

# Overhills High School



## Student Handbook

**2022-2023**

**2495 Ray Road**

**Spring Lake, NC 28390**

**Phone: (910) 436-1436 Fax: (910)436-0413**

**Website: [overhillshigh.net](http://overhillshigh.net)**

## Table of Contents

Principal's Message	3
Personnel (Administrative Assistants, Student Services, etc.)	4-5
Bell Schedules	5-6
Mission, Vision, and Beliefs; Alma Mater	6-8
Academics/Graduation Requirements	8-17
Attendance	17-21
Early Dismissal/Sign-out	19-20
Tardy Policy	22
Student Involvement	23
Athletics	24-25
Dress Code Policy	27-28
Electronic Device Use Policy	29
Parking Regulations	29-30
Vaping/E-Cigarettes	32
Digital Citizenship Policy	33
Visitors	26
Theft Prevention; Stolen/Missing Items	35
Student Services	36

Inclement Weather	37
Transportation	38
Student Code of Conduct; HCS Board Policies	41-61
FERPA Regulations	62
Technology Use	69
A Note from the Nurse	75

**WELCOME JAGUARS!**

**Welcome to the 2022-23 school year! Your student handbook is designed to keep you informed of school and district policies, procedures, and expectations. Students are expected to govern themselves, including their behavior in the building, based on expectations outlined in the Student Handbook. If you misplace your Student Handbook, an additional copy may be obtained from the School Receptionist or on the school website.**

**At Overhills High School, we remain committed to each student achieving success. Student failure is not an option! Achievement and success are the expectations for all students. Faculty and staff members are dedicated to helping you reach your college and career goals. We encourage you to tackle your challenges and achieve at the highest levels in each of your classes on a daily basis. Remain committed to working hard and becoming the best student that you can be!**

**Overhills High School Administration**

Christopher Pearson, Principal

**Assistant Principals**

Sid Lathan

Amy Caulder-Church

Toshia Terrell

Dawn Young

**School Address:**

Overhills High School  
2495 Ray Road  
Spring Lake, North Carolina 28390  
(910)436-1436 Main Office/ (910)436-0413 Facsimile  
Website: <https://www.harnett.k12.nc.us/ohhs>

**Harnett County Board of Education**

Mr. Eddie Jagers, Chair  
Mr. Don Godfrey, Vice Chair  
Mr. Jason Lemmons  
Mr. Joey Powell  
Mrs. Vivian Bennett  
Dr. Aaron Fleming, Superintendent  
Mr. Charlie Bullock, Board Attorney

**Overhills High School Administrative Assistants and Support Personnel**

<b>Position Name Extension</b>
Executive Assistant to the Principal Leah Hunt Ext. 5119
School Bookkeeper/Treasurer Nicole McNulty Ext. 5125
School Receptionist Yvonne McDougald Ext. 5115
Registrar Angibel Spries Ext. 1104
PowerSchool Data Manager Maria Smith Ext. 1106

### Overhills High School Student Services

Counselor Name and Student Assignments	Extension
Jana Coon (A-C)	1109
Mary Holt (D-H)	1110
Grace Rooney (I-M)	1107
Alice O'Kelley (N-Sk)	1111
John Bandy (Sl-Z)	1108

### Frequently Used Extensions

Position	Name	Extension
Athletic Director	Dawn Young	1118
Career Development Coordinator	Lori McLean	3118
Student Advocate	Darla Gunter	3118
Katelyn Blockus	Katelyn Blockus	5121
School Social Worker	TBD	4204
School Resource Officer	TBD	5114
Central Carolina Advisor	Samantha Lane	4216

## Section 1: Bell Schedules

**2022-2023**

### **Regular Bell Schedule:**

<b>First Period</b>	7:30 a.m.-8:55 a.m.
<b>Second Period</b>	9:00 a.m.-10:25 a.m.
<b>RISE Intervention</b>	10:30-11:00 a.m.
<b>Third Period</b>	10:30 a.m.-12:55 p.m.
<b>Fourth Period</b>	1:00 p.m.-2:25 p.m.
<b>Daily Lunch Schedule</b>	
<b>1st Lunch:</b>	11:00 a.m.-11:25 a.m.
<b>2nd Lunch:</b>	11:30 a.m.-11:55 p.m.
<b>3rd Lunch:</b>	12:00 p.m.-12:25 p.m.
<b>4th Lunch:</b>	12:30 p.m.-12:55 p.m.

### **Early Release Schedule:**

<b>Class Schedule:</b>	<b>Lunch Schedules:</b>
First Period 7:30 -8:25 a.m.	1 <sup>st</sup> Lunch-9:25 a.m.-9:45 a.m.
Second Period 8:30-9:25 a.m.	2nd Lunch- 9:50-10:10 a.m.
Third Period 9:25-11:00 a.m.	3rd Lunch- 10:15-10:35 a.m.

Fourth Period 11:05 a.m.-11:30 a.m.	4th Lunch- 10:40-11:00 a.m.
-------------------------------------	-----------------------------

**2-Hour Delay Schedule:**

<b>Class Schedule:</b>	<b>Lunch Schedules:</b>
First Period: 9:30 -10:25 a.m.	1 <sup>st</sup> Lunch- 11:05-11:30 a.m.
Second Period: 10:30-11:00 a.m.	2nd Lunch- 11:35-12:00 p.m.
Third Period (Includes Lunches) 11:05-1:30 p.m.	3rd Lunch- 12:05-12:30 p.m.
Fourth Perio: 1:35-2:25 p.m.	4th Lunch- 12:35-1:00 p.m.

**OVERHILLS HIGH SCHOOL MISSION, VISION, AND BELIEFS**

**MISSION**

To empower our students by providing them with the tools and support necessary to be successful in the 21st century.

**VISION**

To develop global citizens who are confident and creative problem solvers.

**BELIEFS**

The faculty, staff and administration at Overhills High School believe that ALL students can learn and achieve at high levels, and that highly effective teaching strategies coupled with consistent and supported student effort are the essential ingredients for outstanding student achievement.

**Overhills High School Alma Mater**

*Hail, to our dear alma mater,  
 Overhills, we stand for you!  
 We gather as one body,  
 Empowered with pride that's true.  
 As we journey through your hallways,  
 May our mission ever be:  
 To encourage every student, here,  
 To be the best that they can be.*

*Chorus:  
 Overhills! Oh, Overhills!  
 We roar with pride for thee,  
 To carry forth with honor, still,  
 Your enduring legacy!*

Tune Composed by: Mr. Steven Church, Chorus Teacher

Lyrics by: Mr. Steven Church, Chorus Teacher and Dr. Kylon Jerome Middleton

July 23, 2012

## **Section 2: Academics**

### ***NORTH CAROLINA and HARNETT COUNTY GRADUATION REQUIREMENTS***

<b>CONTENT AREA</b>	<b>For Ninth Graders</b>	<b>For Ninth Graders</b>
	<b>Entering in 2012-13 and Later</b>	<b>Entering in 2000 and Later</b>
		<b>FUTURE-READY CORE OCCUPATIONAL Course of Study</b>
<b>English 4 Credits</b>		A Physical Science course, Biology, Earth/ Environmental Science
English I, II, III, IV		
<b>Mathematics 4 Credits</b>		<b>Social Studies 4 Credits</b>
Math I, Math II, Math III, and a 4th Math Course aligned with the student's post high school plans.		American History: TFP Civics and Economics, American History I and American History II, and World History**** (or AP US History and an additional social studies course****)
<b>Science 3 Credits</b>		<b>Second Language</b> 4-year college admission requires minimum 2 credits of



same language.

**Health and Physical Ed. 1 Credit**

Health/Physical Education

**Electives or other**

**4 Credits**

Occupational English I, II (including Eng II EOC), III, IV

**3 Credits**

OCS Math I (Intro to Math),

OCS Math II (OCS Math I – Math A including Math I EOC), and

OCS Math III (Financial Mgmt)

**2 Credits**

OCS Life Sci I: Applied Science and

OCS Life Sci II: Biology (including Bio EOC)

**2 Credits**

OCS Social Studies I (Gov/ American Hist) and OCS Social Studies II (Self-Advocacy/ Problem Solving)

Not required.

**1 Credit**

Health/Physical Education

**12 Credits**

**requirements**

● **Career/Tech**

● **JROTC**

● **Arts Education (Dance, Music, Theatre Arts,**

**Visual Arts)**

**10 Credits**

**Required combination of electives as follows:**

**2 Elective credits of any combination from either:**visual arts)

– Career and Technical Education (CTE)

–Arts Education

– Second Languages

**4 Elective credits strongly recommended (four course concentration) from one of the following:**

– Career and Technical Education (CTE)

– JROTC

– Arts Education (e.g. dance, music, theater arts,

– Any other subject area (e.g. mathematics, science, social studies, English)

Occupational Prep I, II, III, IV\*\* Elective credits/ completion of IEP objectives/ Career Portfolio required

**4 Credits**

Career/ Technical Education elect

**Additional Requirements** ● Local attendance requirements.

- Successful completion of state-mandated assessments (Algebra I EOC, Biology EOC, and English II EOC, PLAN, ACT, Work Keys for CTE Completers, etc.) including students in the Occupational Course of Study.
- Career Portfolio required for students in the Occupational Course of Study.

**Total 26 Credits** plus any local requirements

(NOTE: 28 credits were required prior to June 2011.)

\*\* Completion of 300 hours of school-based training, 240 hours of community-based training, and 360 hours of paid employment.

