency. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary. Students are expected to put forth their best efforts and to conduct themselves at all times in a manner that will promote a safe, orderly learning environment. The Harnett County Code of Student Conduct, school rules, classroom rules and expected behavior are explained to the children. Erwin Elementary School at Gentry and classroom rules include the following:

1. Respect yourself and the rights, feelings and property of others.
2. Listen carefully and follow directions the first time.
3. Keep hands, feet and unkind words to yourself so that others are not hurt.
4. When in the hallways move quietly wearing your "Walking Wings" so that learning is not interrupted.
5. Come to school prepared to learn.

Any behavior that causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and will subject the student to corrective measures.

\* See Erwin Elementary School Code of Conduct.

#### **The No-Taunting Pledge**

**I will pledge to be part of the solution.**

**I will eliminate taunting from my own behavior.**

**I will encourage others to do the same.**

**I will do my part to make my community a safe place by being more sensitive to others.**

**I will set the example of a caring individual.**

**I will eliminate profanity towards others from my language.**

**I will not let my words or actions hurt others.**

**And if others won't become part of the solution, I will.**

### **Fire Drills**

The law requires a fire drill the first week of school and one each calendar month thereafter. Therefore, it is important that you become familiar with the “order of drill”. Observe posted over or near your classroom door a sign that indicates the exit that your class will use during a fire drill. Be sure that you know the location of this exit and use it each time there is a fire drill when you are in the classroom. When using other parts of the building other than the classroom, such as the media center, multi-purpose room, cafeteria, etc., know which exit to use in case there is a fire drill while you are in that location. The fire drill signal is a long continuous tone and a member of the administration will give the return signal. Some very important rules to remember are:

1. Familiarize yourself with the fire drill signals.
2. Always position yourself at least 75 feet away from the building.
3. Always walk in a line when leaving and returning to the building.
4. Close all windows and doors, including exit doors.
5. Treat every fire drill as if it were the real thing.

### **Emergency Lockdown Drills**

A minimum of two drills per year will be held. This drill is to prepare the students in the event of a crisis situation.

### **Tornado Drills**

A signal (siren over the intercom) will precede a tornado drill. Teachers have been instructed as to where they should go during the drill. This drill will not be held during threatening weather nor prior to discussion with teachers.

### **Field Trips**

In as much as field trips are an extension of the classroom, all school rules are to be followed. Policy does not allow parents to ride buses on the field trip. Parents are, however, invited to volunteer with field trips and may participate by providing their own transportation. Parents often carpool during field trips. Policy also does not allow siblings to go on the field trips.

### **Illness or Injury**

In case of illness or injury, parents and/or an emergency contact person will be notified. The child will be cared for temporarily by a member of the school staff. School personnel will give first aid treatment only. If emergency medical treatment is necessary, the Rescue Squad will be called and parents will be contacted. If the parents cannot be located, the Rescue Squad will take the child to the emergency room in the nearest hospital and a member of the school staff will accompany the child. It is imperative that the school always has an updated phone number where you can be reached in case your child is ill or injured.

### **Medication**

Medicine, including over-the-counter items such as Tylenol, cough drops and ointments, cannot be administered by the school. Students who need to take prescribed medication must have the appropriate form signed by the physician and parent before the medication can be brought to school. The medication and form must be left in the office. **Do not send medicine by your child. Please bring it into the office.** The Harnett County Board of Education recognizes the fact that there are students who must take medication during the school day but do not need assistance. No responsibility or obligation is assumed in connection with a student where no request for assistance has been received. A Health Care Plan form and medication form must be completed and on file at school if special health conditions exist and if your child needs medication during the school day.

### **Parent Conferences and Early Release Days**

Parents are encouraged to contact their child’s teacher anytime there is a concern. It is requested that parents call in advance to schedule a parent-teacher conference. Teachers will also notify you where there is information to be shared regarding your child’s progress. It is the responsibility of the parent, as well as the teacher, to know how the student is progressing. Regular and ongoing contact with your child’s teacher will help your child stay on target and be successful. Early release days will be used to schedule parent conferences.

### **Playground**

The playground should be kept clean and neat at all times. Do not litter the playground with paper or other trash. There should be no wrestling or rough play-not even in fun. Do not throw rocks or any other objects which may injure another student. Equipment must be used properly in order to avoid injury. Safety is our top priority.

### **Safety Patrol**

Fifth grade students will be selected to serve as safety patrol officers, based on their exemplary citizenship. They will assist with morning arrival and will be given a schedule. This is a leadership position, and they are to lead by example. Please encourage your child to respect the position of safety patrol and the directions given by the safety patrol members.

## **PTO**

You are encouraged to join and support the Erwin Elementary School PTO. We have the GREATEST parents! This is a valuable organization from which ALL students ultimately benefit. This organization has sponsored many projects for our children. Many educational enhancement opportunities have been realized because of PTO support throughout the year. Please visit the Erwin Elementary website for specific information about our PTO.

## **School Property**

The Harnett County School System furnishes textbooks and instructional materials for students. If textbooks or library books are lost, or damaged the student is expected to pay for them. Any student who damages school property will be responsible for payment of the damaged property. This policy extends to any damages to our buses as well.

## **Smoking On Campus**

As of August 1, 2008, we are a **SMOKE FREE campus**. The use of any tobacco products (including smokeless tobacco) including e-cigarettes is strictly prohibited on campus. Please refrain from smoking in our carpool line, or parking lots.

## **Withdrawal or Transfer**

Parents should come in and fill out paperwork with Mrs. Tammy Lee the data manager when their child is withdrawing from Erwin Elementary School. They should give the date of departure and the destination so that records can be transferred properly and promptly. Students/Parents are responsible for clearing lost books, late fees and any outstanding balances on meal accounts before the transfer can be completed.

## **Valuables at School**

Large amounts of money or valuables should not be brought to school. Although school personnel try to prevent losses, they are not responsible for students' property. Parents are encouraged to write their child's name on their possessions (book bags, lunch boxes, jackets, etc). Lost and found items, other than clothing will be at the office. Clothing that has not been claimed in one month, will become a part of our clothes closet.

## **Items Not Permitted on Campus or the Bus**

If students have not been asked to bring the following items to school for educational purposes, the following items will be taken away and will be returned when a parent/guardian picks up the item(s): toys, electronic games, pagers, cell phones, trading cards, sports equipment, CD players, MP3-players, and any other items that may cause a distraction to the learning environment. If these or other personal items are brought to school and lost, they will not be the responsibility of the school.

## **Local Advisory Council**

Our local school Advisory Council is appointed by the Harnett County Board of Education. Its function is to serve in an advisory capacity to the board on matters affecting the school. These individuals provide support, advice, and guidance to the school in matters relating to the general welfare of the school. Please contact the school for a list of this year's members.

## **Academic Information**

**Grading Period:** Each period consists of nine (9) weeks

**Report Cards:** Report Cards are distributed to students by their teachers approximately one week following the end of each nine (9) week grading period. These report cards should be taken home, signed by the parent/guardian, and returned to the teacher the following day.

**Progress Reports:** Progress Reports will be sent home at the midpoint of each nine (9) weeks.

**Grading Scale:** Letter grades, without pluses or minuses, will be recorded on report cards as follows in grades 3-5:

A	90-100	Superior	D	60-70	Below Average
B	80-90	Above Average	E	Below 60	is Failing
C	70-80	Average	I	Incomplete	

K-2 Grades will be recorded on report cards as following:

S – Mastery  
M – Moving Towards Mastery  
U – Unsatisfactory

**Awards:** An awards program will be held each nine (9) weeks to recognize students who achieve success academically and socially. Those awards include:

**Grades 3-5:** Principal's List, Honor Roll, Student of the Month, Cool Character, Erwin Elementary Reading Challenge, Perfect Attendance, Art Award, Citizenship Award, Guidance Award, Library Award, PE Award, Technology Award, Music Award, Soaring Writing Award,, Math Whiz, Bus Awards

**Grade K-2:** Student of the Month, Cool Character, Erwin Elementary Reading Challenge, Perfect Attendance, Art Award, Citizenship Award, Guidance Award, Library Award, PE Award, Technology Award, Music Award, Soaring Writing Award, Math Whiz, Bus Awards, Reaching Reading Goal

**End of the Year Awards:** 100 Book Club, Perfect Attendance all Year

## **Erwin Elementary School Code of Conduct**

### **Positive Behavioral Interventions & Supports**

Erwin Elementary School will participate in the North Carolina Positive Behavioral Interventions & Support Initiative. Positive Behavioral Interventions & Support (PBIS) programs involve a school-wide, systematic approach to discipline that establishes and reinforces clear behavioral expectations.

The primary goal of the PBIS program is to reduce behavioral matters in order to preserve learning time, and support high student performance. PBIS is a team-based system that involves the entire school staff. All staff members will adopt a common approach to discipline that is proactive, instructional, and outcome-based.

### **The PBIS Team**

The Erwin Elementary School Positive Behavioral Interventions & Support Team is made up of the following individuals:

Kindergarten Teacher Representative  
First Grade Teacher Representative  
Second Grade Teacher Representative  
Third Grade Teacher Representative  
Fourth Grade Teacher Representative  
Fifth Grade Teacher Representative  
Guidance Counselor  
Speech Pathologist  
School Psychologist  
Assistant Principal  
Principal

\*\* There will be ongoing support and training from Harnett County Schools' Behavior Specialists.

### **Expectations**

All staff members took part in establishing a set of rules and expectations that will be used in all classrooms. A uniform set of rules will help ensure a fair and consistent manner of dealing with behavioral issues regardless of age, grade, or teacher. Rules and consequences will be the same whether in the regular classroom or the enhancement classroom.

Feedback from staff and parent surveys was used to help develop appropriate guidelines for students and staff to follow in specific areas within the school environment. Students will learn the four basic expectations. They will then be taught what is necessary to meet those four basic expectations within all areas of the school environment. There will be specific descriptions regarding appropriate behaviors in the hallways, bathroom, cafeteria, and playground. Posters will serve as visual reminders of the expected behaviors in all areas of the campus.

**Students will:**    **Be a leader by being Respectful**  
                             **Be a leader by being Responsible**  
                             **Be a leader by being Kind**  
                             **Be a leader by being Safe**

### **What brings about the positive change?**

The Positive Behavioral Interventions & Support approach focuses staff and student attention on those individuals who are demonstrating the desired behaviors. Students will be "rewarded" for showing respectful, responsible, kind and safe behaviors and attitudes. All staff members will be encouraged to recognize and acknowledge students from all areas of the school environment; not just from within her/his classroom. Making this effort to look for students who are making good choices will help foster a more

positive school climate. There will also be less need to spend time correcting and/or punishing students who are not acting in the desired fashion.

Based on the knowledge that students want and need adult attention, PBIS focuses on teaching children to get the desired attention through responsible behavior rather than misbehavior.

Students will be reminded with “pre-corrects” before transitions within the classroom, or to other locations in the building or on school grounds. A “pre-correct” may sound like this: “Remember, before we leave the classroom, you should put away your materials and line up without talking.” or “Sam, show us how to be respectful and line up quietly for gym.” or “We know there will be a line waiting to go out to the buses. Remember to keep your ‘hawk wings’ on and wait patiently without touching anyone or talking to a neighbor.”

### **Cell Phones**

Student use of cell phones during the instructional day is prohibited at school. Cell phones will be taken away. Below is the order of consequence based on number of offenses:

1<sup>st</sup> Offense: A warning will be given by the teacher and the phone may be confiscated.

2<sup>nd</sup> Offense: The phone will be confiscated and turned into the office. The parent has 30 days to come to the school and retrieve the phone.

3<sup>rd</sup> Offense: The phone will be confiscated and the parent will be required to call and make an appointment to meet with administration.

### **Bus Rules and Regulations**

A bus contract will be sent home at the beginning of the school year. Please sign and return to your child’s teacher.

