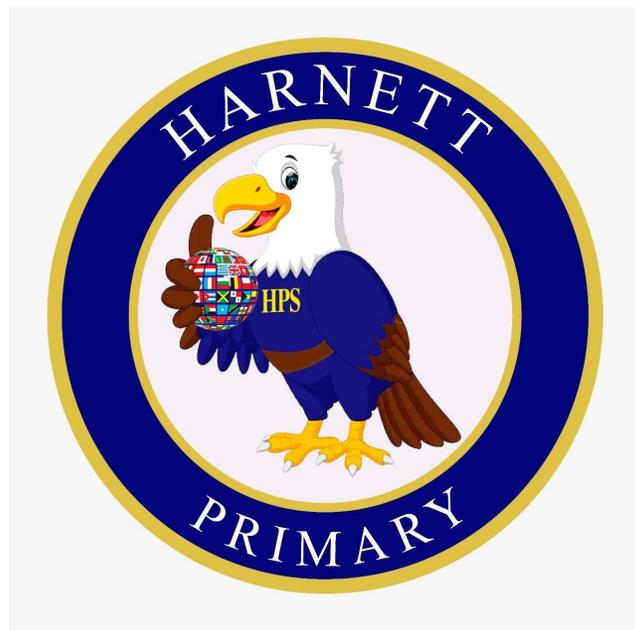


# Harnett Primary

## Parent Handbook

2020-2021



**"The World Is In Our Hands"**

## **Mission Statement for Harnett Primary School**

HPS will develop a Culture of Excellence by: cultivating character, celebrating diversity, creating community and providing authentic personalized learning to develop inspired and passionate scholars!

## **Vision for Harnett Primary School**

All HPS students will learn and grow in a respectful, responsible, safe and caring environment to become lifelong learners.

7:50	Students may enter the building from buses, daycares and carpool and begin eating breakfast.
8:20	Warning bell rings and breakfast ends.
8:25	Tardy bell rings. Students who arrive after the tardy bell rings must get a tardy slip from the office. Instructional day begins.
3:05	School dismisses carpool, bus and daycare students.

The Roles Parents/Family Members Play in Remote Learning Students should see their parents/family members as their greatest coaches, knowing a coach won't be misleading or overly positive, but constructive and goal-oriented. With parents/family members as coaches that reinforce the value of working through hardships, students at any age can be empowered to persevere through this critical time. Parents/Family Members should reinforce learning by encouraging students to be responsible and consistent in their work habits. Parents/Family Members Set the Standard Parents/family members control the home learning environment. Parents/family members can support learning the setting, the pace, creating a physical space intended for learning and continuing to encourage students in the absence of daily face-to-face teacher interaction. By designating an area of the home for learning, parents/family members can also keep an eye on progress. Noting behaviors, opportunities and barriers, allow parents/family members to adapt or adjust as necessary to create the ideal path for their child or children. Power of Parents/Family Members by positioning education as a priority, parents/family members can reinforce the importance of doing well in school, regardless of their own backgrounds. Setting an increased value for education and learning can come through in how a parent/family member dictates online learning time, prioritizes needs, and provides personal attention. Parents/family members have a direct impact on the education students receive, especially in a remote learning setting.

### **Attendance Procedures**

To ensure that your child receives a whole day of instruction, it is important that he/she gets to school on time each day. The instructional school day begins at 8:25 AM and ends at 3:05 PM. **It is the expectation of Harnett Primary School that a student shall be in his/her assigned area at the beginning of the school day and the beginning of each class or be recorded as tardy.** Therefore, it is imperative that all students be in their assigned locations promptly at 8:25 AM.

### **Absences**

Any student arriving later than 11:30 am or leaving earlier than 11:30 am will be considered absent for the day. If your child should leave school during the day for routine matters i.e. medical appointments, a note should be sent to the teacher in advance. In accordance with Board Policy #4400. When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher within three days of returning after an absence. An absence may be excused for the following reasons:

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; (5 days in advance you must also submit an Educational Absence form)
  8. absence due to pregnancy and related conditions or parenting, when medically necessary.

In addition, a student whose 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 will be granted additional excused absences at the discretion of the superintendent or designee to visit with his or her parent or legal guardian.

Extended illnesses will require a statement from a physician that verifies the need for non-attendance.

### **Absent with Advance Notice:**

Parents should send a note or email to the teacher providing at least 48 hour notice. The teacher will provide work to maintain skills. The work will be given to the child the day prior to the absence. Additional work will be available upon return to cover new material.

### **Academic Information**

A report card will be sent home with each child within five (5) days following the end of each 9 week grading period. Interim reports will be sent home mid-way between the 9 week grading period. Parents are urged to return the report card the following day after signing it. When either the teacher or parent needs a conference, there is space provided on the report card to indicate this. An Awards Assembly will follow each reporting period. Note the HCS calendar for when report cards and interim reports will go home.

### **Advisory Board Members**

Pam Amerson	Hope Tyndall	Matthew Smith	David Lawson	Chiniqua Blagrove
Jennifer Hill	Melissa Kerley	India McNeill	Janet Callejas-Trejo	

### **Arrival/Departure**

**Carpool and Walking Students** The school day starts at 8:25 and ends at 3:05. Students may go to their classrooms or breakfast at 7:50. Please do not leave your child(ren) to wait in front of the school or inside of the front entrance prior to 7:50 as they are unsupervised and unsafe. It is important to note that staff will not be on duty until 7:50. A warning bell rings at 8:20, this will give students 5 minutes to get to class. The tardy bell will ring at 8:25. If you

arrive in the carpool line after 8:25 your child will be counted as tardy and you must accompany your child to the office to be checked-in.