\*\*\* Examples of electives include JROTC and other courses that are of interest to the student.

\*\*\*\*\* A student who takes AP US History instead of taking American History I and American History II must also take an additional social studies

course in order to meet the four credits requirement.

## **HARNETT COUNTY CAREER DEVELOPMENT PLAN CLUSTERS**

Foundation Courses: Students need four units to be a concentrator. Depending on the student's interest, they can take Level I and II Foundation Courses and two Enhancement Courses. A student may take four Foundation Courses – Example: Introduction to Culinary Arts & Hospitality I (1 credit), Culinary Arts & Hospitality I (1 credit), and Culinary Arts & Hospitality II\* (2 credits) and no Enhancement Courses.

### **Agriculture, Food & Natural**

### **Resources Architecture & Construction Arts, AV Technology & Communications**

### **Business Management &**

### **Administration Finance Health Science Hospitality & Tourism**

Foundation Courses Agri. Appl.	Core-Sustainable Construction	Multimedia & Webpage Design Apparel I	CTE Advanced Intro to Broadcasting Broadcast Speech I Audio/Radio Product. I Audio/Radio Product. II Radio Performance I	Foundation Courses Accounting I	II* Nursing Fundamentals (2 credits) Pharmacy Technician	Intro. to Cul. Arts & Hosp. (1 credit) Cul. Arts & Hosp. I (1 credit) Cul. Arts & Hosp. II*(2 credits) Marketing I Sports & Entertainment Marketing I Sports & Entertainment Marketing II* Entrepreneurship I (BFIT & MEE)
Animal Science I	Carpentry I, II, III*	CTE Advanced	Foundation Courses Accounting I	Business Law		
Animal Sci. II--Small Animals*	Elec. Trades I, II*, III	Foundation Courses Multimedia & Webpage Design	Accounting II*	Principles of Business & Finance (BFIT & MEE)	<b>Enhancement Courses</b> Marketing	
Horticulture I	Masonry I, II*, III	Teen Living	PowerPoint, & Publisher	Microsoft Excel & Access	Entrepreneurship (BFIT, (MEE)	
Hort. II – Landscaping* Agr. Mech. I, II*	Drafting I, II* –Archit, and Drafting III – Archit.	Marketing	Principles of Business & Finance (BFIT & MEE)	Business Law*	<b>Enhancement Courses</b> Microsoft Word, PowerPoint, & Pub.	
Envir. & Nat. Res. I Envir. & Nat. Res. II* Teen Living	Teen Living	Apparel I (FACS & MEE)	Microsoft Word, PowerPoint, & Publisher	Entrepreneurship I* Entrepreneurship	Marketing	
Personal Finance (BFIT, FACS & MEE)	Personal Finance (BFIT, FACS & MEE)	Apparel II – Enterprise* Entrepreneurship I (BFIT & MEE)	Strategic Marketing Personal Finance (BFIT, FACS & MEE)	Strategic Marketing CTE Advanced Studies	Foods I Parent & Child Dev. Prin. Of Bus. & Fin. (BFIT & MEE)	
Foods I	(BFIT & MEE)	Scientific & Technical Visualization I	Microsoft Excel & Access	Foundation Courses Health Team	Personal Fin. (BFIT, FACS, MEE)	
Foods II-Enterprise* <b>Enhancement Courses</b> Microsoft Excel & Access	Interior Design I, II*	Interior Design I	Business Law* Entrepreneurship I* Entrepreneurship	CTE Advanced Studies Multimedia and Webpage Design	Health Sciences I Health Science	<b>Enhancement Courses</b> Microsoft Word, PowerPoint, & Publisher Microsoft Excel & Access Personal Finance (BFIT, FACS & MEE) Principles of Business & Finance (BRIT & MEE)
Microsoft Word, PowerPoint, & Publisher	Interior App. <b>Enhancement Courses</b> Marketing Entrepreneurship I (BFIT & MEE)	Microsoft Word, PowerPoint, & Publisher <b>Enhancement Courses</b> Microsoft Excel & Access	Entrepreneurship I Entrepreneurship	Health Sciences I Health Science	Foundation Courses Foods I	
Culinary Arts & Hosp. I Prin. of Business & Fin. (BFIT & MEE)	PowerPoint, & Publisher	Personal Finance (BFIT, FACS & MEE)	Strategic Marketing Personal Finance (BFIT, FACS & MEE)	Health Sciences I Health Science	Foundation Courses Foods I	
Marketing	Microsoft Excel & Access	Prin. of Bus. & Fin. (BFIT & MEE)	Microsoft Excel & Access	Health Sciences I Health Science	Foundation Courses Foods I	
Entrepreneurship I	Access	Prin. of Bus. & Fin. (BFIT & MEE)	Microsoft Excel & Access	Health Sciences I Health Science	Foundation Courses Foods I	
Adv. Studies	Access	Prin. of Bus. & Fin. (BFIT & MEE)	Microsoft Excel & Access	Health Sciences I Health Science	Foundation Courses Foods I	
Foundation Courses	Agr. Mech. I	Interior Design I	Microsoft Excel & Access	Health Sciences I Health Science	Foundation Courses Foods I	

### **Technology & Mathematics**

### **Information Technology**

### **Human Services Manufacturing Marketing Science,**

### **Transportation, Distribution & Logistics**

### **Law, Public Safety, Corrections & Security**

Foundation Courses Teen Living	Parent & Child Development	Metals Manufacturing Technology I	Electronics I	Principles of Business & Finance (BFIT & MEE)	Strategic Marketing Principles of Business & Finance (BFIT & MEE)	Entrepreneurship I* (BFIT & MEE)
Personal Finance (BFIT, FACS, & MEE)	Foundation Courses	Metals Manufacturing Technology II*	Electronics II Electronics III	Foundation Courses Marketing		Entrepreneurship I* (BFIT & MEE)

Foundation Courses Drafting I	Principles of Tech. I Principles of Tech. II*	Electrical, Auto Advanced	Marketing	T&I)	and Access	Fire Fighter
Technology Engineering & Design	Foundation Courses Auto Service, Auto Brakes, Automotive Computer	Electrical*	Electronics I	Principles of	Computer	Technology I
Scientific & Technical Visualization I		Entrepreneurship I	<b>Foundation Courses</b> Multimedia &	Business	Programming I and II*	Fire Fighter
Scientific & Technical Visualization II*	System Diagnostics* Auto	(BFIT & MEE)	Webpage	Finance (BFIT & MEE)	<b>Foundation Courses</b> Introduction to Public Safety	Technology II* Fire Fighter
		Strategic Marketing	Design (BFIT &	Microsoft excel		Technology III

Enhancement Courses	Enhancement Courses	Enhancement Coursees	Enhancement Courses	Enhancement Courses	Enhancement Courses	Enhancement Courses
Microsoft Word, PowerPoint, & Publisher	Microsoft Word, PowerPoint, & Publisher	Microsoft Word, PowerPoint, & Publisher	Microsoft Word, PowerPoint, & Publisher	Microsoft Word, PowerPoint, & Publisher	Microsoft Word, PowerPoint, & Publisher	Microsoft Word, PowerPoint, & Publisher
Microsoft Excel & Access	Microsoft Excel & Access	Microsoft Excel & Access	Microsoft Excel & Access	Microsoft Excel & Access	Microsoft Excel & Access Personal Finance	Microsoft Excel & Access
Foods I	Agriculture Mechanics I	Personal Finance (BFIT, FACS & MEE)	Horticulture I	Agriculture Mechanics I	(BFIT, FACS & MEE)	Principles of Business & Finance (BFIT & MEE)
Entrepreneurship I (BFIT & MEE)	Personal Finance (BFIT, FACS & MEE)	Business Law	Personal Finance (BFIT, FACS & MEE)	Personal Finance (BFIT, FACS & MEE)		CTE Advanced Studies
Cosmetology Concepts IA	Entrepreneurship I (BFIT & MEE)	Apparel I	Entrepreneurship I (BFIT & MEE)	Principles of Business & Finance (BFIT & MEE)		Criminology
Cosmetology Concepts IB	Multimedia & Webpage Design	Multimedia & Webpage Design	Prin. of Bus. & Fin. (BFIT & MEE)	Finance (BFIT & MEE)		Juvenile Justice Court Procedure & Evidence
Salon IA	Marketing	Multimedia & Webpage	CTE Advanced Studies			

Cosmetology Concepts IIA	CTE Advanced Machining Tech. I	Design	Criminology	Adv. Studies Juvenile Justice		Victimology
Cosmetology Concepts IIB	Blueprint Reading Blueprint Reading:			Court Procedure & Evidence Victimology		
Salon IIB	Mechanical					

## NORTH CAROLINA ACADEMIC SCHOLARS PROGRAM

(Revised 2009)

Students who complete the requirements for an academically challenging high school program will be named North Carolina Academic Scholars and will receive special recognition. In July 2009, the State Board of Education revised the Academic Scholars Program requirements to bring them into alignment with Future Ready Core graduation requirements. These requirements are in effect for students who enter the ninth grade for the first time in or after 2009-2010. (Policy GCS-L-003)