The Positive Behavioral Interventions & Support approach will be implemented on school buses as well. Being able to provide safe bus transportation is our top priority. Therefore, any behavior that compromises bus safety will not be tolerated.

**\* Riding a school bus is a privilege, not a right, and the consequences of misconduct could result in the suspension of transportation services. Students should take pride in their bus and help make it a safe and clean place.**

**While on the bus, students will:**

- Be a leader by being Respectful**
- Be a leader by being Responsible**
- Be a leader by being Kind**
- Be a leader by being Safe**

**This behavior will be observed in the following ways:**

- 1. Follow directions the first time they are given.**
- 2. Keep hands, feet, and objects to yourself.**
- 3. Stay seated while the bus is in motion.**
- 4. Treat and speak to others as you would like to have them treat and speak to you.**

\*\*\*\*\*

**The bus driver has the authority to maintain discipline on the bus, and all passengers shall obey the school bus driver at all times. Minor discipline matters shall be handled by the driver.**

**Minor discipline matters include (but are not limited to):**

- eating and drinking on the bus
- littering the bus
- failure to remain seated in the assigned seat
- inappropriate remarks, loud talking that does not jeopardize safety.

**Bus drivers will handle such minor discipline matters in the following manner:**

1<sup>st</sup> Offense: Driver warning

2<sup>nd</sup> Offense: Driver issued consequence and minor referral

3<sup>rd</sup> Offense: Parent notification by driver and minor referral and/or consequence

4<sup>th</sup> Offense: Office referral given to Administration and parent contact and/or consequence - last warning

5<sup>th</sup> Offense: Possible bus suspension: 1-3 days, 3-5 days, 5-10 days, 10 or more days up to the remainder of the school year.

These consequences depend on frequency of occurrence, type of occurrence, and number of occurrence.

**Disciplinary action for major infractions will be administered by the school administrators.** Parents are urged to support the disciplinary action taken and to reinforce it with the child to prevent further occurrences.



**Major infractions include (but are not limited to):**

- fighting, hitting, or in any way inappropriately touching another person on the bus
- bullying or threatening behaviors or words
- profanity
- disrespectfulness or defiance towards the bus driver
- vandalism

**Consequences for major infractions matters will be issued based on the nature of the violation. Bus suspension and/or suspension from school may result.**

\*\* Bus drivers will be expected to use their judgment at the time of an incident regarding the effect it has on the safety of all passengers. When the conduct of a passenger jeopardizes the safety of others, the driver shall return to the nearest school, or stop the bus in a safe location to call the school for assistance.

**HARNETT COUNTY SCHOOLS  
TRANSPORTATION DEPARTMENT  
Bus Transportation Guidelines and Procedures**

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Harnett County Schools (HCS) provides transportation for children to and from their residence or predetermined location (by school administration). As such the following rules and procedures shall apply:

1. **All** students are expected to be prepared to board the bus 10 minutes prior to the scheduled arrival time.
2. **All** students are expected to conduct themselves in accordance with Policy Code: 4300 Code of Student Conduct. Discipline, as a result of violations of policies, will be the responsibility of each individual school.
3. Your child will be transported to and from your residence or predetermined approved location to the school in the district in which you reside each school day. **(Grades K-12)**
4. Students who attend school out of district at the parent's request do not qualify for transportation. **(Grades K-12)**
5. You or a responsible adult shall be available at the bus stop to receive your child at the end of the school day from the school bus if your child requires assistance. **(Grades K-2 only)**
6. If you or the approved responsible adult is not at the bus stop to receive your child, the driver will transport your child back to the school. **(Grades K-2 only)**
7. On the second occasion that this situation occurs, the Principal will schedule a mandatory conference with the parent(s). **(Grades K-2 only)**
8. On the third occasion that this situation occurs, HCS will notify Harnett County Department of Social Services (HCDSS) and immediately schedule a meeting involving HCS, HCDSS and you to address this concern. **(Grades K-2 only)**
9. If an emergency situation occurs in your home beyond your control and it becomes necessary for your child to be discharged at a location other than one previously approved, **a written request must be provided to the child's Principal in advance.** The request must meet HCS board policy 6321 and contain the following information to be considered: **(Grades K-12)**
  - a. Address of temporary discharge/pickup location
  - b. Name of responsible adult receiving your child
  - c. Telephone number of temporary address
  - d. Your telephone number during the emergency
  - e. The length of time of the request is to be honored
10. Bus drivers and administrators have the authority to return students to the school in the event of safety or disciplinary circumstances. The parent or legal guardian is then responsible for picking up their student(s).

Parents of children with Pre-School Disabilities, Exceptional Children's Program students needing special transportation in accordance with their IEP, and all K-2 students are required to provide supervision at the bus stop for drop-off and pickup. **(This applies to all early release and inclement weather days as well.)**

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I, \_\_\_\_\_, am the parent/legal guardian of, \_\_\_\_\_ Grade \_\_\_\_, a child receiving transportation services from Harnett County School. I have read and understand the procedures that apply to transportation services and I consent and agree to abide by them. I have been given a copy of the procedures. I understand that my student(s) could lose this privilege to ride the Harnett County school bus(es) if these guidelines are not followed.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Date

Harnett County Schools  
Letter to Parent Regarding Administration of Medication in School

Dear Parent:

The purpose of this letter is to inform you of the school's policy on the administration of medication to students by school personnel. If your child must have medication of any type given during school hours, including over the counter drugs, you have the following choices:

- (1) You may come to school and give the medication to your child at the appropriate time(s).
- (2) You may obtain a copy of a medication form from the school nurse or school secretary. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day the medication is to be administered. This form must be completed by the physician for both prescription and over the counter drugs. The form must be signed by the doctor. Prescription medicines must be brought to school by the parent in a pharmacy-labeled bottle that contains instructions on how and when the medication is to be given. Over the counter drugs must be received in the original container and will be administered according to the doctor's written instructions.
- (3) You may discuss with your doctor an alternative schedule for administering medication (e.g., outside of school hours). School personnel will not administer any medication to students, unless they have received a medication form properly completed and signed by the doctor, and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exceptions to this policy.

If you have questions about the policy, or other issues related to the administration of medication in the schools, please contact the school nurse at the school.

Thank you for your cooperation.

Sincerely,

Steven C. Murphy  
Principal  
Erwin Elementary School

# Harnett County Schools Policies and Procedures

2021 - 2022

The following section contains policies and procedures that parents and students should review annually. The policies and procedures in this section are effective as of the date of printing this handbook. Policies may be revised, as needed, by the Harnett County Board of Education. This is not an exhaustive list of policies by the Harnett County Board of Education; a complete list of current policies can be found on the Harnett County Schools website at [www.harnett.k12.nc.us](http://www.harnett.k12.nc.us). If parents and/or students do not have access to the policies online, they may contact the school for a printed copy of any Harnett County Schools policy.

## Policies and Procedures Included

1. Code of Student Conduct – Policy Code: 4300
2. Prohibition Against Discrimination, Harassment, Bullying, and Cyberbullying – Policy Code: 1710/4021/7230
3. Discrimination, Harassment, Bullying, and Cyberbullying Complaint Procedure – Policy Code: 1720/4015/7225
4. Assurance of Non Discrimination
5. Anti-Harassment Statement
6. Student and Parent Grievance Procedure – Policy Code: 1740/4010
7. Notification of Rights Under Family Educational Rights and Privacy (FERPA)
8. Attendance – Policy Code: 4400
9. Student Services – Policy Code: 4342
10. Smoking and Tobacco Products – Policy Code: 5026/7250
11. Technology Responsible Use – Policy Code: 3225/4312
12. Student Membership and Participation in Educational Websites
13. Network Security – Policy Code: 6524
14. Use of Wireless Communication Devices – Policy Code: 4318
15. Student Health – A Note from the Nurse
16. Student Health History – All Students

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## **STUDENT BEHAVIOR POLICY**      *Policy Code:*      **4300**

All decisions related to student behavior are guided by the board's educational objectives to teach responsibility and respect for cultural and ideological differences and by the board's commitment to creating safe, orderly, and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

### **A. PRINCIPLES**

The reasons for managing student behavior are (1) to create an orderly environment where students can learn; (2) to teach expected standards of behavior; (3) to help students learn to accept the consequences of their behavior; and (4) to provide students with the opportunity to develop self-control. The following principles apply in managing student behavior:

1. Student behavior management strategies should complement other efforts to create a safe, orderly, and inviting environment.
2. Positive behavioral interventions will be employed as appropriate to improve student behavior.
3. Responsibility, integrity, civility, and other standards of behavior should be integrated into the curriculum.
4. Disruptive behavior in the classroom will not be tolerated.
5. Consequences for unacceptable behavior will be designed to help a student learn to comply with rules, to be respectful, to accept responsibility for his or her behavior, and to develop self-control.
- 6.. Strategies and consequences will be age and developmentally appropriate.

### **B. COMMUNICATION OF POLICIES**

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall incorporate information from such policies into a Code of Student Conduct that notifies students of the behavior expected of them, conduct that may subject them to discipline, and the range of disciplinary measures that may be used by school officials. At the discretion of the superintendent, the Code of Student Conduct may include additional rules needed to implement the board's student behavior policies. Each school shall create a student behavior management plan that will elaborate further on processes for addressing student misbehavior and the use of intervention strategies and consequences (see policy 4302, School Plan for Management of Student Behavior). The Code of Student Conduct must incorporate by reference any additional student behavior standards, prohibited

conduct, or disciplinary measures identified in individual school behavior plans developed in accordance with policy 4302, provided such measures are consistent with law and board policy. The Code of Student Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

At the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any board policies related to behavior that are not part of the Code of Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; and (5) any other school rules. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents.

For the purpose of board policies related to student behavior, all references to "parent" include a parent, a legal guardian, a legal custodian, or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

### **C. APPLICABILITY**

Students must comply with the Code of Student Conduct in all of the following circumstances:

1. while in any school building or on any school premises before, during, or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. any time or place when the student's behavior has a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

### **D. CONSEQUENCES FOR VIOLATIONS**

Violations of the Code of Student Conduct must be dealt with in accordance with the guidelines established in the school's behavior management plan (see policy 4302, School Plan for Management of Student Behavior).

#### **1. Minor Violations**

Minor violations of the Code of Student Conduct are those less severe infractions involving a lower degree of dangerousness and harm. Examples of minor violations include the use of inappropriate or disrespectful language, noncompliance with a staff directive, dress code violations, and minor physical altercations that do not involve a weapon or an injury. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

Minor violations of the Code of Student Conduct may result in disciplinary measures or responses up to and including short-term suspension. Further information regarding the procedures for short-term suspensions is provided in policy 4351, Short-Term Suspension. Other disciplinary measures or responses may include, but are not limited to, the following:

- a. parental involvement, such as conferences;
- b. isolation or time-out for short periods of time;
- c. behavior improvement agreements;
- d. instruction in conflict resolution and anger management;
- e. peer mediation;
- f. individual or small group sessions with the school counselor;
- g. academic intervention;
- h. in-school suspension;
- i. detention before and/or after school or on Saturday;
- j. community service;
- k. exclusion from graduation ceremonies;
- l. exclusion from extracurricular activities;
- m. suspension from bus privileges; and
- n. placement in an alternative school;

The parent or guardian is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent or guardian is unable to provide transportation, another consequence will be substituted.

#### **2. Serious Violations**

Serious violations of the Code of Student Conduct may result in any of the consequences that may be imposed for minor violations. In addition, serious violations that threaten to substantially disrupt the educational environment may result in long-term suspension, and serious violations that threaten the safety of students, school employees, or school visitors may result in long-term suspension or expulsion. Certain violations involving firearms or explosive devices may result in a 365-day suspension. Further information regarding the standards and procedures for long-term suspensions, 365-day suspensions, and expulsions is provided in policies 4351, Short-Term Suspension, and 4353, Long-Term Suspension, 365-Day Suspension, Expulsion. (See also policy 4333, Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety, for information regarding 365-day suspensions for certain violations involving firearms or explosive devices.)