Students who ride carpool/daycare vans are dismissed at 3:05 to go wait in the front hallway for their name to be called. Please stay in your vehicle and wait for your student in the carpool line. We ask this for the safety and security of all our students. Carpool tags must be visible in the front window of your vehicle. Parents can get a tag in the front office. Students will be called by name to meet his/her vehicle in the carpool spaces. **Carpool riders and walkers need to be picked up no later than 15 minutes after dismissal for the day. Students who are not picked up in carpool must be checked out through the front office.**

The carpool line will run from 7:50 until 8:20 in the morning **with the exception of inclement weather. On these days parents will need to drop off students near the breezeway to waiting staff.**

Students are not to be dropped off in the parking lot. Also, if you walk your child to school, please stay on the sidewalk. Do not walk through the parking lot as this is a safety risk for you and your child.

In order for a student to be a walker he/she must live within walking distance of the school. A parental permission slip must be obtained from the school's office in order for your child to walk. Walkers will be dismissed at 3:05.

## **Buses**

### General Information:

The Harnett County Schools Transportation Department is responsible for assigning students to specific buses. **Students may not ride any bus other than the one to which they are assigned.**

- Questions about bus stops and schedules should be directed to the Harnett County Schools Transportation Department at 910-893-8151.
- For your child's safety, please be aware that an adult **MUST** be present for a student to exit the school bus at their designated location.
- For Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade, if there is **not** an adult present at the bus stop **the student will be returned to the school at the conclusion of the route and the parent will be notified to pick up the child from the school.**
- If there are concerns about late buses in the mornings, please contact the school at 910-892-0126
- For the safety of all our bus riding students, we will label all students for the first 10 days of school (20 days for Kindergarten). Your child will come home with a tag stating their name, address, bus stop, and phone number. In addition, the teacher's name and grade level will also be included on the name tag. **Please return the tag each day so that we will be able to continue to label students for safety.**

- In the event that a student were to be found on the bus after the student's stop or at the end of the run, the bus driver will return to the designated stop or return to the school in which at that time the parent will be notified.

**See Harnett County Schools Transportation Department Guidelines and Procedures**

**Bus Expectations**

Harnett Primary School is served by several buses, which also transport students from Wayne Avenue School and Dunn Middle School. Patience and cooperation will be appreciated during the first few days of school as routes and timetables are established. School Bus transportation is a privilege which may be revoked by school administration. Inappropriate behavior and/or a poor attitude **WILL NOT BE TOLERATED**. Students who disregard bus rules or fail to follow the instructions of the driver may be suspended off the bus for a period of time. Students who are suspended from the bus are not allowed to arrive at school before 7:50AM and must be picked up no later than 3:05 PM. We realize that many parents lack transportation or are inconvenienced by having to transport students to and from school. In order to avoid this situation, we expect your child's best behavior on the bus. It is imperative that you discuss these expectations with your child.

For **minor disruptions**, the driver will warn the student **one time only**. Further misconduct will result in the student being referred to the assistant principal at school.

- First Offense- Verbal warning given to the student (written notice sent to parent via student) and copy provided for the driver's records.
- Second Offense- 1 to 3 days suspension from all HCS buses with written notice sent to parent and copy provided for the driver's records.
- Third Offense- 3 to 5 days suspension from all HCS buses. Written notice sent to parent and copy provided for the driver's records.
- Fourth Offense – 5 to 10 days suspension from all HCS buses. Written notice sent to parent and copy provided for the driver's records. Parents will be notified that the next offense **will result in bus suspension for the remainder of the year**.
- Fifth Offense –Sixth Offense – **Bus suspension for the remainder of the year from all HCS buses and notification sent to parent.**

**Note:** Any absences due to being suspended from the bus are unexcused.

Depending on the nature of the offense, the following actions are subject to immediate suspension.

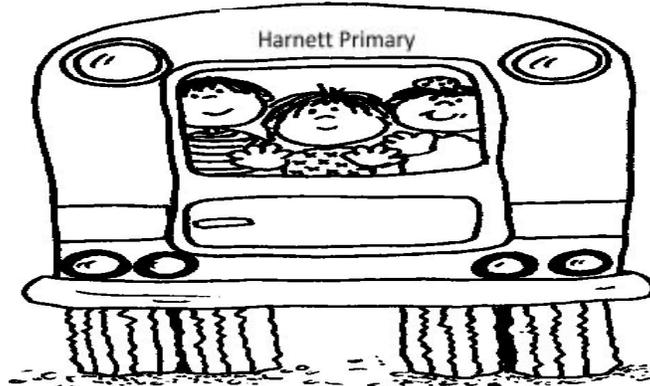
1. Fighting, smoking, using profanity, or refusing to obey the driver or a school official
2. Refusing to meet the bus at a designated stop
3. Leaving the bus without authorization when in route to school or home
4. Playing, throwing items, or distracting the driver while the bus is in operation. (All sporting equipment must be contained within a book bag or else it will be confiscated.)
5. Other behavior(s) relating to the safety, well-being and respect for others

The following is a list of types of misconduct that are unacceptable. **This list is not meant to be inclusive but an example of conduct that will be punished.**

1. Delaying the school bus
2. Moving around on the bus while it is in motion

3. Defacing or destroying bus property
4. Body parts hanging out of the window
5. Loud talking
6. Throwing objects on the bus or out the window
7. Profanity
8. Arguing and picking at other students
9. Making derogatory hand signals at people or vehicles outside the bus
10. Refusing to give another student a place to sit
11. Striking matches or smoking on the bus
12. Stealing other students' belongings
13. Hitting other students
14. Disrespecting the driver
15. No food, beverages or chewing gum is permitted on the bus
16. Sports/PE equipment, such as footballs, kick balls, etc... must be contained in the students' book bags. If not contained in a book bag, it will be taken by the driver or school staff member.