<b>Credits</b>	<p>Students must:</p> <ul style="list-style-type: none"> <li>● begin planning for the program before entering grade 9 to ensure they obtain the most flexibility in their courses,</li> <li>● complete all the requirements of this North Carolina Academic Scholars Program,</li> <li>● have an overall four-year, un-weighted grade point average of 3.5, and</li> <li>● complete all requirements for a North Carolina high school diploma.</li> </ul>
<b>4</b>	English Language Arts I,II,III,IV
<b>4</b>	Mathematics (Algebra I, Algebra II, Geometry, and a higher level math course with Algebra II as prerequisite OR Integrated Mathematics I, II, III, and a higher level mathematics course with Integrated Mathematics III as prerequisite)
<b>3</b>	Science (a Physics or Chemistry course, Biology, and an Earth/Environmental Science course)
<b>3</b>	Social Studies (World History, Civics/Economics, and U.S. History)
<b>2</b>	Languages other than English ( two credits of the same language)
<b>1</b>	Healthful Living

Two (2) elective credits in a second language required for the UNC System Four (4) elective credits constituting a concentration

**6**

**3**

**(or 2 + NCGP)**

recommended from one of the following: Career and Technical Education (CTE), JROTC, Arts Education, Second Languages, any other subject area

Higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as: -AP -IB -Dual or college equivalent course -Advanced CTE/CTE credentialing courses -On-line courses -Other honors or above designated courses NOTE: One credit may be replaced by the Completion of The North Carolina Graduation Project (2 + NCGP)

24 Note: These 24 credits are part of the **26 required** for HCS graduation.

## **POST-SECONDARY EDUCATION / ADMISSIONS REQUIREMENTS**

Any student who plans to continue his/her education beyond high school in a technical school, community college, or four-year college or university should select courses that will meet the admissions requirements of that institution. The admissions requirements of colleges and universities differ widely, so it is important that the student determine admissions requirements for the school in which he/she is interested. Information for this purpose is available in the school Student Services office, the high school media center, the admissions office of specific post-secondary schools, and through the [www.cfnc.org](http://www.cfnc.org) online resource.

### **MINIMUM ADMISSIONS REQUIREMENTS AT THE 16 CAMPUSES OF THE UNIVERSITY OF NORTH CAROLINA**

To enroll in any one of the 16 public universities that make up the University of North Carolina, undergraduate students must meet specific requirements. For the Class of 2005 and beyond, the following courses will be required for admission, in addition to an institution's own specific requirements:

- In **English**, four course units emphasizing grammar, composition, and literature;
- In **mathematics**, four course units including Math I, Math II, Math III or a higher-level mathematics course for which Math III is a prerequisite. Beginning in the fall of 2006, college freshmen are required to have taken 4 units of mathematics including Math I, Math II, Math III, and an additional higher-level math. The fourth math must be AP Calculus, AP Statistics, Pre-Calculus, Discrete Math, IB Math Level IV, Integrated Math IV, or Advanced Functions & Modeling.
- In **science**, three course units including:
  - At least one unit in a Life or Biological science (for example, Biology)
  - At least one unit in a physical science (for example, Physical Science, Chemistry, Physics) ● At least one laboratory course (Biology, Chemistry, Physics)
- In **world languages**, at least two units of a language other than English;
- In **social studies**, two course units including one unit in US History and one unit in Civics & Economics ● In addition, it is recommended that a student take one upper-level math course in 12<sup>a</sup> grade. Students should be aware that these are minimum general requirements for most colleges and all public universities in the UNC System. Most data available appear to indicate that colleges are increasingly seeking the most qualified applicants, and that serious students who wish to maximize their chances for admission to the college of their choice should take **additional academically rigorous courses.**

### **The University of North Carolina**

*Appalachian State University	*University of North Carolina/Asheville
-------------------------------	---

*East Carolina University	*University of North Carolina/Chapel Hill
*Elizabeth City State University	*University of North Carolina/Charlotte
*Fayetteville State University	*University of North Carolina/Greensboro
*North Carolina A&T State University	*University of North Carolina/Pembroke
*North Carolina Central University	*University of North Carolina/Wilmington
*North Carolina School of the Arts	*Western Carolina University
*North Carolina State University at Raleigh	*Winston-Salem State University

**Note: Individual constituent institutions may require other courses in addition to the minimum requirements.**

### **SAT and ACT**

High school students should take the Scholastic Aptitude Test (SAT) or American College Test (ACT) either in their junior year or in the fall of their senior year. **(NOTE: All juniors will take the ACT as part of the state accountability program effective 2012 and beyond).** It is recommended that juniors planning to attend college take the SAT or ACT at least twice prior to their senior year. Scores are forwarded directly to the admissions officer at the colleges of your choice.

Students unable to pay the testing fee may request a waiver provided by The College Board or American College Testing Program from the Student Services department. To determine admission to a college/university, the admissions committee considers the applicant's high school courses, grades, class rank, grade point average (GPA), SAT or ACT scores, extracurricular activities, and recommendations.

### **PREPARING FOR COLLEGE: A TIMETABLE**

All students will graduate from a rigorous, relevant academic program that equips them with the knowledge, skills and dispositions necessary to succeed in both post-secondary education and 21<sup>st</sup> Century careers and to be participating, engaged citizens. Academic rigor and relevance are based on established expectations that ensure that all students develop

the capacity to master content that is complex and challenging. In this environment, school Student Services counselors including; teachers and administrators in the middle and high school settings:

- Shall provide guidance and information to students about course selections and requirements prior to ninth grade;
- Shall know and understand the number and nature of credits required for college entrance;
- Shall encourage ninth grade students to complete these requirements in less than four years where feasible and appropriate;

- Shall help students to set up schedules that promote their early completion (within three years) of requirements for college entry, to the extent appropriate for the individual student as they assist and advise ninth grade students in annual/semester course selection and in career planning activities;
- Shall inform students about opportunities to accelerate completion of graduation requirements and early college entrance opportunities;
- Shall provide information in such settings as orientation sessions, class and grade-level meetings, small group settings, and/or one-to-one sessions; and
- Shall distribute and explain this information to school staff and parents.

**(Source: Policy GCS-L-006 for Adequately Informing Ninth Grade Students about Accelerated Preparation for College Entry)**

Preparing for college is a process that should begin long before your senior year in high school. There are things that should be done during all four years of high school. The following is a guide to assist you in planning and to help you accomplish your goal of entering the college of your choice.

### **9<sup>th</sup> GRADE**

Think seriously about colleges you would like to attend. Write to them and/or visit Student Services to learn about the specific academic requirements for admission. Then plan your high school coursework accordingly. The website [www.cfnc.org](http://www.cfnc.org) is most helpful for college planning. It is very wise to develop a four-year course of study that shows all of the courses you plan to take during high school. A thoughtful plan ensures that you will not be “caught short” at the end of your senior year. Your freshman year is a good time to begin to get involved in some school and club activities. Since you may not be with your very closest middle and elementary school friends, this is an excellent opportunity to meet new people and develop new interests that may last a lifetime. Choose activities you like best and work to be a good member of the team or club. Be careful, however, not to get involved with too much too fast. You may spread yourself too thin. Next spring, you should select rigorous courses that meet both graduation and college admission requirements.

### **10<sup>th</sup> GRADE**

Your primary efforts in 10<sup>th</sup> grade should be to work hard, learn all that you can, and make the very best grades you are capable of making. If you are taking, or have taken Math II, you should take the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT) at no charge. These additional practices should strengthen your test-taking skills as you prepare for the SAT (Scholastic Assessment Test). Continue to seek leadership opportunities in the school and community. Get to know your Student Services counselor. Check with your counselor to make certain your selection of courses for the junior year fits your future plans and academic abilities. All 10<sup>th</sup> graders will take the PLAN test at the beginning of the year. This provides an outline for high school planning purposes.

### **11<sup>th</sup> GRADE**

Near the beginning of the year, you should begin to narrow your choices to four or five colleges that have what you are looking for in courses, location, and extracurricular activities. Make sure that the colleges offer the major you wish to pursue. Throughout the year, many college representatives visit our school to talk with students, so plan to take advantage of these opportunities. During your first semester, write to colleges on your list and ask about admission

requirements and financial aid. Be sure to ask about “merit aid” as well. Continue to work with your counselor more closely and do some research into scholarships. Make certain you take the PSAT in the fall and the SAT or ACT at least twice in the spring. **(NOTE: All juniors will take the ACT as part of the state accountability program effective 2012 and beyond).**

When spring registration is held, sign up for academically rigorous courses. College admission is competitive, and what you are taking your senior year will show up on your transcript. As you plan your senior schedule, check graduation requirements to be sure you are taking the courses for the colleges or jobs in which you are interested. You should also plan to take the SAT or ACT once or twice before the end of your junior year. By the summer of your junior year, you should try to reduce your list of potential colleges to three or four. You and your family should try to schedule time during the summer to visit campuses to check college dormitories, dining halls, student unions, extracurricular activities, and sports that interest you.

### **12<sup>th</sup> GRADE**

Sign up to take the SAT or ACT again this fall - you may do even better this time. The ACT can be used as an alternative to the SAT. Consult your counselor for more information. By **September**, select colleges to which you plan to apply and write for application forms and financial aid information. Check with the Student Services Department and in your “Senior Guidelines” booklet often for scholarship information. Update your list of honors and extracurricular activities for your application.

In **September and October**, complete college applications. If you are required to submit written recommendations, solicit them from counselors, teachers, and people in the community. The first deadline for many colleges for early admission is October or November. Many state-supported colleges request that applications be mailed during these months for early admission, and they sometimes fill their quota early. Therefore, if you are applying to a state-supported college, it is strongly advised that you apply early.