## **F. DISCIPLINARY ACTION FOR EXCEPTIONAL CHILDREN/DISABLED STUDENTS**

Disciplinary actions for students identified as exceptional children according to North Carolina guidelines will conform to Procedures Governing Programs and Services for Children with Special Needs as adopted by the State Board of Education. If the Procedures manual does not fully address a particular issue, the director of exceptional children will develop any necessary protocols consistent with state and federal law.

All disabled children will be accorded all rights as required by state and federal law. See also board policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities.

## **G. DEFINITIONS**

1. Board -- the Harnett County Board of Education.
2. Classroom -- locations where designated learning experiences take place and/or over which school officials have supervising responsibility.
3. Parent -- natural parent, legal guardian, legal custodian, or person serving in loco parentis having charge or control of any student enrolled in the school system.
4. Principal -- the school principal or any school professional to whom the principal may officially delegate authority.
5. Student -- any person attending any school that is part of the Harnett County School System; unless the context otherwise requires, pronouns referring to students apply to students of both sexes.
6. School Personnel -- any principal, teacher, substitute teacher, student teacher, instructional assistant, supervisor, director, coordinator, administrator, and all other personnel paid or unpaid working under the supervision and direction of the Harnett County Schools.
7. School Property - any public school building, school campus, school facility, bus, other vehicle, grounds, recreational area, or athletic field owned, leased, or used by the school system or otherwise in the charge of the principal or school personnel.
8. School System - the Harnett County School System

## **H. CONDUCT RULES**

All students shall comply with all rules and regulations governing behavior and conduct. Students shall be informed by local school rules or school personnel of any infraction not listed in this Code that may result in short-term or long-term suspension or expulsion.

### **RULE 1 Compliance with Directions of School Personnel**

Students shall comply with the directions of school personnel who are authorized to give such directions during any time when students are subject to the authority of school personnel; and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

### **RULE 2 Integrity and Civility; Cheating**

All students are expected to demonstrate integrity, civility, responsibility, and self-control. In addition to any standards or rules established by the schools, the following behaviors are specifically prohibited as violation of the standards of integrity and civility:

- 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;
- plagiarizing, including the copying of the language, structure, idea, and/or thought of another and representing it as one's own original work;
- providing verbal or written statements of false information;
- violating copyright laws, including unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
- willfully, directly, or indirectly accessing or causing to be accessed any computer, computer network, or any part thereof without proper authorization or otherwise violating policy 3225/4312, Technology Acceptable Use.
- cursing or using vulgar, abusive or demeaning language towards another person; and
- playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

### **RULE 3 Disruptive Behavior**

An orderly environment is critical for teachers to be able to teach and students to be able to learn. Students are encouraged to participate in school efforts to create a safe, orderly, and inviting environment. Students also are encouraged to exercise their constitutional rights to free speech as a 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.

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

- occupying any school building, school grounds, school buses or part thereof with the intent to deprive others of its use;

- intentional verbal or physical acts which result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
- participating in any boycott of any lawful school function, mission or process or participating in any sit-in or any walkout which causes or results in the disruption of any lawful function, mission or process of the school district or of any school in the school district;
- engaging in any protest, march, picketing or similar activity (on or off school premises) that causes or results in the disruption of any lawful function, mission or process of the school district or of any school in the school district;
- preventing students from attending a class or school activity;
- except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on school premises;
- intentionally making noise or acting in any manner so as to interfere with any teacher's ability to conduct his or her class or to carry on any school activity;
- possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful;
- engaging in behavior which is immoral, indecent, lewd, disreputable, or of an overly sexual nature in the school setting;
- failing to observe established safety rules, standards, and regulations, including on the bus and in hallways; and
- 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.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

#### **RULE 4 Student Dress Code**

The board prohibits appearance or clothing that does the following:

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

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

#### **RULE 5 Misconduct on a School Vehicle**

The following conduct is specifically prohibited on a school vehicle:

- stopping, impeding, delaying, or detaining a bus or school vehicle;
- throwing or launching objects on the bus;
- disturbing the peace, order or discipline on a bus or school vehicle;
- refusing to obey the driver's instructions;
- refusing to meet the bus at the designated stop;
- tampering with or willfully damaging the bus or school vehicle;
- getting off a bus at an unauthorized stop;
- distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation;
- failing to observe established safety rules and regulations;
- willfully trespassing upon a school bus or school vehicle;
- fighting, smoking, using profanity, possession or using drugs or intoxicating beverages, or otherwise violating any other board policy or school rule while on a school bus or other school vehicle; and
- any other behavior that may endanger lives or property.

Any complaints of drivers, parents, or student that are not specified in the above list should be reported promptly to the school principal.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. Upon request and when deemed appropriate, a principal may use his/her discretion and restore a student's bus privileges if the principal, bus driver, student, and parent agree to a written behavior improvement agreement that includes specific steps and consequences for future inappropriate behavior.

It is a criminal offense to unlawfully and willfully stop, impede, delay or detain a school or activity bus or to disturb the peace, order, or discipline on a school or activity bus. Students who engage in such activities may be subject to criminal charges.

The bus driver may not remove students from the bus en route.

#### **RULE 6 Tobacco Products**

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, school vehicle or on the school grounds at any time; (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 school trips. For the purposes of this policy, the term "tobacco product" means any product that contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products.

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

The administration will 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 district may, from time to time, provide free, non-smoking programs and services to be offered to students in the schools. Students will be provided notice of this rule through student handbooks or other means identified by the principal. In addition, the principal will post signs in a manner and locations that adequately notify staff, students, and visitors about prohibitions against the use of tobacco products on school grounds and in school buildings.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation. In providing consequences for violation of this rule, school officials are encouraged to identify programs or opportunities for students to gain a greater understanding of the health hazards for the tobacco user, the hazards of secondhand smoke, and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

#### **RULE 7 Drugs and Alcohol**

The Harnett County School District believes that it is in the best interests of the community to take steps to promote, enhance and maintain a drug-free school system and student body, and that along with parents and other segments of the community, the school system has a role in helping students to remain drug free. The Harnett County School District, therefore, endorses a comprehensive program in the area of substance abuse. Alcohol and drug education will be taught to all grade levels, and assistance will be offered to students who are having alcohol or drug related problems.

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

- narcotic drugs;
- hallucinogenic drugs;
- amphetamines;
- barbiturates;
- marijuana or any other controlled substance;
- any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or
- any chemicals 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 in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. Beepers and portable phones may not be used by students unless specifically authorized by the principal.

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

A violation of this rule is deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

As required by board policy 4345, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed the substances prohibited by this policy.

#### **RULE 8 Theft and Damage to Property**

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property. Students also are prohibited from damaging or attempting to damage any school property or private property at any time when board policies are applicable as defined in this code.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

#### **RULE 9 Trespass**

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

- a student who 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 the school the student is visiting;
- any student who loiters at any school after the close of the school day without specific need or supervision; or
- any student who has been suspended from school who appears on the property of any school during the suspension period without the express permission of the principal.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.



**RULE 10 Assaults and Physical Injury**

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.

A minor physical altercation that does not involve a weapon or an injury is a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Aggravating circumstances, however, may justify treating an otherwise minor violation as a serious violation.

A serious physical altercation that involves a weapon or injury is considered a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 11 Threats**

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

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 12 Harassment**

Students are prohibited from engaging in or encouraging any form of harassment, including bullying, against students, employees, or any other individuals on school grounds or at school-related functions. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe. Harassment is further defined in policy 1710/4021/7230, Prohibition against Discrimination, Harassment, and Bullying.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 13 Bullying**

Bullying is conduct that subjects a student to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate, cause emotional distress or provoke a disorderly response from the student being treated in this manner. Bullying usually involves intentional, repeated, and harmful acts, words, or behavior directed to a particular student or group of students. Bullying may include but is not limited to name calling, threatening, social alienation, spreading rumors, spitting, pushing, or punching.

Any student with a complaint about bullying should report it to the principal or assistant principal. In addition, any employee who has witnessed or has reliable information that a student has been subjected to bullying should report it immediately to the principal or assistant principal.

Complaints of harassment will be investigated pursuant to policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 14 Hazing**

Hazing by any individual or group associated with the school system is prohibited and will not be tolerated. Hazing is defined as subjecting another student to physical injury or assault as part of an initiation or as a prerequisite to membership into any organized school group, including any athletic team, club, society, or similar group. Hazing includes, but is not limited to, requiring any student to wear abnormal dress or costume on campus; playing abusive or ridiculous tricks on a student; frightening, scolding, beating or harassing a student; or subjecting a student to personal indignity.

The board of education reserves the right to disband any extracurricular club or athletic team due to hazing if the circumstances merit such action.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

**RULE 15 Weapons**

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:

- loaded or unloaded firearm, including a gun, pistol or rifle;
- explosives, including a dynamite cartridge, bomb, grenade or mine;
- knife, including a pocket knife, bowie knife, switchblade, dirk, dagger or machete;
- slingshot or slungshot;
- leaded cane, loaded cane, or cane sword;
- blackjack;
- metal knuckles;
- BB gun;
- air rifle or air pistol;
- stun gun or other electric shock weapon;
- ice pick;

- razor or razor blade (except solely for personal shaving);
- fireworks; and
- any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

No student may knowingly or willfully cause, encourage or aid any other 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 persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a law enforcement officer or a school employee as soon as practical.

This rule does not apply to pupils who are members of the Reserve Officer Training Corps and who are required to carry arms or weapons in the discharge of their official class duties; nor does this section apply to a firearm that was brought onto educational property for activities approved and authorized by the Board of Education.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. As required by law, a student who brings or possesses a firearm or destructive device on educational property or at a school-sponsored event off educational property shall be suspended for 365 days. The superintendent may modify the required 365-day suspension for an individual student on a case-by-case basis. A student who brings a firearm or powerful explosive to school also shall be referred to the criminal justice or juvenile justice system.

#### **RULE 16 Bomb Threats**

Students are prohibited from making, aiding, and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district 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 perpetuate a bomb hoax must notify a law enforcement officer or a school employee as soon as practical.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. A student who violates this rule also shall be referred to the criminal justice or juvenile justice system.

#### **RULE 17 Terrorist Threats**

Students are prohibited from making, aiding, conspiring, and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school district 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 perpetuate a terrorist hoax must notify a law enforcement officer or a school employee as soon as practical.

No student shall:

- a. make a false report that there is a device, substance, or material designed to cause harmful or life-threatening illness or injury to another person located on school property or at a school-related or school-sponsored activity;
- b. conceal, place, disseminate or display a device, machine, instrument, artifact, letter, package material, or substance on school property or at a school-related or school-sponsored activity with the intent to cause others to believe the device is a substance or material capable of causing harmful or life-threatening illness or injury to another person;
- c. threaten to commit on school property or at a school-related or school-sponsored activity an act of terror that is likely to cause death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption;
- d. make a false report that there is about to occur or is occurring on school property or at a school-related or school-sponsored activity an act of terror that is likely to cause serious injury or death, with the intent to cause a significant disruption to the instructional day or school-sponsored activity or which actually causes such disruption;
- e. conspire to commit any of the above-described acts.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy. A student who violates this section also will be referred to the criminal justice and/or juvenile justice system.

#### **RULE 18 Gang-Related Activities**

The presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities.

No student on or about school property or at any school activity shall:

1. wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang, as identified by school personnel;
2. commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in any gang;
3. use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in any gang;

- b. requesting any person to pay protection or otherwise intimidate or threaten any person;
- c. committing any other illegal act or other violation of school district policies; and
- d. inciting other students to act with physical violence upon another person.

School administrators are responsible for compiling and updating a list of prohibited gang attire or symbols and publicizing it to students.

A violation of this rule may be deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

#### **RULE 19 Criminal Behavior**

Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes to have engaged in criminal behavior on the school premises or at school activities will be subject to appropriate disciplinary action as stated in applicable board policies and may be criminally prosecuted as well. For the purposes of this section, "school premises" includes any public school building, bus, public school campus, grounds, recreational area, or athletic field in the charge of the principal.