Note: The student is responsible for giving parents written documentation of disciplinary action taken. Misconduct on the bus could endanger the safety of other students. Each rider is expected to do his/her part in making our buses safe.



## **Cafeteria**

Breakfast is available each morning from 7:50-8:20 AM. Each class is assigned a lunch period. Harnett County Schools Child Nutrition is excited to announce the implementation of The Community Eligibility Provision (CEP) at seven of our schools for the 2020-2021 school year. This provision enables each student enrolled at a participating site the opportunity to receive a breakfast and lunch at no charge on days that school is in session. Students enrolled at participating CEP schools are not required to submit a lunch application to receive meals at no charge.

Prepayment of meal is a service provided by the Child Nutrition Program. However, prepaid money is non-refundable. Prepaid meal money is not transferred to another person or to one's account the next school year. The CN director or supervisor makes exceptions on a case-by-case basis. The cafeteria is operated separately from other school accounts. Please write separate checks for meals - not with field trips, pictures, etc. Parents should not package soft drinks or other beverages, which must be kept cold. Also, do not pack food that will spoil at room temperature. **Student lunches cannot be refrigerated or microwaved. NO BOTTLE SOFT**

**DRINKS ARE ALLOWED IN THE CAFETERIA. *We are asking that all families please REFRAIN from bringing in lunch from the outside (restaurants) for your child.***

Note: All Free and Reduced Lunch accounts are now handled through the school food services office. Please contact Jennifer Layn if you have questions at 893-8151.

### **Change in Address or Phone**

Please notify the office and your child's teacher if you move or change your telephone number during the year. Students who begin school at Harnett Primary, but move during the school year, may have the opportunity to continue to attend our school for the remainder of the school year. Please promptly notify the school office of your new address and submit an “**Out of District**” request form.

### **Change in Transportation**

If a student who normally rides a bus is to go home in a different manner, a note from the legal parent or guardian **MUST** be sent to school notifying the teacher that the mode of transportation has changed. If a student does **NOT** bring a note notifying the teacher of the change, then they will be sent home in the usual manner.

Students who carpool and are going home with someone else should bring a note to the teacher and/or office stating with whom they are riding. Students who are going home with another child who walks home will also need a note.

### **Dress Code Policy**

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, vulgar, profane, offensive or obscene or which endangers the health and safety of the student or others is prohibited. Examples of prohibited dress or appearance include, but are not limited to the following: exposed undergarments, sagging pants, bare midriff shirts, strapless shirts, attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors, head covering of any kind, see through clothing, attire that exposes cleavage, pajama tops or bottoms, any adornment such as chains or spikes that reasonably can be perceived as or used as a weapon, any symbols styles or attire frequently associated with intimidation violence, or violent groups about which students at a particular school have been notified.

The principal or designee may require a student to change his/her appearance if it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates the dress code. A second or repeated violation of this policy may result in disciplinary action.

### **Early Release Days**

School will dismiss at 12:00 PM.

November 25, 2020

April 1, 2021

June 4, 2021

## **Educational Absence**

In order to request an excused absence, the intent of the experience should have been educational from the outset and comparable to that which the student would have experienced in school. Family trips and vacations that were not designed, initially, to be educational will not be excused. Furthermore, policy requires advanced permission for excused absences for educational purposes.

- **Five days prior approval is required from the principal.** A parent should complete a Request for Excused Absence for Educational Reasons and return to the classroom teacher. The form can be obtained from the front office.

**Absences not classified as excused will be coded as unexcused.** According to board policy the student is responsible for submitting a note signed by the parent or physician within 3 days of the students return to school. Failure to comply with the above will result in the absence being unexcused.

## **EMERGENCIES**

If your child is hurt at school, we will administer first aid and contact you concerning an injury more serious than a minor abrasion. If, in our judgment, an injury requires immediate medical attention, we will call 911 for emergency assistance and then will immediately try to contact a parent at home or work. If your child needs to be transported to a hospital, a staff member will accompany the student if a parent has not arrived.

**Code Blue** – is a verbal announcement when a situation is not life threatening. However, the hallways need to be cleared for emergency personnel to enter the building. Our first priority is to always ensure the safety of our students.

**Lockdown**– Harnett County Public School policy requires all schools to practice 2 code red drills during the school year. Harnett Primary performs a code red drill sometime during the 1st semester and the second during the 2<sup>nd</sup> semester. This ensures that our students and staff are prepared in the event that circumstances necessitate us to implement a code red.

**Fire Drill** – Tornado Drills – These drills will be conducted during the school year to enable students to respond properly.