By **January**, call admissions offices of schools to which you have applied and ask if they have received everything needed to process your application for admission or for scholarships. Most colleges will send confirmation that all materials have been received. Along with your parents, plan to attend a financial aid workshop offered by a local high school and/or college. These workshops are usually given by the end of January or first of February. Notify the college or school you are planning to attend. Also notify those colleges that accepted you that you will not be attending them. Keep working hard to maintain your good academic standing! Upon receiving your final transcript, colleges can rescind your acceptance and/or scholarships and grants if your performance is not adequate at the end of the year. The Student Services department keeps an updated file on most colleges in North Carolina and can obtain information for you on out-of-state schools, plus information on North Carolina colleges is always available at [www.cfnc.org](http://www.cfnc.org).

### **Section 3: School Attendance**

Student achievement is directly related to attendance at school. It is essential that students attend school daily, arrive on time and remain throughout the school day, attending every class. Excused absences will be granted for illness, medical appointments, death in family, religious observance, court appearance or prior approved education travel, or any school sponsored activities (including field trips, athletic contests, student conventions, musical festivals, etc.). All other absences will be unexcused.

### **Overhills High School Attendance Procedures:**



## **Student Attendance**

Detailed in the North Carolina General Statutes are guidelines which have been established for student attendance and absences. Attendance is a requirement for promotion and/ or course credit. **Students must attend eighty-three days of each ninety day term in order to receive one unit of credit for each course in which you are enrolled.** No student who misses all or any portion of a school day, unless excused by the principal, **shall not** be permitted to participate later that day or that evening in any extracurricular or school-sponsored, authorized or related activity or event.

Failure to attend at least forty-five minutes of a class constitutes an absence. Students previously enrolled in the district and those residing in the state who are entering school for the first time shall be counted absent without excuse (for promotion/credit consideration) for each day missed due to late enrollment. All absences are defined as excused or unexcused.

### **I. Excused Absences- (North Carolina General Statutes § 115C-379; Harnett County School Board Policy Code 4400)**

Per state and district law/policy, excused absences have been defined as follows:

1. Personal illness or injury which makes the student physically unable to attend school;
2. Isolation ordered by the State Board of Health;
3. Death in the immediate family;
4. Emergency medical or dental appointment or such an appointment which has been approved by the principal;
5. Participation under subpoena as a witness in a court proceeding or if the student is a party to the action of a court or administrative tribunal;
6. Observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal;
7. Participation in a valid educational opportunity, such as travel, with prior approval by the principal; or
8. Absence due to pregnancy and related conditions or parenting, when medically necessary.

All student absences for such school activities must have the prior approval of the principal. Approved activities include state and national competitions and ceremonies honoring outstanding students. **(Note: Approved field trips, students late due to bus problems, and students assigned to in-school suspension programs are not considered absent from school).**

### **II. Unexcused Absences –(North Carolina General Statutes § 115C-379; Harnett County School Board Policy Code 4400)**

**Per state law and HCS district board policy, unexcused/unverified absences are determined per the discretion of the school, and have been defined as follows:**

1. Students absent from school without the prior knowledge of the parent.
2. Students absent from school without acceptable cause with parental knowledge. For example, a family vacation is defined as an unlawful/unverified absence.
3. Students suspended from the school bus and not reporting to school.
4. Parental notes for student illnesses in excess of **five (5)** days which cannot be substantiated by

medical statements. 5. Students absent from class as a result of extracurricular activities not approved by school administration.

6. Routine appointments for medical, dental, or counseling services once a student has exceeded **five (5)** absences per term course.

### **Student Absences:**

**All excuses for absences must be documented in writing in the Attendance Office. It is the responsibility of the student to bring in a note from a parent or physician confirming the reason for the absence.** All business with the Attendance Office must be conducted outside of class hours (before school).

### **Submission of Attendance Documentation (Early Dismissal):**

Students are expected to attend all classes each day of the school year except when medical and family emergencies occur. The parental request for a student's early dismissal is not an excuse for an absence. The student should bring the appropriate documentation back upon his/her return to school. For example, a doctor's appointment should include a note from the doctor's office, or a court appearance should include a court note. In cases where a student must leave before the end of the school day, please adhere to the following procedures:

1. A student should present a note written by a parent/guardian for early dismissal to the Front Office before school begins. Notes presented after the beginning of first period may not be honored.
2. Each note should include the student's full name, signature of a parent/guardian, date, reason for dismissal, and a phone number where the parent/guardian can be reached for verification of the early dismissal request.
3. Dismissal notes for the end of class periods are encouraged to avoid class interruptions.
4. Students who drive to school must sign out at the Main Office before leaving school grounds. Students who do not drive to school must have a parent/guardian sign them out in the Main Office before leaving campus. If a student returns the same day from an early dismissal, he/she must sign back into school through the Main Office immediately upon returning to campus.

**(Please note, once a student arrives on campus, he/she is present for the day and shall not leave unless properly dismissed. The student will be given a pass to leave class at the appropriate time to report to the Main Office to meet his/her parent or guardian).**

5. Students may not leave campus without securing permission and signing out through the Main Office. **Failure to follow sign out procedures will result in a 2-day out of school suspension for the first offense, a 3-day out of school suspension for the second offense, a 5-day out of school suspension for the third offense, and so on. Drivers will lose their parking privileges for a time determined by administration.**

6. Signing out does not excuse the absence. Students must bring an appropriate note upon returning to school.

**Note: Classes will not be interrupted to call a student for early dismissal unless the situation is an emergency. No student who misses all or any portion of a school day, unless excused by the principal, shall be permitted to participate later that day or that evening in any extracurricular or school-sponsored, authorized or related activity or event. Finally, remember that our school day ends at 2:25 p.m.; schedule**

**appointments so that your student does not have to leave school prior to end of day dismissal.**

**\*\*Early checkout of students is not allowed between 1:40 p.m. and 2:25 p.m.\*\***

### **Notes for Student Absences- North Carolina General Statute § 1215c-378**

All absences will be listed as unexcused until the student petitions the Attendance Office to change the status of the absence by bringing a written note from a parent or guardian including a verifiable excuse. All students should accept responsibility for submitting a note for any absence promptly. Students must bring a note from their parent or guardian with a written explanation for the absence within **three (3)** school days of the return from an absence. After the third day with no note, the absence code will be finalized as unexcused. Students who have unexcused absences may be subject to the denial of credit depending on the total number of absences in that class, and will be considered by administration to be skipping school.

**Excuses are valid only for the date(s) of absence(s) and must contain all of the information specified: student's name, parent/guardian's full name, address, telephone numbers where parent/guardian may be reached, date(s) of the absence(s), and an explanation or reason for the absence.**

**All students who were previously absent, arrived late, or left early from school must be processed by the Attendance Clerk in the main lobby of the school. Notes for absences should be delivered to the Attendance Office before school.** Students will receive a re-admit slip which documents the reason for the student's absence. Re-admit slips should be submitted to the student's teacher upon their return to class.

### **Chronic Illness:**

Parents of a student with a chronic illness (one which recurs and may cause the student to miss excessive days) must contact the school as early as possible in the school year so that a medical duress form can be secured and filled out by the medical doctor. School officials may contact the doctor concerning the illness. The written verification of a student's chronic illness by a doctor must be renewed each school year. Verification will go into effect on the date the doctor verifies the condition. Even when the school has verification of a chronic illness, absences must be excused using the standard procedure. The parent must send a note to the Attendance Office specifying whether the absence is directly related to the student's chronic illness.

### **Credit Denial:**

Credit for any course may be denied if a student does not meet attendance requirements. **Credit will be denied regardless of whether absences are excused or unexcused. Exceptions** for denial of credit are limited to:

1. Court intervention with appropriate documentation
2. Serious illness (chronic or long term) or a disabling injury with medical documentation
3. Death in the immediate family with appropriate documentation
4. Other extraordinary hardships with appropriate documentation

### **College Visits:**

Overhills seniors and juniors are permitted two college visit days with official documentation and prior approval from the principal. Official college visit forms are available in the Student Services Office or from the student's selected college. These forms should be completed, stamped and signed by college officials. Catalogs, brochures, and parent notes are not sufficient to document an official college visit. **Please note, students are strongly discouraged from planning and/or visiting prospective colleges and universities during established, mandatory testing periods.**

### **Homebound Instruction:**

North Carolina, through the Harnett County School District, provides a minimum of one hour of homebound instruction for each day on homebound status for students who cannot attend classes due to illness, injuries, or pregnancy. Any deviation from this policy or change in student schedule will be determined during the initial homebound placement.

The instruction application may be obtained from the Student Services Office. It must be signed by a medical doctor only and returned to school immediately. Applications signed by a psychologist or midwife will not be approved. Homebound instruction is not retroactive. When the student receives instruction, he/she is counted as present in school; and, hopefully, will not be behind in his/her studies upon return to school. Homebound instruction does not guarantee that the student will pass courses or advance to the next grade. Seniors on homebound status who plan to participate in the graduation ceremony and/or be listed in the graduation program must complete all requirements for graduation by the time senior grades are finalized. Homebound students must adhere to Harnett County Schools' attendance policies or homebound services may be terminated. Questions regarding homebound instruction should be referred to the administrator in charge.