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

#### **STUDENTS CHARGED WITH OR CONVICTED OF CRIMINAL BEHAVIOR**

If necessary, the superintendent and principal may take reasonable measures to preserve a safe, orderly environment when a student has been charged or convicted with a serious crime, regardless of whether the alleged offense was committed on school grounds or related to school activities. Depending upon the circumstances, including the nature of the alleged crime, the child's age, and the publicity within the school community, reasonable efforts may include changing a student's classroom assignment or transferring the student to another school. Transfer to the alternative school may be made in accordance with the criteria established in board policy 3470/4305, Alternative 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.

#### **REPORTING CRIMINAL BEHAVIOR**

The principal must report immediately to law enforcement officers and the superintendent the following acts when the principal has personal knowledge or actual notice from others that such acts occurred on school property, regardless of the age or grade of the perpetrator or victim:

- assault resulting in serious personal injury;
- sexual assault;
- sexual offense;
- rape;
- kidnapping;
- indecent liberties with a minor;
- assault involving the use of a weapon;
- possession of a firearm in violation of the law;
- possession of a weapon in violation of the law;
- possession of a controlled substance in violation of the law;
- assault on school officials, employees, and/or volunteers;
- homicide, including murder, manslaughter, and death by vehicle;
- robbery; or armed robbery;
- theft from the person;
- theft of property valued over \$75.00
- breaking or entering of a school;
- theft from a motor vehicle(s);
- theft of a motor vehicle;
- arson;
- possession of stolen property;
- vandalism over \$200.00.

A violation of this rule is deemed a serious violation and is subject to all of the consequences for minor and serious violations as set forth in this policy.

#### **RULE 20 Attendance**

Students must comply with attendance requirements as outlined in board policy 4400, Attendance.

A violation of this rule is deemed a minor violation and is subject to all of the consequences for minor violations as set forth in this policy. Provided, however, a student shall not be subject to a suspension of more than two days for a violation of this policy.

#### **E. ENFORCEMENT**

The superintendent is responsible for supervising the enforcement of the Code of Student Conduct to ensure that school disciplinary policies are uniformly and fairly applied throughout the school system.

Legal References: G.S. 115C-47, -276(r), -288, -307, -390.1, -390.2

Cross References: Goals and Objectives of the Educational Program (policy 3000), Counseling Program (policy 3610), Domicile or Residence Requirements (policy 4120), Student Behavior policies (4300 series)

Adopted: April 4, 1977

Revised: August 5, 1991; January 10, 1994; April 3, 2000; October 4, 2004; October 6, 2008, February 8, 2010, July 13, 2011; September 10, 2018

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## **Discrimination and Harassment Prohibited by Federal Law**

*Policy Code:*     **1710/4020/7230**

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, sex, color, national origin, religion, disability, or age (40 or older) and will provide equal access to the Boy Scouts and other designated youth groups as required by law.

The board will not tolerate any form of unlawful discrimination or harassment in any of its education activities or programs. All forms of prohibited discrimination and harassment are subject to this policy except the following, for which the board has established more specific policies.

- Discrimination and harassment on the basis of sex is addressed in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex.

- Discrimination and harassment in employment is addressed in policy 7232, Discrimination and Harassment in the Workplace.

In addition, the process set out in this policy for bringing complaints does not apply to the following:

- Complaints of sexual harassment will be brought in accordance with the processes established in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process.

- Employee allegations of discrimination or harassment will be addressed using the process established in policy 7232, Discrimination and Harassment in the Workplace.

- Allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA may be raised through the system of procedural safeguards established under policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, (for Section 504 complaints) or in accordance with the procedures described in Parents Rights & Responsibilities in Special Education, published by the NC Department of Public Instruction (for IDEA complaints).

The board takes seriously all reports of unlawful discrimination and harassment and directs school officials to take prompt action to investigate and remedy violations of this policy. The superintendent is responsible for providing effective notice of this policy to students, parents, and employees.

The board encourages students, visitors, and other non-employee individuals who believe that they may have been discriminated against or harassed in violation of this policy, (including on the basis of disability, as specified in policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities), to report such conduct as soon as possible through the process provided in Section B of this policy. Employees who believe that they may have been discriminated against or harassed should report through the process provided in policy 7232, Discrimination and Harassment in the Workplace. Individuals who have witnessed or who have reliable information that another person has been subject to unlawful discrimination or harassment may report the conduct to an individual designated in Section B of this policy.

Any report made through the process established in this policy may be made anonymously, except mandatory employee reports.

### **A. Prohibited Behavior**

Students, school system employees, volunteers, and visitors are expected to behave in a civil and respectful manner. The board expressly prohibits unlawful discrimination and harassment as defined below by students, employees, board members, volunteers, or visitors. “Visitors” includes parents and other family members and individuals from the community, as well as vendors, contractors, and other persons doing business with or performing services for the school system.

#### **1. Discrimination**

Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a legally protected class so as to

interfere with or limit their ability to participate in or benefit from the services, activities, or privileges offered by the school system's education program. For purposes of this policy, the legally protected classes are race, color, national origin, religion, and disability.

## **2. Harassment**

Prohibited harassment is deliberate unwelcome conduct directed at another person or group of persons based on their membership in a legally protected class that creates a hostile environment. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the school system.

Examples of behavior that may constitute harassment include, but are not limited to, acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling, and put-downs, epithets, derogatory comments or slurs, 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. Harassment may occur through electronic means, such as through the Internet, email, or text message. Legitimate age-appropriate pedagogical techniques are not considered harassment.

## **3. Application of the Policy**

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; or (6) at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

This policy will not be construed to allow school officials to punish student expression or speech based on undifferentiated fear or apprehension of a disturbance or out of a desire to avoid the discomfort and unpleasantness that may accompany an unpopular viewpoint.

## **B. Reporting Discrimination or Harassment**

1. Any person who believes that he or she has been discriminated against or harassed in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination or harassment should inform a school official designated in Section C below. Reports also may be made anonymously through the anonymous tip line.

### **2. Mandatory Reporting by School Employees**

Any employee who witnessed or who has reliable information or reason to believe that a student or other individual may have been discriminated against or harassed in violation of this policy must report the offense immediately to an appropriate individual designated in Section C below. Any doubt about whether particular conduct is possible discrimination or harassment under this policy or any other policy of the board must be resolved in favor of reporting the conduct.

Employees who observe an incident of harassment are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator, and it is safe to do so. If an employee knows of an incident involving discrimination or harassment and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

### **3. Preliminary Inquiry**

School officials may make a preliminary inquiry when a report is received to understand what occurred and to determine whether further action under this policy or otherwise is necessary.

## **C. Complaints of Discrimination and Harassment**

1. A student, visitor, or other non-employee individual who believes he or she is the victim of unlawful discrimination or harassment in violation of this policy, or any person who has witnessed or who has reliable information that another person has been subject to unlawful discrimination or harassment under this policy, may make a formal written complaint to any of the following persons:

- a. the principal or assistant principal of the school at which either the alleged victim or alleged perpetrator attends or is employed;
- b. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability; or
- c. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in Section I of this policy.

If a written complaint alleges that the perpetrator is an employee, the school official receiving the complaint shall notify the senior human resources official without delay.

2. A written complaint alleging that a student has been discriminated against or harassed will be addressed in accordance with this policy.

A written complaint alleging that an employee has been discriminated against or harassed will be addressed in accordance with policy 7232, Discrimination and Harassment in the Workplace.

A written complaint alleging that person who is not a student or employee has been discriminated against or harassed will be addressed in accordance with the general process for resolving complaints provided in policy 1742/5060, Responding to Complaints, not this policy.

### **3. Time Period for Making a Complaint**

Alleged discrimination or harassment should be reported as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-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.

## **D. School Officials' Response to Reports and Complaints of Discrimination or Harassment**

### **1. Investigation**

School officials shall investigate all formal written complaints received. Reports of discrimination or harassment that are not followed by a formal written complaint may be investigated at the discretion of school officials and may be investigated even if the alleged victim does not seek action by school officials.

- a. The principal or designee, or site supervisor will be the investigator when the alleged perpetrator is a student or third party. The senior human resources official or designee will be the investigator when the alleged perpetrator is an employee. The superintendent may determine that individual circumstances warrant the assignment of a different investigator.

Notwithstanding the above designations, (1) if the alleged perpetrator is the senior human resources official, the superintendent will be the investigator, and (2) if the alleged perpetrator is the superintendent or a member of the board, the board chair shall direct the board attorney to investigate unless the board chair determines that outside counsel should be engaged to investigate.

- b. As applicable, the investigator shall immediately notify the Section 504, ADA, or other relevant coordinator of the complaint and, as appropriate, may request assistance from the coordinator in conducting the investigation.
- c. If the investigator, after interviewing the complaining party and/or the alleged victim and consulting with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination or harassment as defined in this policy or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, school officials shall address the matter outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complaining party.
- d. Any investigation conducted must be impartial, prompt, and thorough. The investigator shall investigate the facts and circumstances related to the allegation(s) of discrimination or harassment and give the alleged perpetrator an opportunity to respond to the allegations.

The investigator shall consider all the evidence collected, the context in which the alleged incidents occurred, the age and maturity of the parties, and any other relevant circumstances, and in consultation with the board attorney as appropriate,

shall determine whether the alleged act(s) constitutes a violation of this policy, policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, and/or any other board policy or expected standard of student or employee behavior.

- e. The complaint and investigation will be kept confidential to the extent possible and consistent with law. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately and those with a legal right to access the information.

## **2. Investigator's Findings**

- a. If the investigator finds that discrimination occurred, the investigator shall take or recommend steps to address the discrimination.
- b. If the investigator finds that harassment occurred and created a hostile environment, the investigator shall assign or recommend appropriate disciplinary consequences for the perpetrator and/or take or recommend other reasonable measures to eliminate the hostile environment and prevent its recurrence.
- c. If the investigator finds that the conduct did not violate this policy but violated policy 4329/7311, Bullying and Harassing Behavior Prohibited, or another board policy or expected standard of conduct, the investigator shall assign or recommend discipline or other action appropriate to the violation.
- d. The investigator shall make a record of the evidence and findings of the investigation and the assigned or recommended discipline and/or other remedial action and provide a copy to the appropriate civil rights coordinator. If the investigator recommends a disciplinary consequence or remedial action that is beyond his or her authority, the investigator shall provide a copy of the record to the superintendent for further action.
- e. The investigator shall inform the alleged victim and alleged perpetrator of the outcome of the investigation.

## **3. Steps to Reasonably End Discrimination or Harassment**

- a. The superintendent is responsible for taking or causing appropriate action to be taken in response to discrimination and harassment in violation of this policy. Appropriate action must include:
  - i. reasonable, timely, age-appropriate corrective action intended to end the discrimination or harassment and prevent it from recurring;
  - ii. as needed, reasonable steps to address the effects of the discrimination or harassment on the victim; and
  - iii. as needed, reasonable steps to protect the victim from retaliation as a result of the complaint.
- b. Appropriate steps to end discrimination and harassment may include, but are not limited to, separating the parties, providing counseling for the parties, and/or taking disciplinary action against a perpetrator determined to have violated this policy. The superintendent may take non-punitive measures to end or prevent instances of discrimination or harassment regardless of whether any individual has been found responsible for the discrimination or harassment. The superintendent also may implement or direct the implementation of classroom-wide, school-wide, or school system-wide responses such as additional staff training, harassment prevention programs, and other measures reasonably calculated to end the behavior, eliminate a hostile environment and its effects if one has been created, and prevent recurrence of the behavior.
- c. The applicable civil rights coordinator shall encourage victims of discrimination and harassment to report any subsequent problems and may conduct follow-up inquiries as warranted to determine if there have been any new incidents of discrimination or harassment or any instances of retaliation.