## **Field Trips**

Your child's teacher may arrange an educational field trip for your child's class. Before your child can attend, we must have your written permission. Prior to the intended field trip date, the teacher will send information to you regarding field trip plans, costs, transportation, etc. When a field trip is arranged, please return permission forms readily. If you have questions at that time, contact your child's teacher. If you do not want your child to participate in the planned field trip, an instructional plan will be provided for your child at school on that day. **Children enrolled at Harnett Primary School who attend a field trip other than with their assigned homeroom will be counted absent and coded unlawful, since this constitutes an unexcused absence.** Students participating in a Harnett County field trip and riding a Harnett County school bus **must** ride the bus to their destination, and back to school; otherwise, they too will be counted absent. In the event Harnett Primary chooses to participate in a field trip that requires the use of a Charter Bus, students will be **required to ride** the bus to the point of destination; however, parents may choose to check out their child with the classroom teacher and transport them in

their private vehicle home. Please note if a parent chooses this option the school is released from all liability, (**only legal guardians have this option**). On occasion, parents are invited on field trips to assist with supervision; however, parents **cannot** ride on a Harnett County school bus. Parents however may purchase a seat to ride a charter bus. *Parent volunteers must be cleared through the Harnett County Public School Volunteer Program.* Since field trips are unstructured events, Harnett Primary must work diligently in trying to keep our children as safe as possible at all times. Therefore, please note that when parents volunteer to attend a field trip with the expectations that they will be assisting the teacher in the supervision of children, it is not appropriate to bring other children as they can distract from your role as a supervising adult.

### **Grading System**

In grades kindergarten through third, students are assessed on citizenship and work habits.

<b>Grade Levels</b>	<b>Achievement Levels and Grades</b>	
Kindergarten First Grade Second Grade	S	Student demonstrated mastery of end-of-year standard
	M	Student is moving towards mastery of end-of-year standard
	U	Unsatisfactory progress towards meeting end-of-year standard
	PC-U	Literacy Level (differs per individual student)
	A-N	Instructional Reading Level (differs per individual student)
Third Grade	A	(90-100) Excellent
	B	(89-80 ) Above Average
	C	(79-70) Average
	D	(69-60) Passing
	F	(59 - 0) Failing

### **Hallway Behavior**

Please keep our hallways open to traffic by walking to the right side. All students should walk through QUIETLY, DO NOT RUN. Students should be nice and respectful to others in the halls

and the classrooms. Students should always be extra quiet when in the halls because others are trying to study.

### **Homework Policy**

The staff at Harnett Primary believes that homework is an important part of the educational program for students in the Harnett County Public School System and should be assigned on a regular basis. The purpose of homework is to:

1. Reinforce and extend skills learned (taught) in class.
2. Supplement and support the school experience through related home activities.
3. Keep parents informed with the school program and involve them with the learning process of their child.
4. Encourage the student to be responsible and independent as well as to increase motivation.

Homework can be left at the front desk and will be delivered to the classroom at an appropriate time.

### **Interruptions to the Classroom**

In an effort to make the most of instructional time, Harnett Primary will implement a policy on classroom interruptions. Students can learn best when instructional time is not interrupted by P.A. announcements, unexpected visitors, or phone calls from the school's main office. Therefore, we request your assistance in helping us to protect your child's instructional time. Please contact your child's teacher to discuss volunteer opportunities, schedule a conference, or to pick up your child early, prior to 7:50 AM or after 3:30 PM. In order to protect instructional time, students **MUST** remain in the classroom until parents physically arrive in the school office to sign them out.

In order to maintain a safe and sound instructional environment, we ask that you respect the following guidelines. All parents should feel free to bring their child into the building on their child's first week of school. Board policy states "any visitor on campus must sign in at the main office". For your child's safety, we expect all visitors to wear a visitor's badge while on campus. After the first week of school we ask that you respect your child's teacher's instructional time by allowing the staff to monitor your child's arrival to class. We will begin enforcing this policy after the first week of school. This policy will ensure that your child's instructional time is protected. In addition, we will continue to strategically place Harnett Primary faculty and staff throughout the building to assist students during arrival and dismissal each day.

**Note:** With the exception of our NCPreK students due to state law requirements, parents of these students are required to escort and pick up their child from class.

### **Lost and Found**

It would be helpful if parents would put the child's name in all of his/her belongings. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. The Lost and Found box is located at the bathrooms for K/1 & 2/3. These items are periodically displayed so students can claim

their belongings. Items not claimed after a period of time are donated to a charitable organization.

### **Lost Child**

In the event that your child has not arrived home within a reasonable period after the expected time, the parent or guardian should contact Harnett Primary. Harnett Primary will use the following procedures to assist in locating the student:

- Use the intercom to call the student to the front office
- Check with the child's teacher
- Check with staff in the hallways
- Check restrooms, classrooms, conference rooms, outside on school grounds, etc.
- Check with staff on bus duty/hall duty
- Check with bus driver/transportation
- Determine if a friend or relative may have picked up the student
- Check school video cameras
- Send school personnel to location to assist with locating student

The school personnel will remain in constant contact with the parent until the student is located. Law enforcement will be notified if the student cannot be located.

### **Moving to a New School**

In the event you should need to move during the school year, parents are required to:

- \* Advise the office with a call or a note.
- \* Return all Media Books, Textbooks, and all other school property.
- \* Clear all outstanding balances with the cafeteria manager.

### **Office**

Please be sure to sign in at our office and get a visitor's badge when visiting or volunteering. Visitor badges **MUST** be visible to school staff while on campus. It is important to report to the office at the end of your visit to sign out. **This is for the safety of our learning community. Please bring your NC Driver's License/Identification Card with you to assist you in signing into the Ident-a-Kid visitor program.**

### **Parent Concern Procedures**

Parental concerns should be expressed first to the teacher. Concerns that are more specific in nature should be made to Ms. Dunkins or Ms. Cotton after discussing them with the teacher.