### **Attendance Committee:**

The MTSS Problem-solving Team will monitor student absences and offer interventions that may reduce risk of credit denial due to excessive absences. The role of this team will be to meet periodically to track attendance trends of individual students which may place the students at risk of not receiving credit for a course. Early interventions will include counseling, attendance contracts with the student, and offers of tracking time made up by staying after school during designated makeup times. **In each case, it is the responsibility and obligation of the student to collect verification of time recuperated and provide the attendance committee or the appropriate administrator with documentation of time made up. Failure to do so will result in the attendance committee's recommendation of credit denial.** Time must be made up with the teacher who has been assigned to the makeup time room by administration. The MTSS Problem-solving Team is also responsible for hearing the appeals of students who have exceeded the limitations of the state mandated seat time requirements, yet have an average in the class that would allow passing credit. Those students who are at risk of failing due to excessive absences may appeal to the team in writing to express their interest in a hearing.

### **The MTSS Problem-solving Team will then:**

1. Make a recommendation to the principal that the student receive passing credit without meeting with the committee;
2. Notify the student/parent of the date/time to meet with the committee for a closer review of the student's case;
3. Make a recommendation to the principal that the student's appeal be denied; therefore, the student would receive no credit for the course or courses in question with no further investigation or discussion.

**The principal will make the final decision in any attendance appeal process as only he can grant credit for a course. Make-up Work:**

It is crucial that students perform all academic work that is required to achieve proficiency in a

subject. It is the policy of the school that students make up all work. Students who show patterns of poor attendance may be subject to failure when grades suffer from a lack of quality work habits or time being spent on assignments. Poor attendance, for whatever reason, does not excuse a student from meeting academic expectations for any course.

In the event of an excused absence, a student must make up academic work. Work should be made up in a timely manner. Academic work that is not made up in a timely manner may receive less than full credit. Assignments are designed to measure a student's proficiency on a set of objectives. Suggested time to make up assignments is as follows: (1) one school day for each day absent, for absences of one to three consecutive days, and (2) two school days for each day absent, for absences exceeding three consecutive days. **Please note that the times above are suggestions, but extenuating circumstances may dictate otherwise. Per Harnett County Schools Board Policy 4400, students will not be permitted to make up work for unexcused absences. Instead, they will receive a grade of zero (0) for any work missed.**

The responsibility for securing and arranging for make-up work rests with the student. The responsibility for developing a make-up work system within the classroom rests with the teacher. Make-up work shall be assigned at the discretion of the teacher, and may be specific material missed by the student, may be of a reinforcement or enrichment nature, or may be a modified version of the work that other students in attendance were expected to complete. All work assigned to students will be graded so students receive timely feedback and appropriate credit for their academic performance.

#### **Extended Illness/Injury:**

Homebound instruction may be provided in cases of prolonged illness/injury. Please contact the school nurse or your assigned Student Services counselor for more information.

#### **Final Exams & Absences:**

It is the policy of the school that there be no early final/state mandated exams unless as a result of a scheduled school activity. Those students who receive permission to miss exams will have to take them at a later date. Students who fail to show up for exams may receive a zero. Teacher exams missed at the end of the second semester will be scheduled for completion during the summer vacation.

#### **Tardy Policy:**

A student is considered to have an unexcused tardy if he/she is not in the classroom and/or designated area when class begins and does not have an excuse deemed valid by the teacher. **After forty-five unexcused minutes, the tardy will become an unexcused absence.** Students who are not in class on time will be documented and will receive consequences for their tardiness per school policy. Students may be excused from tardy consequences if they provide documentation from their parent or guardian of a valid reason for their tardiness. Specific situations that constitute tardiness are determined at the discretion of the classroom teacher, and should be specified at the beginning of the school year for clarity. Consequences for tardies are as follows per class period:

1. The first tardy violation will result in the student being warned.
2. The second tardy will result in a parent letter sent home by the teacher.
3. The third and fourth tardy will result in the assignment of the student to after-school detention.
4. The fifth tardy will result in a mandatory parent conference with administration (Overnight Suspension).

5. The sixth tardy violation will result in out of school suspension and a possible referral to the Academic Support Center. A mandatory meeting is required between the student's parent/guardian and a school administrator prior to the student being allowed to return to classes.

6. All subsequent tardy violations may result in out-of-school suspension and a referral to the Academic Support Center. Lengths of suspensions and assigned days at Academic Support will increase as incidents of tardiness violations increase.

**7. Student tardy violations are cumulative per class each semester.**

**Routine Procedures:**

**Morning Arrival**

Regardless of the method of transportation, once students arrive on campus, they become the responsibility of the school and may not leave the school grounds without permission from the principal's office.

Upon arrival, students will remain in designated areas until the 7:15 a.m. bell rings.

Students who come to school by car are to leave the car and come to the building immediately after arriving on campus.

Students should not arrive at school before 7:15 a.m. There is not established supervision for students until 7:15 a.m.

**Section 4: Student Involvement, Supports and Clubs**

**Advisory Program**

All students benefit from the support and guidance of an adult in the high school setting including teachers, administrators, counselors, and support staff. Below is a list of opportunities available to students who wish to extend and enrich their high school experience beyond the school day.

**Clubs**

Belonging to or starting a new club is a way to enhance your high school experience. At Overhills, we offer a wide variety of student-led clubs and organizations. We encourage all students to participate in a club that interests them.

**Clubs and Organizations**

Beta Club	Robotics	ROTC Drill Team and Raiders
FCCLA	Science Olympiad	Future Farmers of America
Thespian Society	DECA	Student Government Association
JAG Wilds	ECO Club	Future Business Leaders of America

- And many more!

**Athletics**

Basketball (Men and Women)	Cross Country (Men and Women)
Softball (Women)	Wrestling
Tennis (Men and Women)	Volleyball (Women)
Track (Men and Women)	Golf (Men and Women)
Football	Swimming (Men and Women)
Baseball	Cheerleading

**The following four items can be found in Harnett County School Board Policy:**

**Item 1 – (365-Day Rule)**

Any student granted a voluntary reassignment from the school serving the attendance area in which the student resides shall not participate in athletic activities that come under the jurisdiction of the North Carolina High School Athletic Association (NCHSAA) and the State Board of Education for 365 days after the first approved transfer date; however, if it is later determined that athletic participation is a reason for the transfer request, the transfer may be revoked by the Superintendent.

**Item 2 – Participation in Athletics during Alternative School Assignment**

Students who are re-assigned to an alternative school setting (STAR Academy) will be considered ineligible to participate in extracurricular school sponsored activities, including sports practice or play, until the student returns to a regular educational setting.

**Item 3-- Sports Physicals**

Before being allowed to participate in any varsity or junior varsity sport, a student must have a physical examination. The physical examination and athletic participation form may be obtained from the coach of each sport.

**Item 4--Eligibility**

To be eligible to participate in any sport, a student must meet all of the eligibility requirements of the North Carolina High School Athletic Association and the Harnett County Board of Education.

Included among these requirements are the following:

- (1) Passing a minimum of three courses the previous semester;
- (2) Being in attendance a minimum of 85% of the previous semester;

(3) Not reaching age nineteen on or before August 31, 2021.

In addition to the above HCS Board policies, Overhills High School requires student athletes to comply with the following:

1. Any athlete who is suspended out of school for a cumulative total of 5-10 days is ineligible to participate for the duration of the season during which those suspensions occur.
2. Any athlete who is suspended out of school for a cumulative total of greater than 10 days is ineligible to participate in athletics for the duration of the school year.
3. Any athlete who is ejected from play during a game will be required to comply with the North Carolina High School Athletic Association's 2-game suspension policy AS WELL AS the Overhills High School's additional 2-game suspension policy (for a total of a 4-game suspension). Football ejections carry a 1 game state and 1 game OHS suspension policy, for a total of 2 games.
4. Any athlete who is ejected from play for a second time in one school year will not be eligible to participate in athletics for the duration of the school year.

### **Signs and Posters:**

Signs and posters may be displayed throughout the school. Signs and posters must be approved in advance by an administrator. All posters and signs need to meet the following guidelines for approval:

- All signs and posters should only advertise school sponsored events or activities.
- Group names, activities, and the nature of the event must be clearly posted on the sign.
- Signs must be compliant with school standards for neatness and professionalism.
- Signs must be submitted **forty-eight** hours in advance for approval by a member of the Administrative Team.

### **Fundraising:**

In order to reduce disruption to the school day, all fundraising activities must abide by the following policies:

- Only one club/student organization is allowed to sell products within a two-week period.
- Only official Overhills High School clubs or organizations are allowed to fundraise in school.
- Fundraising products may not be sold during classes or between classes.
- Fundraising approval must be obtained from the principal before fundraising begins.
- All monies received as a part of a fundraiser must be properly receipted and submitted to the school treasurer.

### **Student Messages and Deliveries:**



Instructional time will not be interrupted for message delivery or the delivery of lunches, assignments, flowers, or sports equipment. Please take extra care to ensure that all communications necessary for the day occur before the start of school. The only exception to this policy will be in the event of a critical emergency as determined by the administration or an administrative assistant. **Overhills High School will not accept deliveries of flowers, balloons, gifts, or commercial food for students. Food deliveries are NOT allowed under any circumstances. This includes DoorDash, GrubHub, etc. This is a safety issue for our school. Any violation of this policy will result in the food delivery being rejected and the financial obligation will be the responsibility of the student.**

### **Visitors:**

We welcome all members of our community, especially our parents/guardians who wish to visit Overhills High School for educational purposes. To ensure that teachers and administrators are available, please contact the appropriate teacher or administrator to make an appointment. Parents may also visit their students at any time during lunch and may also visit their student's classes after providing twenty-four hours' notice to the teacher whose classroom they would like to visit. Only visitors who have been added to a student's emergency contact information in PowerSchool will be allowed access to a student. Students are not permitted to bring "guests" or "shadows" with them to school unless arranged through an approved exchange program and approved by the principal. All visitors must first report to the main office to sign in upon arriving on campus.