## **E. Appeals**

1. If the alleged victim is dissatisfied with the outcome of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the superintendent, in which case the alleged victim may appeal directly to the board in accordance with the next paragraph). The appeal must be submitted in writing within three school business days of receiving the notice of the outcome of the investigation. 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.
2. Student victims may appeal the superintendent's decision to the board in accordance with subsection E.5.a of policy 1740/4010, Student and Parent Grievance Procedure. Employees may appeal the superintendent's decision to the board in accordance with subsection E.4.a of policy 1750/7220, Grievance Procedure for Employees.
3. Any student or employee subject to discipline for violating this policy will be accorded all rights provided by law.

## **F. Retaliation Prohibited**

The board prohibits retaliation against any person for making a report or complaint of a violation of this policy, supporting someone for reporting or intending to report a violation of this policy, or participating in the investigation of a reported violation of this policy. No reprisals will be taken by the board against a complaining party or other individual who makes a good faith report of discrimination or harassment. Any person who is found to have engaged in retaliation will be subject to discipline, up to and including dismissal. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

## **G. Training and Programs**

The board directs the superintendent to establish training and other programs that are designed to prevent discrimination and harassment and to foster an environment of understanding and respect for all members of the school community. Information about the prohibited conduct and complaint procedure in this policy and those in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process, must be included in the training plan.

As funds are available, the board will provide students, employees, and volunteers who have significant contact with students with additional training regarding the board's efforts to address discrimination and harassment and will create programs to address these issues. The training or programs should (1) provide examples of behavior that constitutes discrimination or harassment; (2) teach employees to identify groups that may be the target of discrimination or harassment; 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.

## **H. Records**

The superintendent or designee shall maintain confidential records of complaints or reports of discrimination or harassment. 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 and harassment.

## **I. Contacts for Inquiries**

The superintendent has appointed individuals to coordinate the school system's efforts to comply with and carry out its responsibilities under federal nondiscrimination laws, including investigating any complaints communicated to school officials alleging noncompliance with those laws. Inquiries about the application of the nondiscrimination laws addressed in this policy may be referred to the designated civil rights coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

The contact information for the designated civil rights coordinators is as follows:



a. The Section 504 Coordinator is: **Lauren Cappola**

Office Address: **1008 S. 11th Street**  
**PO Box 1029**  
**Lillington, NC 27546**

Email

Address:

**lcappola@harnett.k12.nc.us**

Phone Number: **910-893-8151**

b. The ADA Coordinator is: **Tina Tasker**

Office Address: **1008 S. 11th Street**  
**PO Box 1029**  
**Lillington, NC 27546**

Email

Address:

**ttasker@harnett.k12.nc.us**

Phone Number: **910-893-8151**

c. The Age Discrimination Coordinator is: **Virginia Taylor**

Office Address: **1008 S. 11th Street**  
**PO Box 1029**  
**Lillington, NC 27546**

Email Address: **vtaylor@harnett.k12.nc.us**

Phone Number: **910-893-8151**

d. The Coordinator for Other Non-discrimination Laws is: **Virginia Taylor**

Office Address: **1008 S. 11th Street**  
**PO Box 1029**  
**Lillington, NC 27546**

Email Address: **vtaylor@harnett.k12.nc.us**

Phone Number: **910-893-8151**

The contact information for the U.S. Department of Education Office for Civil Rights with jurisdiction over North Carolina is as follows.

4000 Maryland Ave, SW  
Washington, DC 20202-1475  
Telephone: 202-453-6020 TDD: 800-877-8339  
FAX: 202-453-6021 Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621et seq., 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101et seq., 28 C.F.R. pt. 35; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Individuals with Disabilities Education Act, 20 U.S.C. 1400et seq.; 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. 2000det seq., 34 C.F.R. pt. 100; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994), available at <https://www2.ed.gov/about/offices/list/ocr/docs/race394.html>; Notice of Non-Discrimination, U.S. Department of Education, Office for Civil Rights (2010); Dear Colleague Letter (Harassment and Bullying), U.S. Department of Education, Office for Civil Rights (2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; G.S. 115C-407.15 through -407.18; 126-16; 16 N.C.A.C. 6E .0107; Parent Rights & Responsibilities in Special Education, (N.C. Dept. of Public Instruction, Exceptional Children Division), available at <https://ec.ncpublicschools.gov/parent-resources/parents-rights-handbook>

Cross References: Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 1740/4010), Responding to Complaints (policy 1742/5060), Grievance Procedure for Employees (policy 1750/7220), Prohibition Against Retaliation (policy 1760/7280), Hearings Before the Board (policy 2500), Staff-Student Relations (policy 4040/7310), School Plan for Management of Student Behavior (policy 4302), Bullying and Harassing Behavior Prohibited (policy 4329/7311), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Discrimination and Harassment in the Workplace (policy 7232)

Adopted: December 7, 2020

Revised: June 24, 2021

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**Title IX Nondiscrimination on the Basis of Sex**

*Policy Code:1720/4030/7235*

The school system does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the basis of sex, including any form of sexual harassment, as that term is defined under Title IX in any program or activity of the school system.

#### A. Inquiries About Title IX

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

The contact information for the Title IX coordinator is as follows.

The Title IX Coordinator is: **Courtney Blackburn**

Office Address: **1008 S. 11th Street**

**PO Box 1029**

**Lillington, NC 27546**

Email Address: **cblackburn@harnett.k12.nc.us**

Phone Number: **910-893-8151**

The contact information for the Office for Civil Rights with jurisdiction over North Carolina is as follows.

4000 Maryland Ave, SW

Washington, DC 20202-1475

Telephone: 202-453-6020 TDD: 800-877-8339

FAX: 202-453-6021 Email: [OCR.DC@ed.gov](mailto:OCR.DC@ed.gov)

#### B. Resolution of Grievances

The board has established grievance procedures that provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of sex (other than sexual harassment) in a program or activity of the school system occurring against a person in the United States. Students and parents or guardians may report such alleged discrimination through the process provided in policy 1740/4010, Student and Parent Grievance Procedure. Employees and applicants may use the process provided in policy 1750/7220, Grievance Procedure for Employees.

The board has adopted additional means for reporting sexual harassment specifically. Any person may report alleged sexual harassment in the education program or activities of the school system occurring against a person in the United States in accordance with policy 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process. Those who believe they have been sexually harassed may also file a formal complaint of sexual harassment in accordance with policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process, to initiate a prompt and equitable resolution through a formal investigation and adjudication or through an informal resolution process. The board encourages students, employees, and applicants to first make a report of sexual harassment in accordance with policy 1725/4035/7236 before filing a formal complaint.

#### C. Retaliation Prohibited

Retaliation against any person for the exercise of rights under Title IX or to interfere with those rights in any way is strictly prohibited and will subject the perpetrator to disciplinary action. The identity of any person who has made a report or complaint of sex discrimination or sexual harassment or who is the alleged perpetrator of sex discrimination or sexual harassment will be confidential unless otherwise required or permitted by law. Complaints alleging retaliation may be filed according to the grievance processes established in policies 1740/4010 and 1750/7220. Acts of retaliation may also be subject to policy 1760/7280, Prohibition Against Retaliation.

#### **D. Notice of the Board's Policy of Nondiscrimination Based on Sex**

The superintendent is responsible for providing notice of the board's nondiscrimination policy to students and their parents or legal guardians, employees, and applicants for admission or employment. The superintendent shall also ensure that each principal or site supervisor makes a copy of this policy available to those persons. In addition, the following must be posted on the school system website and included in all student and employee handbooks: (1) a statement of the board's policy of nondiscrimination on the basis of sex; (2) contact information for the Title IX coordinator; and (3) a statement that Title IX inquiries may be referred to the Title IX Coordinator or to the Assistant Secretary for Civil Rights.

Legal References: Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681et seq.; 34 C.F.R. Part 106

Cross References: Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Student and Parent Grievance Procedure (policy 1740/4010), Responding to Complaints (policy 1742/5060), Grievance Procedure for Employees (policy 1750/7220), Prohibition Against Retaliation (policy 1760/7280), Staff-Student Relations (policy 4040/7310)

Adopted: December 7, 2020

### **STUDENTS WITH DISABILITIES**

It is expected that most students with disabilities be tested just as students without disabilities are tested. However, some students have needs as a result of their disabilities that require their nonparticipation in the Standard Course of Study and, for that reason, will not participate in the statewide student accountability standards. For these students, the IEP Team makes the determination that the students will be exempted from the statewide student accountability standards. Students with disabilities who participate in the statewide student accountability standards must be given the same opportunities as students without disabilities who score below Level III, including retesting, focused intervention, and waiver considerations.

- To the extent possible, all students with disabilities shall participate in the statewide student accountability standards for elementary, middle, and high school levels.
- Students with disabilities may be exempt from the statewide student accountability promotion standards by the Individualized Education Program Team, including the principal or school district representative if it is determined by the team that the students do not have the ability to participate in the State Standard Course of Study. However, they shall be enrolled in a functional curriculum and demonstrate acceptable outcomes on the alternate assessments. These students may receive a certificate of achievement or graduation certificate.
- All interventions/remediation and other opportunities, benefits, and resources that are made available to students without disabilities shall be made available to students with disabilities who participate in the student promotion standards. All services offered are in addition to the special education services provided to the student.

Questions or concerns related to Students with Disabilities should be referred to Tina Tasker, Director of Programs for Exceptional Children, telephone: (910) 893-8151 or by email: [ttasker@harnett.k12.nc.us](mailto:ttasker@harnett.k12.nc.us).

### **TITLE IX**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs and is the guideline to remove all unfair sex discrimination practices.

Questions or concerns related to Title IX should be directed to Jermaine White, Assistant Superintendent for Student Services, telephone: (910) 893-8151 or by email: [jwhite1@harnett.k12.nc.us](mailto:jwhite1@harnett.k12.nc.us)

## Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap in education programs.

Any individual who has a physical or mental impairment which substantially limits one or more of his/her major life functions may qualify for identification for services under Section 504 of the Rehabilitation Act. Identification and services are made available through the local school Assistance Team. Questions may be directed toward the local school principal or classroom teacher.

Questions or concerns related to Section 504 should be directed to Lauren Cappola, Director of School Counseling, telephone: (910) 893-8151 or by email: [lcappola@harnett.k12.nc.us](mailto:lcappola@harnett.k12.nc.us)

An Assistant Superintendent has been appointed to hear cases dealing with non-compliance with Section 504 regulations. The office is located in the Board of Education Annex, 1008 11<sup>th</sup> Street, Lillington, phone number: 910-893-8151. (Re: Federal Register Vol. 45, No. 92, May 9, 1980, Page 30939, Section 104.7 and 194.8).

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### ANTI-HARASSMENT STATEMENT

Harnett County Schools (HCS) 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. HCS does not tolerate any form of harassment, including harassment based on disability, in any of its educational or employment activities. Anyone who has been the victim of acts of harassment or who has reliable information about others having been the victim of acts of harassment is encouraged to report those acts to Jermaine White, Assistant Superintendent of Student Services, by email at [jwhite1@harnett.k12.nc.us](mailto:jwhite1@harnett.k12.nc.us), or by telephone at 910.893-8151. HCS considers harassment a serious offense and is committed to promptly, thoroughly, and impartially investigating all reports of harassment. Individuals found to have violated HCS policy prohibiting harassment are subject to the following discipline: students may be suspended or expelled; employees may be dismissed, and volunteers may be removed from campus and face criminal charges. HCS is committed to eliminating harassment from its schools and encourages employees, students, parents, and volunteers to work together to prevent acts of harassment of any kind.