### **Parent-Teacher Conferences**

Parents are encouraged to contact your child's teacher anytime you want to talk to them about their schoolwork. They should call in advance so a meeting can be scheduled. We cannot call a

teacher's classroom except for an extreme emergency or unless you are returning their call. The teacher will schedule conferences during the school year, and your attendance is encouraged.

To protect instructional time and allow for supervision of children, **parents are not allowed to go to the classrooms to conference with teachers, unless an appointment has been scheduled ahead of time (prior to 7:50 AM or after 3:30 PM).** If you would like to schedule a conference, please send a note or email the teacher to have the teacher contact you. You should expect a call or a note within two school days to schedule a mutually agreed upon date and time. Drop-in appointments cannot be accommodated due to the interruption of instructional time.

## **Parties**

Parties may be held to celebrate holidays / special events. Parents should plan with the teacher before parties are given. **Parties are not to begin prior to 1:30 PM.** It is not a good idea for instructional time to be used for individual birthday parties, therefore, teachers and administration will not support using instructional time to celebrate birthdays. **No balloon arrangements or floral arrangements are allowed on school buses. Please do not send them to school.**

## **PBIS**

**Positive Behavior and Intervention Support (PBIS):** Harnett Primary is a PBIS school. PBIS is a framework that focuses on implementing effective instructional and behavior interventions. Through school-wide, small group, and individual interventions, we are able to improve student academic and behavior outcomes.

PBIS emphasizes using data, measurable outcomes, research-based practices, and school-wide systems to maximize academic engagement and achievement for ALL students.

What does PBIS look like at Harnett Primary?

The foundation for PBIS at Harnett Primary is to focus on the positive behaviors that students exhibit.

Students are expected to show positive behaviors in each area of the school: the hallways, classrooms, cafeteria, bathrooms, school bus and the playground.

**School-wide Systems** Students can earn PBIS cards from any staff member for making good choices.

In the cafeteria, classes use whisper voices to earn compliments and PBIS cards from the teacher assistants.

On the school bus, students can earn PBIS cards by sitting and facing forward in their seats, using whisper voices, and keeping hands and feet to themselves.

At the end of each nine-week period, students who have earned a certain number of PBIS cards are invited to attend a fun activity such as Movie, Popcorn and Drink, Outdoor Fun and Games, etc.

### **Pledge of Allegiance**

Each school shall include a daily recitation of the Pledge of Allegiance to the flag. The school shall not compel any person to stand, salute the flag, or recite the Pledge of Allegiance, but each person shall maintain proper decorum while others participate.

### **Questions**

Do you have a question for the following areas?

<b>PRINCIPAL:</b>	Ms. Calvetta Dunkins
<b>ASSISTANT PRINCIPAL:</b>	Ms. Tamekkia Cotton
<b>GUIDANCE COUNSELOR:</b>	Mrs. Thelma Jarrett
	Ms. Maria Schlabaugh
<b>SECRETARY/BOOKKEEPER:</b>	Mrs. Tonya Roberts
<b>POWERSCHOOL MANAGER:</b>	Mrs. Shelia Wiley
<b>RECEPTIONIST:</b>	Mrs. Deborah Monds
<b>MEDIA SPECIALIST:</b>	Mrs. Jennifer Johnson
<b>TECHNOLOGY FACILITATOR:</b>	Mrs. Carolyn Smith
<b>CAFETERIA MANAGER:</b>	Mrs. Lynne Messer
<b>TRANSPORTATION:</b>	Ms. Tamekkia Cotton

**Telephone:** (910) 892-0126  
**Fax:** (910) 892-5561  
**Cafeteria:** (910) 892- 4195

### **Ready School Accountability Model**

As required by law The No Child Left Behind Act (NCLB) of 2001, Title I Part A. Information is available at our school to include but is not limited to the following:

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

Please contact our school and we will be glad to provide you with this information upon request.

## **Requesting Makeup Work**

### **Absent One Day:**

Child will receive make-up work from the teacher on the day following the absence, if applicable.

### **Absent More than One Day:**

Parent should call and leave a message through the office or email the teacher to have the teacher contact you to request work. The work will be gathered by the teacher and placed in the front office for the parent to pick up. **Please allow 24 hours notice.**

## **Safety Concerns**

This is to address some issues in and around the school that have gotten to the point that they are becoming Safety Issues. The following issues have become so out of hand that they will be addressed accordingly during the 2020-2021 school year:

- Parking in Handicap parking spaces without a Handicap placard to walk children into the building.
- Double parking in the Staff parking lot to walk children in, not only blocks in other cars but also increases the chance of accidents occurring.
- The posted Speed Limit in the school zone that encompasses North Orange Avenue and West Harnett Street is 20 miles per hour from 7:00 AM – 8:30 AM and 2:00 PM – 3:30 PM during school days.
- Pedestrians crossing in the crosswalk have the right of way.

## **Safety Patrol**

Our safety patrol is for our 3<sup>rd</sup> grade students who exemplify model citizenship. These students will be given the opportunity to help with arrival procedures.

## **School Improvement Plan**

Each school is required by state law to develop a School Improvement Plan. At Harnett Primary, we strive for continuous improvement and set goals based on data. The plan for the current year and meeting minutes are available on our website. A School Improvement Team, consisting of staff and parent representatives, oversees the improvement process. Parent representatives are elected by the parents of students in our school. Meetings are announced on our school's webpage. Parents are always invited to attend these meetings.