### **School Nurse and Health Services:**

Overhills High School has one part-time school nurse. The health room is accessed through the Main Office. Students who become ill, injured, or in need of medical attention should come to the health room with a pass from their teacher. The nurse will determine whether a student needs to go home or can remain at school and will contact the student's parent. Students should not call parents from their cell phones prior to seeing the nurse. Multiple communications from the student and the nurse create confusion and disruption when trying to assess a student's health condition. Parents need to ensure that all contact information is routinely updated with the data manager so that emergency contact from the health room can be made if necessary. **School Board Policy 4230 states that a student with an oral temperature of 100 degrees or higher, or who is vomiting or has diarrhea, is required to go home. Students must be free of symptoms (fever free without use of medication) for twenty-four (24) hours before returning to school and participating in any school activities. \*\*Additional information regarding student health can be found later in this handbook.**

### **Medications:**

High School students are permitted to self-medicate with some over-the-counter medicines brought in their original container. These include cough or throat lozenges (not liquid cough medicine containing DXM). Pain relievers (ibuprofen, acetaminophen, or Midol) as well as antacids are also allowed. ***Students are not allowed to share medicine with other students.*** Students who take prescription medicine at school must have a parent or guardian bring the medication to the nurse's office in the original container. **A parent or guardian must also bring the Medication Administration Form, completed by the physician and parent, to the nurse's office. If the medication is a short-term**

antibiotic, then the form only needs to be signed by the parent, since the prescription is already written on the container with the name of the prescribing physician.

**Per Harnett County Schools Board Policy 4325, students may not be in possession of any items containing CBD at any time on campus. Medications containing CBD may only be administered by trained staff members IF paperwork has been submitted including a licensed medical doctor's prescription. \*\*Additional information regarding student health can be found later in this handbook.**

### **OVERHILLS HIGH SCHOOL DRESS CODE POLICY:**

Overhills High School is an institution of learning; therefore, what students wear should reflect the dignity of the school. Students should use good judgment in selecting attire to be worn to school. Inappropriate dress will not be allowed. Students who wear clothes that are considered suggestive, indecent, or inappropriate will be sent home to change. Parents will be notified.

- 1. Shorts/skirts should be no higher than mid-thigh. Administration reserves the right to determine if the length is deemed inappropriate.**
- 2. Leggings, jeggings, or other skin tight pants may only be worn with a shirt or dress which extends to the middle of the thigh all the way around the body.** An open-front sweater or jacket will not suffice.
3. Dresses/skirts not so tight they ride up when walking and no shorter than mid-thigh length in the front AND the back.
4. Tops/shirts with sleeves or straps no less than two inches. No spaghetti straps or strapless tops. No bra straps or other undergarments are to be visible. No "see through" or off-the-shoulder clothes that expose undergarments are allowed. **"Peasant tops" must be worn OVER the shoulder.**
5. Jeans with slits or holes no higher than mid-thigh. Slits or holes sitting higher than mid-thigh must have material underneath so that no skin is exposed.
6. No head coverings are to be worn in the building. This includes all hats, bandanas, scarves, knit caps, baseball caps, hoodies, do-rags, wave caps, ear warmers or anything else deemed inappropriate that are on the head. **Anything worn on the head must be less than 1 inch in width and solid white, black or grey in color.** Per Harnett County Schools Board Policy, bandanas are not permitted on any school campus at any time, and they will be confiscated.
7. Absolutely no sagging at any time while on school campus. **No secondary layer of clothing (underwear, shorts, etc.) should be seen above the waistline of the pants or shorts. All shorts and pants must be at the waistline.**
8. Articles of clothing which display undergarments are inappropriate and prohibited. 9. Nothing attached to clothing that could be used as a weapon is allowed.

10. No visible cleavage or bare midriffs. **No skin on the torso or abdomen should be exposed at any time. If a shirt or top exposes midriff students will be expected to change the shirt immediately. Sweaters, jackets or other clothing that is zipped or buttoned over the shirt will not suffice as a temporary solution, the shirt should be changed.**
11. No lewd or profane graphics are to be displayed on outer garments of clothing. Garments that promote drugs or alcohol are not allowed at any time. Any graphic or slogan that can be deemed offensive will not be permitted. Due to the changing nature of culture, administration reserves the right to determine what is considered offensive and prohibit any slogans or graphics at any time.
12. No blankets or bedroom slippers.

### **Consequences for Dress Code Violations:**

1. First offense: Student will change into appropriate clothing + receive a verbal warning. *If a student does not have appropriate clothing to change into, he/she will be sent to In-School Detention [ISD] for the remainder of the day.*
2. Second offense: Student will change into appropriate clothing + 1 afternoon After-School Detention [ASD] + parent contact.
3. Third offense: Student will change into appropriate clothing + 2 afternoons After-School Detention [ASD] + parent contact
4. Fourth offense: Student will change into appropriate clothing + Student will be assigned Overnight Suspension + Face-to-face parent/administrator conference required before student may return to class.
5. Fifth offense: Out-of-School Suspension [OSS] + Face-to-face parent/administrator conference before student may return to class.
6. All subsequent student dress code violations may result in OSS. Lengths of suspensions will increase as incidents of dress code violations increase.
- 7. Student dress code violations are cumulative for each school year.**

### **Section 5: Other Miscellaneous Procedures**

#### **Overhills High School Electronic Device Use Policy (cell phones, MP3 players, tablets, etc.)**

1. Electronic device use by students is expressly forbidden inside the classroom. Additionally, students should put any headphones, earbuds, air pods, and other listening devices away and out of sight during class. It is not a teacher's responsibility to determine if a student is listening through these devices if they are worn by the student.
2. Electronic devices may be used by students in the commons area and hallways between classes, and in the cafeteria during a student's scheduled lunch period. No audible music is to be heard at any time, including on buses.

3. Electronic devices are to be silenced and put away before a student crosses the threshold into the classroom.

4. Electronic devices should not be used to make phone calls while in hallways, commons areas or cafeteria. Any phone calls should be made from the front office by following school procedure. 5. If a student is seen displaying an electronic device in the classroom, the teacher will confiscate it to be returned at the end of the school day. Upon the second time that a device is confiscated, the student's parent or guardian will be required to retrieve it. **If a student refuses to allow an electronic device to be confiscated, the student will be suspended out of school for 3 days.**

6. If any electronic device is brought to school and becomes lost or stolen, school personnel will not investigate the incident or search for the item. It is always recommended that valuable items be left at home.

### **Overhills High School Student Parking Regulations**

Please remember that driving your personal vehicle to school and parking on campus is a privilege that we are happy to extend to all students who lawfully qualify, but you will forfeit such privileges if the following rules and regulations are not followed:

1. All vehicles must be registered for an assigned parking space each year by purchasing a valid parking permit through the office, or vehicle may be booted or towed at the owner's expense.

2. Any student driving in a manner deemed careless or reckless during their arrival or departure, or while on campus, will automatically lose their driving privileges.

3. Park only in the space assigned to you. If your parking space is occupied, please park in an unmarked parking space until you can report it to the office.

4. **Any student who returns to their car during the school day, or allows another student to return to their car without the permission of the Principal or an Assistant Principal will result in a loss of parking privileges.**

5. Any student who is caught smoking or allowing other students to smoke inside or around their vehicle will result in a loss of parking privileges. This includes the use of vaping devices.

6. **Any student who uses or allows others to use their personal vehicle to leave school without permission will result in a loss of parking privileges for 10 days, second offense will result in loss of privileges indefinitely! Students who leave campus unlawfully during the school day will receive an automatic 2-day out of school suspension for the first offense, 3-day out of school suspension for the second offense, 5-day out of school suspension for the third offense, etc.**

7. Flags, symbols, and offensive language are not allowed on automobiles while on campus. 8. No audible music should be heard from your vehicle while on campus.

9. If you are involved in an accident with another vehicle on campus, do not move the vehicle until advised by the North Carolina Highway Patrol.

10. Parking permits are not transferable to other students. You must return them to the office upon early graduation, or if no longer driving to school. Both you and any student using your assigned parking permit will forfeit driving privileges for the remainder of the year if not given permission from the office to do so.

11. All students are to enter and exit the parking lot at the gate closest to your parking space unless directed otherwise by a school official. **Any student who enters or exits the school using the bus parking lot will result in a loss of parking privileges for the remainder of the school year. This is a violation of state law concerning bus parking.**

12. **Loitering (hanging out) in the morning or afternoons in the student parking lot will not be allowed. Students must enter the building immediately upon arrival in the morning. If you are waiting on another student in the afternoon, you must do so inside your vehicle and leave campus immediately upon their arrival. Failure to do so will result in a loss of parking privileges.**

13. Student vehicles parked at Overhills High School may be subject to inspection/search at any time by the School Administration.

14. Every effort will be made to insure safety and security in the parking area, but please remember to secure your vehicle before entering the school. Overhills High School will not be held responsible for vehicles or their contents while parked on campus.

15. Students are not allowed to back into their parking spaces.

After a 10 day loss of driving privileges and a parent conference, any subsequent violations will result in a 30 day loss of privileges and a second parent conference. A third offense will result in loss of driving privileges for the remainder of the school year.