### DECLARACIÓN EN CONTRA DEL HOSTIGAMIENTO

Las Escuelas del Condado de Harnett (HCS) reconocen la dignidad y el valor de todos los estudiantes y empleados, y se esfuerza por crear un ambiente escolar seguro, ordenado, atento y acogedor para facilitar el aprendizaje y el rendimiento de los estudiantes. HCS no tolera ninguna forma de hostigamiento, incluyendo el hostigamiento por discapacidad, en ninguna de sus actividades educativas o de empleo. Se le pide a cualquier persona que haya sido víctima de actos de hostigamiento, o que tenga información confiable acerca de que otros hayan sido víctima hostigamiento, a que reporte estos actos a Jermaine White, Asistente del Superintendente de Servicios Estudiantiles, por correo electrónico a [jwhite1@harnett.k12.nc.us](mailto:jwhite1@harnett.k12.nc.us) o por teléfono al 910-893-8151. HCS considera que el hostigamiento es un delito grave, y se compromete a una investigación rápida, exhaustiva e imparcial de todas las denuncias de hostigamiento. Las personas que hayan violado la política de HCS que prohíbe el hostigamiento, están sujetos a la siguiente disciplina: los estudiantes pueden ser suspendidos o expulsados; los empleados pueden ser despedidos; y los voluntarios pueden ser removidos de la escuela y pueden enfrentar cargos criminales. HCS se ha comprometido a eliminar el hostigamiento de sus escuelas, y ánima a los empleados, estudiantes, padres, y voluntarios a que trabajen juntos para prevenir actos de hostigamiento de cualquier tipo.

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### STUDENT AND PARENT GRIEVANCE PROCEDURE *Policy Code: 1740/4010*

#### A. OPTIONS FOR RESOLVING COMPLAINTS

The board strives to resolve concerns and complaints 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 and provides 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 an 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 the 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 shall 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**

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 grievants' 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 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 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 and 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 board 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.

### **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 shall 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

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant will have ~~the~~ right to appeal a final administrative decision to the board of education (see subsection E.5.a Mandatory Appeals, below). If a grievant has not alleged such specific violations, he or she may request a hearing before the board, which the board may grant at its discretion (see Discretionary Appeals below).

##### a. Mandatory Appeals

- 1) If the grievant is dissatisfied with the superintendent's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within five days of receiving the superintendent's response.
- 2) A hearing will be conducted pursuant to board policy 2500, Hearings Before the Board.
- 3) 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.

##### b. Discretionary Appeals

1. If the grievant is dissatisfied with the superintendent's response to his or her grievance but has *not* alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, then within five days of receiving the superintendent's response, the grievant may submit to the superintendent a written request for a hearing before the board of education.
2. If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chair will appoint a three-person panel to review the request and determine to (1) deny the appeal; (2) review the superintendent's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.
3. If the board denies the appeal, the decision of the superintendent will be final, and the grievant will be notified within five days of the board's decision.

4. If the board decides to grant a hearing, the hearing will be conducted pursuant to board policy 2500.

5. The board will provide a final written decision within 30 days of the decision to grant an appeal 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.

#### H. 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.

Legal References: *G.S. 115C-45C; 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), Sexual Harassment Complaint Procedure for Students (policy 1745/4027), Hearings Before the Board (policy 2500), Student Discipline Policies (4300 series)

Adopted: May 4, 2009

Revised: March 5, 2018

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### **NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the Harnett County School District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record (s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Harnett County Schools to amend a record that they believe is inaccurate or misleading. They should make a written request to the school principal, which clearly identifies the part of the record they want changed and specifies why it is inaccurate or misleading. If Harnett County Schools decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Harnett County Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Harnett County Board of Education; a person or company with whom Harnett County Schools has contracted to perform a special task (such as a therapist, auditor, medical consultant, or attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional



responsibility. Upon request from officials of another school district in which the student seeks or intends to enroll, Harnett County Schools will forward education records without consent from the parent or eligible student.

**Schools may disclose directory information without consent. The District has designated the following as directory information: a student's name; address; telephone listing; photograph; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; grade level; diplomas, certification, and awards received; and most recent school or education institution attended by the student. Directory information does not include the telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program.**

**\*\*\* Any parent or eligible student may request that such directory information not be disclosed by submitting a written request to the principal of the school that the student attends. \*\*\***

**As required by law, the names, addresses, and telephone numbers of secondary school students shall be released, upon request, to military recruiters and institutions of higher learning. A parent or eligible student, however, may request that this information not be released without prior written consent by submitting a written request to the principal of the school that the student attends.**

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by Harnett County Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605**

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FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
MODEL NOTICE FOR DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Harnett County Schools**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Harnett County Schools** may disclose appropriately designated "directory information" without written consent unless you have advised the **Harnett County Schools** to the contrary in accordance with **Harnett County Schools** procedures. The primary purpose of directory information is to allow the **Harnett County Schools** to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA), to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want **Harnett County Schools** to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the **Harnett County Schools** in writing by September 20, 2019. **Harnett County Schools** has designated the following information as directory information:

- Student's name

- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## **ATTENDANCE**

*Policy Code: 4400*

School attendance and class participation 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. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

### **A. Attendance Records**

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity. To be in attendance during remote instruction days, students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled.

### **B. Late Arrivals and Early Departures**

Students are expected to be at school on time and to remain at school until dismissed. During the school day, students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at school. Tardies or early departures may be excused for any of the reasons listed below in Section C.

Any disciplinary consequences for unexcused tardiness or unexcused early departures from school or class will 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 such offenses. Consequences may not exceed a short-term suspension of two days.

### **C. Excused Absences**

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a health care practitioner. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the local health officer or the State Board of Health;
3. death in the immediate family;
4. medical or dental appointment;
5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

#### **D. School-Related Activities**

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
2. job shadows and other work-based learning opportunities, as described in [G.S. 115C-47\(34a\)](#);
3. school-initiated and -scheduled activities;
4. athletic events that require early dismissal from school; and
5. Career and Technical Education student organization activities approved in advance by the principal;

In addition, students participating in disciplinary techniques categorized as in-school suspensions will not be counted as absent.

#### **E. Makeup Work**

In the case of excused absences, short-term out-of-school suspensions,<sup>14</sup> and absences under [G.S. 130A-440](#) (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work.<sup>15</sup>

(See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

## F. Unexcused Absences

The principal shall notify parents and take all other steps required by [G.S. 115C-378](#) for excessive, unexcused absences.

Any school disciplinary consequences for unexcused absences will 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 such offenses. Consequences may not exceed a short-term suspension of two days.

## G. Chronic Absenteeism

Because class attendance and participation are critical elements of the educational process, any absences, whether excused or unexcused, can have a negative impact on a student's academic achievement. Regular attendance must be prioritized within each school and encouraged throughout the community. School administrators shall monitor and analyze attendance data to develop and implement strategies for reducing chronic absenteeism. 19 Such strategies should involve engaging students and parents, recognizing good and improved attendance, providing early outreach to families of students missing school, and identifying and addressing barriers to attendance.

## H. Special Circumstances

### 1. Students with Chronic Health Problems

No penalties will be imposed for absences due to documented chronic health problems.

### 2. Students Experiencing Homelessness

For students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

### 3. Attendance Requirements for Extracurricular Activities

Absences may impact eligibility for participation in extracurricular activities. Principals shall inform students and parents of the applicable attendance standards for the various types of extracurricular activities, including interscholastic athletics. See also policy 3620, Extracurricular Activities and Student Organizations.

Legal References: McKinney-Vento Homeless Assistance Act, [42 U.S.C. 11431](#), *et seq* [G.S. 115C-47](#), [-84.2](#), [-288\(a\)](#), [-375.5](#), [-378 to -383](#), [-390.2\(d\)](#), [-390.2\(l\)](#), [-390.5](#), [-407.5](#); [130A-440](#); [16 N.C.A.C. 6E .0102](#), [.0103](#), [.0106](#); State Board of Education Policies [ATND-000](#), [-003](#).

Cross References: Extracurricular Activities and Student Organizations (policy 3620), Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050), Immunization and Health Requirements for School Admission (policy 4110), Homeless Students (policy 4125), Student Behavior Policies (policy 4300), Short-Term Suspension (policy 4351)

Adopted:

Revised: September 10, 2018, June 24, 2021

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## STUDENT SEARCHES

*Policy Code: 4342*

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School officials have the authority to conduct reasonable searches and seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and for upholding standards of conduct established by the board or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students and the

appropriate procedures for conducting the search or seizure. A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

Policy 3225/4312/7320, Technology Responsible Use, not this policy, applies to the search of school system-owned technological resources and the data located on school system-owned electronic equipment.

## **A. SEARCHES BASED ON INDIVIDUALIZED REASONABLE SUSPICION**

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a law or a school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. The scope of the search and the methods used to conduct the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. Reasonable suspicion is not required if a student freely, voluntarily, and knowingly consents and agrees to the search of his or her person or personal effects.

In accordance with the standards described above, the board authorizes the following types of searches based on reasonable suspicion.

### **1. Searches of Personal Effects**

School officials may search a student's desk, locker, and/or personal effects, including but not limited to purses, book bags, and outer clothing. Policy 4318, Use of Wireless Communication Devices, addresses the circumstances under which searches of student cell phones and other electronic devices may be conducted.

### **2. Searches of Motor Vehicles**

School officials may search the interior of a student's motor vehicle.

### **3. "Pat-down" Searches**

A school official may conduct a frisk or "pat-down" search of a student's person. The search must be conducted in private by a school official of the same gender with an adult witness present.

### **4. More Intrusive Personal Searches**

More intrusive personal searches are discouraged and are to be used only in very limited circumstances. A personal search is more intrusive when it extends beyond a student's personal effects and outer clothing and potentially exposes intimate body parts and/or undergarments. Such intrusive personal searches will be permissible only if: (1) the school official has reasonable suspicion that a search of a particular student will yield dangerous contraband (e.g., drugs or weapons); and (2) the school official has reasonable suspicion that the student has hidden the contraband in his or her undergarments. This search must be conducted in private by a school official of the same gender, with an adult witness of the same gender present, and only with the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures. Body cavity searches and searches that require a student to completely disrobe are strictly prohibited.

### **5. Metal Detector Searches**

Except as provided in Section B.2, below, a metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and will be done in private, when feasible.

## **B. PERSONAL SEARCHES**

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule. If a frisk or "pat down" search of a student's person is conducted, it must be conducted in private by a school official of the same gender and with an adult witness present, when feasible.

If the school official has reasonable grounds for suspecting that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may be conducted only in private by a school official of the same gender, with an adult witness of the same gender present, and only upon the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay that might be caused by following these procedures.

### **C. USE OF METAL DETECTORS**

A metal detector may be used to search a student's person and/or personal effects whenever a school official has reasonable grounds for suspecting that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, when feasible.

A school official is authorized to conduct general searches of students and other persons and their personal effects with a metal detector before the person may gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the superintendent or designee. Prior to conducting general searches, school administrators must: (1) demonstrate to the superintendent the need for general searches based upon a pattern or expectation of violence or disruption; and (2) provide written notice, if feasible, to students and parents of the school policy governing general searches, but not of specific times when or places where searches will be conducted. Any search conducted pursuant to this policy must be conducted by a school official.

### **D. DESK AND LOCKER SEARCHES**

Student desks and 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 desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized, or contraband materials. Inspections of desks and lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time, without notice, without consent, and without a search warrant. A student's personal effects found in a desk or locker, such as backpacks, gym bags, or purses, may be searched only pursuant to guidelines for personal searches described above.

### **E. SEARCHES OF STUDENT MOTOR VEHICLES**

Students are permitted to park on school premises as a matter of privilege, not of right. School officials have authority to patrol student parking lots at all times to maintain safety in the parking lots. The interior of a student's motor vehicle parked on the school premises may be searched if a school official has reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule.

### **F. USE OF TRAINED DOGS IN CONDUCTING SEARCHES**

With the prior approval of the superintendent, school officials may use trained dogs in inspections for illegal materials in school facilities, on school grounds, and in school parking lots. All dogs must be accompanied by a qualified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, student motor vehicles, and other inanimate objects. Such inspections are not considered searches and do not require notice or consent.

Dogs may not be used for random searches of students or other persons. If a school official has reasonable suspicion that a student possesses illegal material on his or her person, a dog may sniff the air near the student. Such a search will be conducted in private with the school official and an adult witness present, when feasible.