## **School Property and Textbooks**

The Harnett County School System furnishes technology equipment as well as other academic materials to our students. The care of these items is the responsibility of each student. If library books are damaged or lost, the student is expected to pay for them. If the technology equipment is damaged the student will also be responsible for restitution. It is important that students take good care of our school buildings and all school property. Any student who damages school property, windows, books, technology, and/or equipment is responsible for payment of the damaged property.

### **Signing Students Out**

Your child's instructional day is very important and unless they have a doctor's appointment or family emergency we discourage you from checking them out early. Students may only be released to parents and to those individuals who have been approved by the parents, which can be found on the Student Information Sheet. If there is no court order or separation agreement concerning custody of the child, either parents (or legal guardian) has the same right to see the child at school or have the child released to him/her at the end of the school day. Please be aware that if you need to check-out a student before dismissal, you will need to arrive in the office **no later than 30 minutes prior to dismissal (3:05 PM)**. This allows us to clear the way for carpool to begin promptly at dismissal. It is important for students to be here to get all their instructional time. If this becomes a problem, administration will address this with the parent. If someone other than a parent is to pick up a child use the following procedures:

- The parent **MUST** send a note or fax (892-5561) to the school in advance authorizing the school to release the child to the person assigned to get your child
- Photo ID must be provided
- Notification must be made prior to 2:00 PM

If your child's transportation home in the afternoon changes, please let the teacher or the front office staff know **no later than 2:25 PM**. For the safety of your child, bus and day care riders **WILL NOT** be dismissed to carpool without a note!

### **Suspension**

A daily log as well as a cumulative record of each child's form is kept by the Principal and/or Asst. Principal. Parental involvement is crucial in correcting this misconduct so that the student can return to his/her learning environment. **\*Note: Depending on the nature of the infraction, Administration reserves the right to administer a consequence of suspension.**

When the student returns to his/her regular classroom, various faculty and staff may work with the child to assure that he/she is maintaining appropriate behavior. These may include the Discipline Coordinator, Principal, Assistant Principal, School Counselors, School Resource Officer and School Social Worker.

### **Tardy Policy and Procedures**

If your child arrives after 8:25 AM, you **MUST** bring him/her and sign in at the front office. The student must have a pass from the front office to enter class.

### **Telephone**

The school phone is a business phone and is to be used only for that purpose. Children will not be allowed to use the phone unless it is an emergency. A child cannot be called out of class to receive calls except in case of an emergency.

### **Valuables at School**

School personnel try to prevent losses, but they are not responsible for student's property. Large amounts of money or valuables should not be brought to school. Items that have been found should be turned in to the office. Parents are encouraged to write your child's name on all of your child's possessions that they bring to school such as lunch boxes, jackets and book bags. If clothing has not been claimed in one month, it will become part of our clothes closet or donated to charity.

### **Visitors**

Visitors are always welcome at Harnett Primary School. Visitors should bring their NC Driver's License/Identification Card with them when they sign in as a visitor. For the safety of our students, all visitors must ***report to the office*** upon arrival and obtain a ***visitor's badge*** to be clearly displayed on the front of their clothing. For the safety of our students and staff, visitors not wearing a badge will be escorted to the office by a staff member. Visitors must also return to the office at the end of their visit to sign out.

### **Volunteers**

If you are interested in volunteering, you may fill out the volunteer background check form. You can find this link at [www.harnett.k12.nc.us](http://www.harnett.k12.nc.us). Click on the volunteer circle with the hands holding the heart. Under volunteer links, click Harnett Volunteer Online Registration and follow the instructions. Once you have been approved, please contact the school's volunteer coordinator to offer your assistance.

### **[www.harnett.k12.nc.us/hps](http://www.harnett.k12.nc.us/hps)**

Our web page includes: current events, relevant links, accomplishments, and the School Improvement Plan and meeting minutes. Each teacher also maintains a current web page about events in the classroom.

### **What to Leave Home**

Anything not needed for class should be left at home. Toys should not be brought to school. In addition, items such as cameras, radios, I-Pads/I-Pods, cell phones, recorders, skateboards, pets, matches, lighters, electronic games, etc. are not allowed at school. **No roller book bags or shoeskates are allowed.** Weapons of any type are strictly prohibited. **Students could be suspended for bringing the following items to school: toy guns, swords, pocket knives. The following items violate State and Local laws: fireworks, tobacco of all types, alcohol, and illegal drugs. Possession under any circumstances will be reported to our School Resource Officer and will result in serious penalties. See Harnett County Code of Conduct Policy.**

## **Harnett County Schools Policies and Procedures 2020 - 2021**

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

### Policies and Procedures Included

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

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STUDENT BEHAVIOR POLICY Policy Code: 4300

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

A. PRINCIPLES

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

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

B. COMMUNICATION OF POLICIES

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall incorporate information from such policies into a Code of Student Conduct that notifies students of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. At the discretion of the superintendent, the Code of Student Conduct may include additional rules needed to implement the board's student behavior policies. Each school shall create a student behavior management plan that will elaborate further on processes for addressing student

misbehavior and the use of intervention strategies and consequences (see policy 4302, School Plan for Management of Student Behavior). The Code of Student Conduct must incorporate by reference any additional student behavior standards, prohibited conduct or disciplinary measures identified in individual school behavior plans developed in accordance with policy 4302, provided such measures are consistent with law and board policy. The Code of Student Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

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

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

### C. APPLICABILITY

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

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

### D. CONSEQUENCES FOR VIOLATIONS

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

## 1. Minor Violations

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

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

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

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

## 2. Serious Violations

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

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

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

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

#### G. DEFINITIONS

1. Board -- the Harnett County Board of Education.
2. Classroom -- locations where designated learning experiences take place and/or over which school officials have supervising responsibility.
3. Parent -- natural parent, legal guardian, legal custodian, or person serving in loco parentis having charge or control of any student enrolled in the school system.
4. Principal -- the school principal or any school professional to whom the principal may officially delegate authority.
5. Student -- any person attending any school that is part of the Harnett County School System; unless the context otherwise requires, pronouns referring to students apply to students of both sexes.