### **Lunch and Lunch Procedures:**

Lunch will be served in four different sessions with each being twenty-five minutes long. Students will be assigned at the beginning of each semester to their mandatory lunch period. Students who are found to be in lunch at a time other than their assigned time will be considered skipping and will face the consequences for skipping. Every effort has been made to provide a wide selection of food items from which to choose. The cafeteria staff has put forth extra effort to ensure excellent food service for the students of Overhills High School. **Please note that state law prohibits students from having commercial food on campus.**

### **Cafeteria Expectations are as follows:**

1. "Breaking in line" is **not** acceptable behavior, and will result in disciplinary consequences.
2. Students at lunch may go only to the cafeteria or the Media Center.
3. Students are not to go to lockers or classrooms during assigned lunches without a pass from an adult. Classes are being held throughout the building and could be disturbed by students in hallways.
4. Students may not have commercial or fast food items delivered or brought to them during their assigned lunch period.

5. Students should not bring glass containers for food and/or drink storage.
6. Students will not be allowed to return to classrooms during their designated lunch without a signed pass from a teacher or administrator.

### **Fire Drills:**

The law requires a fire drill the first week of school and one each calendar month thereafter. Therefore, it is important that students become familiar with the "order of the drill."

Posted over or near your classroom door, a sign will indicate 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 this classroom. When using other parts of the building other than a classroom, such as the library, gym, cafeteria, etc., use the closest exit and follow normal fire drill procedures. Report to an adult when you arrive outside of the building and follow that adult's directions.

### **Some very important rules to remember are:**

1. Familiarize yourself with the fire drill signals.
2. Position yourself at least seventy-five feet away from the building.
3. Walk in single file 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.

### **Tornado Drills:**

The tornado drill will be an announcement notifying students and staff of a tornado drill. Teachers and students should report to designated areas during the tornado drill. This drill will be held at least once per school year, as required by law.

### **Lockdown Drill:**

The law requires that all public schools conduct "Lockdown" drills routinely. Students are to remain quiet in designated areas until the "All Clear" is given. If a "Lockdown" is announced, then all students and staff in the school are to lock themselves in their classroom, turn off the lights, move away from the windows so they cannot be seen, and wait for further instructions. **A "Lockdown" indicates that an urgent issue related to the safety of students and staff has occurred on or near campus.**

### **General Conduct:**

The "Code of Student Conduct" devised by the Harnett County Board of Education and Overhills High School, while under direct school supervision, will govern a student's behavior. All procedures are well defined as to allow students an environment conducive to growing, maturing, and learning. *A copy of the Harnett County Board of Education*

*Code of Student Conduct is included in this handbook for your review.*

### **Distribution of Literature:**

Permission must be obtained from the administration before any posters can be placed anywhere on campus or before any printed materials (newspaper, advertisements, etc.) may be distributed to faculty and/or students. Posters and other materials are not to be taped to the walls or windows unless prior permission is given.

### **Hall Passes:**

In order to account for or to assure that students are where they have been assigned, teachers will issue official Overhills High School hall passes indicating the destination of the student as well as the date and time the student left the classroom using the E-Hallpass digital system. No other form of hall pass will be honored. If the student is entering the classroom of another teacher, or the office, the receiving teacher or office personnel should keep the pass until the student departs the area. The time of departure should then be placed on the pass. When the student returns to the original classroom, that teacher should check the time on the pass to ensure that only enough time has lapsed to enable the student to get to the original destination. **Only an official Overhills High School pass will be acceptable for student transition in the building during undesigned times.**

### **Injury at School:**

If you are injured at school, report immediately to the teacher in whose class you are at the time of the injury or illness. If an issue occurs between classes, report it to the Main Office. The importance of reporting an illness or injury is twofold. First, if medical attention is necessary, staff can ensure students receive it. Secondly, if an insurance claim is involved, a record of the accident or injury will be on file.

### **Vaping/E-Cigarettes:**

No person shall use an e-cigarette or vaping device on a school campus. In the past few years, the use of these devices has increased, and they are not regulated by any authoritative body. Due to the impossibility of determining what chemicals (illicit or not) are included in vaping oils, **any student found to be in possession or in use of a vaping device and/or vaping paraphernalia (oils, etc.) will receive an automatic out-of-school suspension for 2 days for the first offense.** The second offense will result in a 5-day out-of-school suspension. The third offense will result in a 10-day out-of-school suspension. Any subsequent infractions may result in a recommendation to attend an alternative school.

### **Courtesy and Compliance with Rules:**

Students are to demonstrate courtesy towards all adults at all times and comply with all instructions given by the faculty and staff. Examples of discourtesy include continued debating or arguing with faculty and staff, using a disrespectful tone of voice or choice of words, use of profanity, lying, forgery, vandalism, theft, gambling, etc.

### **After-School Detention:**

After-School Detention (ASD) is designed as a consequence for school rules violations. After-School Detention will be held in room D203 beginning at 2:35 until 3:35. Students should have transportation available at 3:35 and should leave campus immediately following their assignment. Students will receive adequate notice to prepare for serving

After-School Detention. Students who fail to complete their assigned After-School Detention will face consequences for insubordination. Students who are assigned ASD are not permitted to participate in extracurricular activities for the assigned day.

### **In-School Detention:**

In-School-Detention (ISD) was designed to serve as an alternative to Out-of-School suspension. After three assignments, it may become obvious that this form of behavior modification is not an effective means of correcting behavior and administrators may choose alternate consequences. A student who is assigned In-School Detention for behavioral infractions will report to room D203. He or she will remain in In-School Detention for the entire time assigned to them by their administrator, and forfeits all privileges for that day. Failure to comply with all In-School Detention rules and directives will result in Out-of-School Suspension.

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

When a student's conduct warrants Out-of-School Suspension, he or she will not be allowed to attend any school function, any athletic event, or be on the campus of any school during the suspension. Failure to comply with this school board policy will result in trespassing charges being issued by the Harnett County Sheriff's Department.

### **Digital Citizenship Policy**

Students are reminded to use common sense when using the Internet. With the great deal of information that is available to predators online, it is essential that students protect their online "footprint." It is also important that students learn how to demonstrate online civility toward others.

At Overhills High School, we promote the following basic guidelines as our Digital Citizenship Policy:

- Protect your password. Never share your password with another person. When work is complete, logout securely so that others do not have access to your online accounts.
- Protect your private information. Information such as email addresses, student Powerschool account numbers, social security numbers, home addresses, and phone numbers are prime targets for predators. Always keep this information secure, and do not share it with anyone unless you are 100% sure how the information will be used.
- Protect your personal information. Information such as your parents' names, the number of siblings you have, and your favorite hobbies can be used to target you online. Only share this information with people you know well.
- Be mindful when posting photographs. Some photographs contain sensitive geo-tagging information that can allow an online predator to find you. Additionally, facial recognition software can be used to target people. Also, keep in mind that posting images of yourself or other people in compromising or embarrassing situations can be reason to discipline you if those photographs or the spread of those photographs disrupts the school environment.
- Protect your system and device. You are responsible for damages to school property



should you negligently allow malware, spyware, or viruses to infect any school-owned devices.

- Cyberbullying is a punishable offense. While student use of school-owned electronic devices is monitored while students are at school, any time a student is logged into their school account their search history and browsing history are subject to monitoring as well. **Additionally, students who use any form of electronic means such as email, dropbox, air drop, text messages, or social media sites to communicate threats or harass other students can face both school discipline consequences and law enforcement consequences.** This harassment, bullying, or threatening may come in the form of one-on-one communication, in group chats, via comments on social media posts, through “subtweeting” or “vaguebooking,” or in photographs, videos, emojis, memes, gifs, etc. The administration will determine if information communicated through any electronic means is deemed a disruption to the school environment and, therefore, subject to a disciplinary investigation.

The administration at Overhills High School reserves the right to assign disciplinary consequences to students whose actions, including those that occur electronically, constitute a disruption. Furthermore, the administration reserves the right to share this information with the School Resource Officers who may determine whether a student should face law enforcement consequences for these actions.

#### **Illness at School:**

Students who become sick at school and are too ill to attend classes should report immediately to the office to receive assistance. **Under no circumstances should a student stay in the bathroom or any unsupervised area if he or she is sick.**

#### **Lost and Found:**

All items lost or found should be reported to the school receptionist. Lost items may be claimed through the Student Services Office upon sufficient identification of the object lost.

#### **Assembly Programs:**

In general, the plan for any assembly falls on the group/teacher/staff member to organize and publicize. The reason for, and the detailed agenda for any assembly must be approved at least one week in advance by the principal. Understand that there is a difference between events and assemblies. Assemblies are gatherings of students for programs pertaining to academic topics which supplement classroom teaching, while events are simply meetings of groups of students for fundraising or entertainment purposes. While approved assemblies are supported by administration, any student missing instructional time for the purpose of attending an event will not be allowed.

**All students are expected to display respectful and courteous behavior during school assemblies and other meetings/activities.**

#### **Campus Facilities:**

**MAIN OFFICE** -The main office is the business center for the school and houses the administrative offices. Financial affairs, work permits, sign-in and sign-out sheets, and similar matters are handled there. During school hours, ALL VISITORS must report to the main office and state their business. Students are not permitted to bring friends or relatives to class. **Permission for any visitors to be in the building must be given by the principal and a**

**campus pass must be carried at all times.** Visitors, to include parents and guardians, will not be allowed into classrooms, cafeteria, or commons areas unless there is a direct instructional purpose related to their visit (e.g., guest speaking, JROTC promotion ceremonies, etc.). Visitors are to use the visitor's parking lot during school hours. Parents picking up students should come to the front entrance of the school and report to the Main Office to sign students out during the instructional day.