Legal References: U.S. Const. Amend. IV; G.S. 115C-47, -288, -307, -391

Cross References: School Plan for Management of Student Behavior (policy 4302), School Level Investigations (policy 4340)

Adopted: January 11, 1988

Revised: January 10, 1994; October 4, 2004; March 29, 2010; September 10, 2018

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### **SMOKING AND TOBACCO PRODUCTS**

*Policy Code:*     **5026/7250**

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term "tobacco product" means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and

smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.
2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of students or school personnel or (b) in an area where use of tobacco products is otherwise prohibited by law.
3. Nothing in this policy prohibits the use of tobacco products for an instructional or research activity conducted in a school building, provided that such activity is conducted or supervised by a faculty member and that the activity does not include smoking, chewing, or otherwise ingesting tobacco.
4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free, non-smoking programs and services to employees of the school system after the regular school day.
5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students, and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.
6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel, and the public.
7. All school personnel are required to adhere to and enforce this policy and other policies, rules, or regulations addressing the use of tobacco products.

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 *et seq.*; 21 U.S.C. 321 (rr); G.S. 14-313; 115C-47(18), -407

Cross References: Tobacco Products – Students (policy 4320)

Adopted: 12/05/2004

Revised: 01/12/2004; 10/27/2008; 04/08/2013; 12/07/2015

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## **TECHNOLOGY ACCEPTABLE USE      Policy Code: 3225/4312**

### **A. Expectations for Use of School Technological Resources**

The use of school system technological resources 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 or considered to be harmful to minors.
5. The use of anonymous proxies 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. PARENT 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 file 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 computers 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 material 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. 7131; 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 (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: January 4, 1999

Revised: September 8, 2003, October 3, 2005, July 7, 2009, July 13, 2011, February 22, 2012, June 30, 2015, May 14, 2018

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## **STUDENT MEMBERSHIP & PARTICIPATION IN EDUCATIONAL WEBSITES**

Students enrolled in Harnett County Schools will have access to several web-based resources that will enhance their educational experience. Examples of such resources are Google Apps (including Gmail), Edmodo ([www.edmodo.com](http://www.edmodo.com)), DropBox ([www.dropbox.com](http://www.dropbox.com)), and EverNote ([www.evernote.com](http://www.evernote.com)).

Some websites require that children under 13 years of age have parental consent for membership in these sites. **YOUR SIGNATURE OF THE STUDENT HANDBOOK INDICATES YOUR CONSENT FOR YOUR CHILD TO HAVE MEMBERSHIP IN THE WEBSITES THAT ARE APPROVED AND ENDORSED BY HARNETT COUNTY SCHOOLS.** (The approved list can be found on the Harnett County Schools website.) Classroom teachers may seek consent for other websites not covered under this agreement. Such consent will be sought on a case-by-case basis by the individual teacher. Each parent/guardian will be offered the opportunity to "opt out" of such resources.

**IF YOU DO *NOT* WISH FOR YOUR CHILD TO HAVE MEMBERSHIP IN THESE APPROVED SITES, PLEASE COMPLETE THE FORM BELOW AND RETURN IT TO YOUR CHILD’S SCHOOL.**

I **DO NOT** wish for my child to participate in any online web resources that are approved by Harnett County Schools.

Student’s Name

Homeroom Teacher

Parent/Guardian Name (Printed)

Parent/Guardian Signature

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**NETWORK SECURITY**      *Policy Code: 6524*

The school system computers, networks, and other technological resources support the educational and administrative functions of the school system. Because employees and students depend on these systems to assist with teaching and learning and because sensitive and confidential information may be stored on these systems, system integrity and security is of utmost importance.

**A. NETWORK AND INFORMATION SECURITY**

The school system information technology systems are valuable assets that must be protected. To this end, school technology personnel shall evaluate each information technology asset and assign protective controls that are commensurate with the established value of such assets. Appropriate security measures must be in place to protect all information technology assets from accidental or unauthorized use, theft, modification, or destruction and to prevent the unauthorized disclosure of restricted information. Network security measures must include an information technology system disaster recovery process. Audits of security measures must be conducted annually.

All personnel shall ensure the protection and security of information technology assets that are under their control.

**B. SECURITY AWARENESS**

The technology director or designee shall provide employees with information to enhance awareness regarding technology security threats and to educate them about appropriate safeguards, network security, and information security.

**C. MALWARE PROTECTION**

Malware detection programs and practices must be implemented throughout the school system. The superintendent or designee is responsible for ensuring that the school system network includes current software to prevent the introduction or propagation of computer malware.

**D. TRAINING FOR USE OF TECHNOLOGICAL RESOURCES**

Users should be trained as necessary to use technological resources effectively and in a manner that maintains the security of the network infrastructure and ensures compliance with state and federal law and regulations. Such training should include information related to remote access, virus protection, the state student information, and instructional improvement system applications, network and information security, and other topics deemed necessary by the superintendent or technology director. Training may be conducted as part of the technology-related professional development program (see policy 3220, Technology in the Educational Program).

**E. ACCESS TO INFORMATION TECHNOLOGY SYSTEMS**

Access to the school system's information technology assets will be controlled and managed to ensure that only authorized devices/persons have access.

## **1. User ID and Password**

All users of information technology systems must be properly identified and authenticated before being allowed to access such systems. The combination of a unique user identification and a valid password is the minimum requirement for granting access to information technology systems. Depending on the operating environment, information involved, and exposure risks, additional or more stringent security practices may be required as determined by the superintendent or technology director. The technology director or designee shall establish password management capabilities and procedures to ensure the security of passwords.

## **2. Student Information System**

The technology director or designee shall ensure that all school system computers with access to the state student information system application pursuant to State Board of Education Policy SBOP-018 adhere to relevant standards and requirements established by the State Board of Education, including provisions related to the user identification, password, and workstation security standards. Employees must follow such standards when using any computer to access the student information system, including when using the employee's personal computer.

## **3. Remote Access**

The superintendent and technology director may grant remote access to authorized users of the school system's computer systems. The technology director or designee shall ensure that such access is provided through secure, authenticated, and carefully managed access methods.

Legal References: G.S. 115C-523, -524; State Board of Education Policy SBOP-018

Cross References: Professional and Staff Development (policy 1610/7800), Technology in the Educational Program (policy 3220), Technology Acceptable Use (policy 3225/4312/7320), Internet Safety (policy 3226/4205), School Improvement Plan (policy 3430), Use of Equipment, Materials, and Supplies (policy 6520)

Other References: State of North Carolina Statewide Information Security Manual (Enterprise Security and Risk Management Office), available at <http://it.nc.gov/document/statewide-information-security-manual>

Adopted: July 9, 2009

Revised: July 13, 2011; February 4, 2019

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## **USE OF WIRELESS COMMUNICATION DEVICES**

*Policy Code: 4318*

The board recognizes that cellular phones have become an important tool through which people communicate with their children. Therefore, students are permitted to possess such devices on school property so long as such 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.

### **A. 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 wireless 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 for the duration of such programming.

## **B. CONSEQUENCES FOR UNAUTHORIZED USE**

School employees may immediately confiscate any wireless communication device that is 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 or guardian.

The disciplinary consequences for violations of this policy will 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. The following factors should be considered when determining appropriate consequences whether the wireless communication devices was used: (1) to reproduce images of tests, to obtain unauthorized access to school information, or to 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.

## **C. 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 any other personal wireless communication device.

Legal References: G.S. 115C-36, -390.2

Cross References: School Plan for Management of Student Behavior (policy 4302) Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315) Student Searches (policy 4342)

Adopted: July 7, 2009

Revised: September 10, 2018

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## **Student Health**

### **Health Assessment**

Within 30 calendar days of the first day of school entry, all kindergarten students and all students entering public schools for the first time, regardless of grade level, must provide to the principal a completed Health Assessment Transmittal (HAT) form pursuant to G. S. 130A-440.

- A student who fails to meet this requirement will not be permitted to attend school until the completed health assessment has been presented.
- The assessment must include a medical history and physical examination with screening for vision and hearing and, if appropriate, testing for anemia and tuberculosis.
- The health assessment must be conducted no more than 12 months prior to the date of school entry. The health assessment shall be conducted by a physician licensed to practice medicine, a physician's assistant as defined in G.S. 90-18.1(a), a certified nurse practitioner, or a public health nurse meeting the Department's Standards for Early Periodic Screening, Diagnosis, and Treatment Screening.
- Exceptions to the health assessment requirement will be made only for religious exemption.

The NC Health Assessment Transmittal may be downloaded from HCS website- available in English and Spanish.

### **Immunizations**

North Carolina requires immunizations for every child present in the state (listed below). Every parent, guardian, or person in loco parentis is responsible for ensuring that his or her child receives the required immunizations. Proof (e.g. immunization record) of the immunizations required for entry into pre-K, Kindergarten, and 7<sup>th</sup> grade must be submitted by the parent/guardian to the school within 30 calendar days of attendance. Students who do not comply with this regulation will not be allowed to attend school until the designated, age-appropriate immunization requirements are met, and the immunization record is submitted.

You may contact your child's school nurse or visit: <http://www.immunize.nc.gov/schools/k-12.htm>

### Requirements for Initial Entry – Kindergarten

- Within 30 calendar days of his or her first day of school attendance in the school system, each student must show evidence of age-appropriate vaccination in accordance with state law and regulation, including the following vaccines:
- Varicella – 2 doses- *The 2<sup>nd</sup> dose is now required before entering school for the first time.*
- Polio- 4 doses-*The fourth dose must be administered after the 4<sup>th</sup> birthday. 3 doses if the third dose was administered after the 4<sup>th</sup> birthday and at least 6 months after the 2<sup>nd</sup> dose.*
- Measles, Mumps, Rubella- 2 doses of MMR- *The second dose must have been given after 12 months of age.*
- Diphtheria, Pertussis (whooping cough), Tetanus (Tdap)- 5 doses. *If the 4<sup>th</sup> dose was given after the 4<sup>th</sup> birthday, the 5<sup>th</sup> dose is not required.*
- Hepatitis B – 3 doses - the third dose must not have been given before 24 weeks of age.
- Haemophilus influenza Type b (Hib) 3-4 Doses-Not required if 5<sup>th</sup> birthday has passed.

### Additional Requirements – Student entering 7<sup>th</sup> Grade (Tdap and MCV)

- Tdap (Tetanus, Diphtheria, and Pertussis/Whooping Cough) – One dose is required for individuals who have not previously received it and are entering 7<sup>th</sup> grade or by 12 years of age, whichever comes first.
- Meningococcal Conjugate Vaccine (MCV) – One dose is required for individuals who have not previously received it and are entering grade 7 or by 12 years of age, whichever comes first.

### Recommended Immunizations – All children, according to CDC guidelines

- Influenza – 1 dose per year
- Hepatitis A - 2 doses
- Human papillomavirus (HPV) Gardasil 9 – 3 doses

### Certificate of Immunization

- Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of G.S. 130A-154(b).
- Principals are required to refuse admittance to any child whose parent or guardian does not present a medical certificate of proper immunizations within the allotted time. Additional days are may be allowed in order to obtain required immunizations if requested in writing from a physician or according to vaccine schedules as defined by CDC.

### Parent/Guardian Responsibility

- Submit proof of immunizations (record) within 30 calendar days of school entry to the principal.

### Health Conditions

It is our goal to identify and safely care for students with acute and chronic health conditions while at school. A health history form should be completed annually at the beginning of each school year and will be reviewed by staff. Parents/legal guardians must contact the school nurse if an individualized health plan and/or emergency action plan needs to be developed and implemented.

Medication administration authorization forms are available for students needing daily, as needed, and/or emergency medications administered during the school day. Parents/legal guardians are responsible for having the medication form completed by the health care provider and supplying the medication and/or supplies to the school. Please contact the school nurse or staff for health forms and if additional information or assistance is needed.