6. School Personnel -- any principal, teacher, substitute teacher, student teacher, instructional assistant, supervisor, director, coordinator, administrator and all other personnel paid or unpaid working under the supervision and direction of the Harnett County Schools.

7. School Property - any public school building, school campus, school facility, bus, other vehicle, grounds, recreational area or athletic field owned, leased or used by the school system or otherwise in the charge of the principal or school personnel.

8. School System - the Harnett County School System

## H. CONDUCT RULES

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

### RULE 1 Compliance with Directions of School Personnel

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

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

### RULE 2 Integrity and Civility; Cheating

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

- cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
- plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work;
- providing verbal or written statements of false information;
- violating copyright laws, including unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;

- willfully, directly or indirectly accessing or causing to be accessed any computer, computer network or any part thereof without proper authorization or otherwise violating policy 3225/4312, Technology Acceptable Use.

- cursing or using vulgar, abusive or demeaning language towards another person; and

- playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity.

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

### RULE 3 Disruptive Behavior

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

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

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

- intentional verbal or physical acts which result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;

- participating in any boycott of any lawful school function, mission or process or participating in any sit-in or any walkout which causes or results in the disruption of any lawful function, mission or process of the school district or of any school in the school district;

- engaging in any protest, march, picketing or similar activity (on or off school premises) that causes or results in the disruption of any lawful function, mission or process of the school district or of any school in the school district;

- preventing students from attending a class or school activity;

- except under the direct instruction of the principal, blocking normal pedestrian or vehicular traffic on school premises;

- intentionally making noise or acting in any manner so as to interfere with any teacher's ability to conduct his or her class or to carry on any school activity;
- possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful;
- engaging in behavior which is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
- failing to observe established safety rules, standards and regulations, including on the bus and in hallways; and
- interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

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

#### RULE 4 Student Dress Code

The board prohibits appearance or clothing that does the following:

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

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

#### RULE 5 Misconduct on a School Vehicle

The following conduct is specifically prohibited on a school vehicle:

- stopping, impeding, delaying or detaining a bus or school vehicle;
- throwing or launching objects on the bus;
- disturbing the peace, order or discipline on a bus or school vehicle;
- refusing to obey the driver's instructions;
- refusing to meet the bus at the designated stop;

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

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

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

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

The bus driver may not remove students from the bus in 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 canesword;
- 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 perpetrate 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 perpetrate a terrorist hoax must notify a law enforcement officer or a school employee as soon as practical.

No student shall:

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

e. conspire to commit any of the above-described acts.

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

#### RULE 18 Gang-Related Activities

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

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

1. wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang, as identified by school personnel;
2. commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in any gang;
3. use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in any gang;
  - b. requesting any person to pay protection or otherwise intimidate or threaten any person;
  - c. committing any other illegal act or other violation of school district policies; and
  - d. inciting other students to act with physical violence upon another person.

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

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

#### RULE 19 Criminal Behavior

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

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

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

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

#### REPORTING CRIMINAL BEHAVIOR

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

- assault resulting in serious personal injury;
- sexual assault;
- sexual offense;
- rape;
- kidnapping;
- indecent liberties with a minor;
- assault involving the use of a weapon;
- possession of a firearm in violation of the law;
- possession of a weapon in violation of the law;
- possession of a controlled substance in violation of the law;
- assault on school officials, employees and/or volunteers;
- homicide, including murder, manslaughter and death by vehicle;
- robbery; or armed robbery;

- theft from the person;
- theft of property valued over \$75.00
- breaking or entering of a school;
- theft from a motor vehicle(s);
- theft of a motor vehicle;
- arson;
- possession of stolen property;
- vandalism over \$200.00.

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

#### RULE 20 Attendance

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

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

#### E. ENFORCEMENT

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

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

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

Adopted: April 4, 1977

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

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PROHIBITION AGAINST DISCRIMINATION,  
HARASSMENT, AND BULLYING Policy Code: 1710/4021/7230

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

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment, and Bullying

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

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

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

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school

property and/or reported to law enforcement, as appropriate, in accordance with policy 5020, Visitors to the Schools.

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

## 2. Retaliation

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

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies, and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

## B. APPLICATION OF POLICY

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

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;
2. on any bus or other vehicle as part of any school activity;

3. at any bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. at any time or place when the individual is subject to the authority of school personnel;  
and
6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools.

#### C. DEFINITIONS

For purposes of this policy, the following definitions apply:

##### 1. Discrimination

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

##### 2. Harassment and Bullying

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

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or

2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits or by adversely altering the conditions of an employee's employment.

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

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

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

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress, or completion of a school-related activity;

2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or

3) such conduct is sufficiently severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile, or offensive work or educational environment.