### **Telephones:**

Only in the event of an emergency are students allowed to use the telephone in the office, and then only with the permission of office personnel. Since the main office is the recipient of all incoming telephone calls and the number of lines available is limited, **NO MESSAGES WILL BE TAKEN FOR ANY STUDENT UNLESS THE CALL IS FROM A PARENT AND IS OF AN EXTREME EMERGENCY NATURE.** All calls of this nature must be channeled through the school receptionist.

**Announcements:** Announcements of importance to the school and faculty news are made daily on the electronic bulletin board/TV screen, as well as being read aloud at the beginning of the school day. Announcements must have the principal's approval and be turned in to the front desk by 3:00 p.m. at the end of the day to be included in the following day's announcements. Announcements are uploaded daily to the Overhills High School website where they can be accessed digitally.

### **Lockers:**

Every student will have an opportunity to acquire a locker for their use. Students will receive a locker assignment and combination from administration and are to maintain that locker for the remainder of the school year. Regardless of frequency of use, students are responsible for anything contained in their assigned locker. For this reason, among others, it is not advisable to share locker combinations with anyone. Lockers are free of charge. Students are forbidden from sharing lockers. Any items left in lockers at the end of the school year will be disposed of.

### **Theft Prevention:**

**No one has the right, under any circumstance, to take anything that belongs to someone else.** Please be advised that anyone caught stealing will be dealt with according to Harnett County Schools Board of Education policy.

**The best method to stop theft at school is to eliminate as many opportunities for theft as possible.** Listed below are suggestions for securing personal items:

1. Do not bring valuable items to school.
2. Make sure your locker is locked; do so by spinning the lock and trying to open it.
3. Don't share a locker or your combination with anyone.
4. When you are opening your locker, make sure no one is trying to read your combination. **5. Never leave personal belongings unattended.**
6. Make sure your car is locked. Never leave valuables visible in your car.
7. If you stay after school for practice or other school activities, follow the same theft prevention habits you would follow during school.

**8. If something is stolen from you, report it to the office immediately and file a missing/stolen item report with the SRO.**

**Please Note: Investigations may, or may not be initiated by the School Resource Officer. Overhills High School and the School Resource Officer will determine whether an investigation will be initiated. The only way to be certain that your expensive and/or extraneous possessions are safe is to leave them at home.**

**Student Services:**

The Student Services Department at Overhills consists of five counselors, a Career Development coordinator, Student Advocate, PowerSchool data manager, and a registrar. Counselors are available to students for both individual and group conferences to discuss personal problems, to interpret state required standardized tests, and for educational and goal-oriented counseling. Cumulative folders are maintained on each student. Prospective employers and post-secondary educational institutions, with written permission from students and/or parents, may request transcripts and employment references. Information concerning scholarships and financial aid is also available in the Student Services department. Although counselors may seek individual students out during the year for various reasons, it is highly desirable that students take the initiative to see their counselors. Counselors are available to students before and after school, during lunch periods by appointment, or with the teacher's permission (accompanied with a pass) during class periods if an emergency arises. Students should not request to leave class to see their counselors except in an emergency situation.

Students interested in trying to obtain a scholarship should take the most rigorous courses in which they can be successful. Student Services counselors will work closely with students regarding school course registration, college application procedures, and career preparation information. Many scholarships and financial assistance opportunities are available from different sources for those students who wish to go to college. All seniors are provided with a booklet listing financial resources for students who wish to attend college. Scholarship information is posted, announced, and distributed as it becomes available.

The College Fund Finder is located in the Student Services Department and the Media Center. Students will find a wide variety of information on colleges and universities and financial aid. Students and parents are encouraged to use this information system.

**Media Center:**

The Media Center is maintained to offer students a wide spectrum of services under the direction of qualified personnel. Usage of these facilities must comply with directives and regulations issued by the media coordinators. Students are encouraged to use the media center independently as well as during class time. The media center will be opened during lunch and after school until 3:30 p.m. All computers will be supervised by the Technology Facilitator. **Students are bound by the Harnett County Schools Acceptable Use Policy located on the Harnett County Public School Board Policy Code 3225/4312 when using the computers at OHS.** Students may use computers located in the media center for class work and general use during lunches (when not being used by full classes), and after school according to media center hours of operation. Students should not be sent to work in the media center during class time unless previously approved by the Technology Facilitator/Media Coordinator.

**Student/Teacher Conferences:**

Teachers are more than willing to meet with students to discuss problems or give assistance. Teachers want to help students; therefore, students should not hesitate to ask for a conference to discuss classroom issues or concerns.

### **Parent/Teacher Conferences:**

Parents are encouraged to keep themselves accurately informed about the progress of their student. One of the best ways to remain informed is to meet periodically with your student's teachers. Parents and teachers have one thing in common: they are both concerned about the welfare and success of the student. Getting to know one another will enable both the parents and the teacher to work more effectively with the student. Parents may arrange a conference by contacting their student's assigned teacher, Student Services counselor, or administrator.

### **Selling Items on Campus:**

**Items of any kind may not be sold at school or on school property unless such sales are part of a school sponsored fund-raising activity.** School clubs involved in selling food items may not compete with food service offerings provided by the school's cafeteria during the school day.

### **Textbooks:**

Textbooks are furnished to students free of charge when appropriate for the course. It is each student's responsibility to keep up with his/her own assigned textbooks and make sure they are cared for properly. Students will be charged for lost or damaged books.

### **Insurance:**

School insurance is offered to all students at a group rate. This insurance provides limited coverage for a student involved in an accident while going directly to and from school, or at a school-sponsored activity. Each student will be provided a brochure that explains benefits, cost factors, and available coverage. Student athletes are covered free of charge while participating in a school-sponsored sport. The policy is primary only if the student has no other insurance.

### **Plan Your Day:**

It takes only three minutes to walk the longest distance in the building. Therefore, the five minutes between classes provides adequate time for students to arrive to their next assigned class without being tardy.

### **Inclement Weather:**

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 School System 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. Listen to one of the following radio or television stations for changes in the school schedule:**

##### **FM Stations: AM Stations:**

90.1 WCCE Radio 620 WDNC Radio

91.5 WUNC Radio 640 WFNC Radio

91.9 WFSS Radio 680 WPTF Radio

93.9 WRSN Radio 780 WCKB Radio  
94.7 WQDR Radio 1290 WXKL Radio  
95.7 WKML Radio 1370 WLLN Radio  
96.1 WKIX Radio  
99.1 WZFX Radio  
100.7 WTRG Radio **Television Stations:**  
101.5 WRAL Radio WRAL TV – Channel 5  
WRCQ Radio WRDC TV – Channel 28  
103.1 WLHC Radio WTVD TV – Channel 11  
105.5 WFJA Radio WNCN TV – Channel 17  
106.1 WRDU Radio WKFT TV – Channel 40  
98.1 WQSM Radio News 14 Carolina

**2. Harnett County Schools Facebook Page**

**3. Overhills High School Facebook Page**

**Do not telephone the schools, central office, or school officials. These calls tie up the telephone lines and prevent emergency communication to the news media and parents/guardians.**

- **The absence of any announcement means that school will be in session as scheduled.**

**Section 6: Transportation**

**HARNETT COUNTY SCHOOLS TRANSPORTATION DEPARTMENT**

***Bus Transportation Guidelines and Procedures***

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 present at their bus stop and 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 PreK-12)**

4. Students who attend school out of district at the parent's request do not qualify for transportation. **(Grades PreK-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 PreK-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 PreK-2 only)**

7. On the second occasion that this situation occurs, the Principal will schedule a mandatory conference with the parent(s). **(Grades PreK-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 PreK-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 PreK-12)**

- Address of temporary discharge/pickup location
- Name of responsible adult receiving your child
- Telephone number of temporary address
- Your telephone number during the emergency
- 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). 11. 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.)**

**Note: A separate parent signature page will be provided to acknowledge your receipt and understanding of district guidelines regarding student transportation.**



# Harnett County Schools Policies and Procedures

2022 - 2023

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

\*\*\*\*\*

## **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

\*\*\*\*\*

**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

\*\*\*\*\*

**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).

\*\*\*\*\*

### **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.

\*\*\*\*\*

### **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

\*\*\*\*\*

**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

.....

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.

### 4. 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

\*\*\*\*\*  
**STUDENT SEARCHES** *Policy Code: 4342*

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

\*\*\*\*\*

#### **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

\*\*\*\*\*  
**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. 101et 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

\*\*\*\*\*  
**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

\*\*\*\*\*

**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

\*\*\*\*\*  
**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

\*\*\*\*\*

### **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 form 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.*

Condition	When to keep a child home / Exclude from school
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:	Parent Legal Guardian	
School : School Year: <input type="checkbox"/> Bus _____ Grade ____ Homeroom Teacher:	Cell Phone Work Phone Home Phone 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		
<input type="checkbox"/> 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>  <i>See school nurse for required Diet Order form  (to be signed by healthcare provider)</i>  Diet modifications: _____  _____  Reason for modifications: _____  _____  _____</p>	<p><b>Special Devices</b></p> <p><input type="checkbox"/> Wheelchair</p> <p><input type="checkbox"/> Walking Aid –describe: _____  _____</p> <p><input type="checkbox"/> Special lift device (bathroom  assistance)</p> <p><input type="checkbox"/> Other: _____  _____</p>	<p><b>Skilled Procedures</b>  <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><input type="checkbox"/> 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: _____</p>		<p>Date:    /    /</p>