### Garrett's Law

Garrett's Law mandates that schools provide parents/legal guardians with information about meningococcal meningitis, influenza, and the human papillomavirus (HPV) and vaccines that protect against these diseases. This information may be found on the district web page under Health Services and is always available from the school nurse. Students and staff are reminded throughout the school year on communicable disease preventions measures and protective practices. Good handwashing, receiving age appropriate immunizations, staying home when ill, and complying with medical treatments/medications as ordered by the healthcare provider are all key components in prevention of communicable diseases.

### Student Illness

It is sometimes difficult to know when to keep an ill student home from school. The following guidelines are available to assist in this decision. A student who is ill needs to be away from school to allow for rest, proper recovery, and to also prevent the spread of illness to other students and staff. A visit to a healthcare provider may also be needed for proper evaluation and treatment. Parents/legal guardians will be called and are responsible for picking up students who present or become ill at school.

Temporary exclusion is recommended when the child has any of the following conditions:

1. The illness prevents the child from participating comfortably in activities.
2. The illness results in need for care that is greater than staff can provide without compromising the health and safety of other children.
3. A severely ill appearance –this could include lethargy/lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.

#### **Updated Guidelines for Inclusion/Exclusion from School**

*Adapted from: Aronson, S.S., T. R. Shope, eds. 2017. Managing Infectious Diseases in child care and schools: A quick Reference Guide, pp. 43-48. 4<sup>th</sup> Edition. Elk Grove Village, IL: American Academy of Pediatrics.*

<b>Condition</b>	<b>When to keep a child home / Exclude from school</b>
Fever	Temperature 101°F or greater
Diarrhea	<p><u>Exclude if:</u></p> <p>Bowel movements (stool) is not contained in the diaper, for diapered children</p> <ul style="list-style-type: none"> <li>• Diarrhea is causing “accidents” for toilet trained children</li> <li>• Stool frequency exceeds 2 stools above normal for that child during the school day</li> <li>• Stool contains blood or mucus</li> </ul>
Vomiting	Vomiting more than two (2) times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.
Rash	A visit to healthcare provider is required for rashes that are blistered, draining, or appear infectious. Exclude rash with fever or signs/symptoms of infection and/or illness until the primary care provider has determined that the illness is not an infectious disease.
Conjunctivitis (Pinkeye)	Conjunctivitis (pink eye) may be thought of as a cold in the eye. Exclusion is no longer required for this condition.
Impetigo	This condition requires medical treatment. Exclude if the child has not been treated after notifying family at the end of the prior school day. (Note: if lesions can be covered, exclusion is not necessary before the end of the day)
MRSA (methicillin resistant staphylococcus aureus)	Child with lesions suspicious of MRSA must see a healthcare provider for proper diagnosis and treatment. Exclude if child has not been treated if MRSA is confirmed. Lesions must be kept covered while at school. NCHSAA guidelines must be followed for student athletes diagnosed with MRSA. Note: MRSA carriers should not be excluded
Pediculosis (head lice)	Students with head lice need to receive treatment. Exclude if child had not been treated after notifying the family at the end of the prior school day. Exclusion is not necessary before the end of the school day
Streptococcal Infection – Strep throat, Scarlet fever, etc.	Strep infection requires a prescription medication. Exclude until the child has had two doses of antibiotic. (Note: one dose may be taken the day of exclusion and the second before returning the next day)
Varicella (chickenpox)	An evaluation by a healthcare provider is needed to ensure accurate diagnosis. Exclude until all lesions have dried or crusted (usually, 6 days after onset of rash and no new lesions have appeared for at least 24 hours.
Abdominal pain	Exclude if abdominal pain continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
Active Tuberculosis	Exclude until the child’s primary doctor or local health department states the child is on appropriate treatment and can return.
Cough	Exclude if cough associated with fever, rapid or difficult breathing, wheezing, or cyanosis (blueness of skin or mucus membranes).
Fifth Disease	Exclude if contagious. Usually safe to return to school once the rash appears.
Hepatitis A virus infection	Exclude until one week after onset of illness or jaundice if the child’s symptoms are mild or as directed by the health department. (Note: Health department staff will investigate to ensure all who are exposed receive proper treatment)
Measles	Exclude until five days after the onset of rash

Mumps	Exclude until after five days after onset of parotid gland swelling
Pertussis (Whooping Cough)	Exclude until five days of appropriate antibiotic treatment.
Ringworm	Treatment with antifungal medication is required. Excluded if child has not been treated after notifying the family at the end of the prior school day. (Note: Exclusion is not necessary before the end of the school day)
Rubella	Exclude until 7 days after rash appears.

### **Medication Administration at School**

Please make every effort to give your child medication at home. School staff may administer medication, prescription, and non-prescription (over the counter), **only** upon receiving the HCS medication form completed and signed by a healthcare provider and the parent/legal guardian. Non-prescription medication should be in the original manufacturer's container and unopened.

Provisions are available for students to self-administer emergency and/or rescue medications. However, medications classified as narcotic, stimulant, or controlled substance **may not** be self-administered or carried at school by any student at any grade level. Medications for ADHD/ADD that are classified as a controlled substance must be kept, stored, and given to your child only by school personnel trained by the school nurse. Self-administration of some over-the-counter medication may be allowed and must include parent/guardian permission with the proper physician signed forms. The parent/legal guardian is responsible for bringing the medication to school and for picking up any remaining unused medication. Unclaimed medication will be properly disposed, according to the medication procedure.

### **Individual Health Plans (IHP) / Emergency Action Plan (EAP)**

The Individual Health Plan (IHP) / Emergency Action Plan (EAP) is valid for one school year. These plans are available on the HCS webpage under the "Health Services" tab. Plans are available to address concerns such as asthma, diabetes, anaphylaxis, seizures, sickle cell anemia, cardiac, etc. You can also contact your child's school nurse by email on this page. Parents/legal guardians are responsible for notifying school staff of changes in their child health status, condition, or treatments.

### **Students with Special Health Care Needs / Skilled Procedures**

Forms and health plans are also available for students with special health care needs requiring procedures, treatment, and/or medications to be administered at school. The parent/legal guardian is responsible for providing medications and/or supplies needed during the school day. These forms and plans are available on our district webpage under Health Services or from school staff. Parents/legal guardians are responsible for notifying school staff of changes in their child health status, condition, or treatments.

### **Screening**

Your child may participate in screenings in an effort to identify suspected barriers to learning. Screenings may include vision, dental, blood pressure, height/weight, nutritional, and health status as deemed appropriate. Our audiologist, with the assistance of trained staff, conducts hearing screenings for students who are referred and routinely for all students in first grade. If your child is identified to need further evaluation by another medical professional, you will be notified by means of a written referral. Parents/legal guardians are responsible for responding to the referral by seeking care as appropriate from an appropriate health care provider. The school nurse will follow up on all screening referrals. Please contact the school nurse or social worker if you need assistance in securing care for your child.

### **Student Health Advocacy / Resources**

The school nurse is an advocate for your child's health, safety, and well-being in the academic setting. Please contact your child's school nurse for questions, assistance, and resources.

Parents may choose to enroll their student(s) in the Voluntary Student Accident Insurance Program. To purchase coverage directly online go to <https://www.kandkinsurance.com/sites/K12Voluntary/Pages/Home.aspx>

## **Student Health**

### **Health History – All Students**

Student Name: DOB:	<i>Parent Legal Guardian</i>
School : School Year: _____	Cell Phone Work Phone Home Phone
<input type="checkbox"/> Bus	



Grade____ Homeroom Teacher:		Alt. Contact:	Ph. No.:
Health Insurance for Student: <input type="checkbox"/> Medicaid <input type="checkbox"/> HealthChoice <input type="checkbox"/> Private Insurance <input type="checkbox"/> No Health Insurance			
<i>Please check any/all boxes below regarding your child's health condition(s). This information will be shared with appropriate school staff to better care for your child during the school hours.</i>			
<input type="checkbox"/> My child does not have a current medical condition.			
<input type="checkbox"/> My child has suffered a head injury/concussion during the past year.			
Please check medical conditions(s) your child has NOW:		List all medications your child takes NOW:	Medication(s) to be given at school this year
<input type="checkbox"/> ADHD			
<input type="checkbox"/> Allergic to: Wasp Beesting Mosquito			<input type="checkbox"/> Epinephrine <input type="checkbox"/> antihistamine
<input type="checkbox"/> Allergic to: _____ Food			<input type="checkbox"/> Epinephrine <input type="checkbox"/> antihistamine
<input type="checkbox"/> Allergic to Latex			<input type="checkbox"/> Epinephrine <input type="checkbox"/> antihistamine
<input type="checkbox"/> Allergic to _____ Medicine			
Allergic to Seasonal / Environmental: pollen dust cat dog smoke		<input type="checkbox"/> Zyrtec <input type="checkbox"/> Claritin <input type="checkbox"/> Allegra  <input type="checkbox"/> Nasal Spray	
<input type="checkbox"/> Asthma		Inhaler: <input type="checkbox"/> Preventive <input type="checkbox"/> Rescue  <input type="checkbox"/> Nebulizer Used: _____	<input type="checkbox"/> Rescue inhaler needed for PE  <input type="checkbox"/> Nebulizer needed at school
<input type="checkbox"/> Diabetes		<input type="checkbox"/> diet <input type="checkbox"/> oral med. <input type="checkbox"/> Insulin <input type="checkbox"/> pump	<input type="checkbox"/> diet <input type="checkbox"/> glucometer <input type="checkbox"/> insulin <input type="checkbox"/> pump
<input type="checkbox"/> Heart Condition, describe:			
<input type="checkbox"/> Sickle Cell <input type="checkbox"/> Trait Only			
<input type="checkbox"/> Seizures / Epilepsy  Date of last seizure: _____		<input type="checkbox"/> Diastat <input type="checkbox"/> Midazolam <input type="checkbox"/> Oral Medication: _____	<input type="checkbox"/> Diastat <input type="checkbox"/> Midazolam
<input type="checkbox"/> Stomach Problems  <input type="checkbox"/> Reflux <input type="checkbox"/> IBS <input type="checkbox"/> Crohn's Other: _____			
<input type="checkbox"/> Hearing Problems		<input type="checkbox"/> Deaf: R   L <input type="checkbox"/> Hearing Aid: R   L <input type="checkbox"/> FM System	
<input type="checkbox"/> Vision Problems		<input type="checkbox"/> Glasses <input type="checkbox"/> Best Correction <input type="checkbox"/> Contacts <input type="checkbox"/> Visually Impaired <input type="checkbox"/> Blind: R   L <input type="checkbox"/> Color Blind	
Other Medical Conditions:			

<p><b>Special Diet Needs at School</b></p> <p><i>See school nurse for required Diet Order form (to be signed by healthcare provider)</i></p> <p>Diet modifications: _____</p> <p>_____</p> <p>Reason for modifications: _____</p> <p>_____</p> <p>_____</p>	<p><b>Special Devices</b></p> <p><input type="checkbox"/> Wheelchair</p> <p><input type="checkbox"/> Walking Aid –describe: _____</p> <p>_____</p> <p><input type="checkbox"/> Special lift device (bathroom assistance)</p> <p><input type="checkbox"/> Other: _____</p> <p>_____</p>	<p><b>Skilled Procedures</b></p> <p><i>See school nurse for Skilled Procedure(s) Form (to be signed by Healthcare provider)</i></p> <p><input type="checkbox"/> Tube Feeding</p> <p><input type="checkbox"/> Catheterization ___ Self ___ Staff</p> <p><input type="checkbox"/> Tracheostomy Care ___ Suction Mach.</p> <p><input type="checkbox"/> Ileostomy      <input type="checkbox"/> Colostomy</p> <p><input type="checkbox"/> Other, please describe: _____</p> <p>_____</p>
<p>My child has a medical condition which substantially limits one or more bodily functions that may impact a major life function. I would like to pursue 504 eligibility accommodations for my child. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibit discrimination against any individual on the basis of a disability.</p>		
<p>Parent/Legal Guardian Signature: _____ Date:    /    /</p>		