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

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

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

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors, or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment, or bullying. All reports should be made in accordance with policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint

Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

#### E. TRAINING AND PROGRAMS

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

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

#### F. NOTICE

The superintendent is responsible for providing effective notice to students, parents, and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment, and bullying established in policy 1720/4015/7225, Discrimination, Harassment, and Bullying Complaint Procedure. The superintendent must ensure that each school principal provides a copy of this policy and policy 1720/4015/7225 to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school system website, and copies of the policies must be readily available in the principal's office, the media center at each school, and the superintendent's office. Notice of the policies must appear in all student and employee handbooks and in any school or school system publication that sets forth the comprehensive rules, procedures, and standards of conduct for students and employees.

#### G. COORDINATORS

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

1. Title IX Coordinator

Name: Jermaine White

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 419

2. Section 504 Coordinator

Name: Lauren Cappola

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 463

3. ADA Coordinator

Name: Tina Tasker

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 457

4. Age Discrimination Coordinator

Name: Jermaine White

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 419

5. Coordinator for Other Non-discrimination Laws

Name: Jermaine White

Office Address: 1008 South 11th Street, Lillington, NC 27546

Phone Number: 910-893-8151, ext. 419

## H. RECORDS AND REPORTING

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

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

## I. EVALUATION

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

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq., 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 et seq., 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994); Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, U.S. Department of Education, Office for Civil Rights (2001); Notice of Non-Discrimination, U.S. Department of Education, Office for Civil Rights (2010); Dear Colleague Letter, U.S. Department of Education, Office for Civil Rights,

(October 26, 2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; Dear Colleague Letter, U.S. Department of Education, Office for Civil Rights, (April 4, 2011) available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>; *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 115C-335.5, -407.15 through -407.18; 126-16; State Board of Education Policy SSCH-000

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

Adopted: 12/07/2009

Revised: 02/22/2012; 12/07/2015; 03/05/2018

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DISCRIMINATION, HARASSMENT, BULLYING  
1720/4015/7225

Policy Code:

AND CYBERBULLYING COMPLIANT PROCEDURE

The board takes seriously all complaints of unlawful discrimination, harassment, and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied, or harassed in violation of policy 1710/4021/7230, Prohibition Against Discrimination, Harassment, and Bullying, Prohibition Against Discrimination, Harassment, and Bullying or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, or bullying also should report such violations to one of the school system officials listed in subsection C.1. of this policy, or online through the school system's online reporting system. Reports may be made anonymously.

## A. DEFINITIONS

### 1. Alleged Perpetrator

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

### 2. Complaint

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

### 3. Complainant

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

### 4. Days

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

### 5. Investigative Report

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

### 6. Investigator

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

### 7. Report

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

## B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

### 1. Mandatory Reporting by School Employees

Any employee who witnessed or who has other reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy 1710/4021/7230 or policy 1730/4022/7321 must report the offense immediately to an

appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment, or bullying shall be subject to disciplinary action.

## 2. Reporting by Other Third Parties

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

## 3. Anonymous Reporting

Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

## 4. Investigation of Reports

Reports of discrimination, harassment or bullying will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances, regardless of the alleged victim's willingness to cooperate. At the option of the alleged victim, the report may be treated as a formal complaint by the alleged victim under this policy.

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

## 1. Filing a Complaint

Any individual who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the assistant superintendent of human resources if the alleged perpetrator or alleged victim is an employee of the school system (or the superintendent if the assistant superintendent of human resources is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment or (See policy 1710/4021/7320 for contact information)
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see policy 1710/4021/7230 for contact information); or

f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy 1710/4021/7230.

## 2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 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.

## 3. Informal Resolution

The board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The board encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence, complaints by a student of sexual harassment perpetrated by an employee, or when otherwise inappropriate. Informal procedures may be used only if the parties involved voluntarily agree.

If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to end the informal process and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time. If informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate. If the complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the procedures outlined in the remainder of this policy.

## 4. Other Resources

Individuals may also contact the Office for Civil Rights at the U.S. Department of Education:

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)

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

## 1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment, or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows:
  - i. If the alleged incident occurred under the jurisdiction of the principal. The investigator is the principal or designee, unless the alleged perpetrator is the principal, the assistant superintendent of human resources, the superintendent, or a member of the board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the assistant superintendent of human resources or designee.
  - ii. If the alleged perpetrator is the principal, the assistant superintendent of human resources or designee is the investigator.
  - iii. If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the assistant superintendent of human resources or designee is the investigator unless the alleged perpetrator is the assistant superintendent of human resources, the superintendent or a member of the board.
  - iv. If the alleged perpetrator is the assistant superintendent of human resources, the superintendent or designee is the investigator.
  - v. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the assistant superintendent of human resources who shall immediately notify the board chair. The board chair shall direct the board attorney to respond to the complaint and investigate.)
  - vi. If the alleged perpetrator is a member of the board, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the board attorney to respond to the complaint and investigate. Unless the board chair is the alleged perpetrator, the superintendent shall also notify the board chair of the complaint.)
- b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA coordinator, or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.
- c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.
- d. Written documentation of all reports and complaints, as well as the school system's response, must be maintained in accordance with policy 1710/4021/7230.

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

## 2. Conducting the Investigation

a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy 1710/4021/7230 or policy 1730/4022/7231. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); (4) any other individuals, including, other possible victims, who may have relevant information. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.

b. The complaint and investigation will be kept confidential to the extent possible. 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. Any requests by the complainant for confidentiality will be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.

c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances. The investigator shall submit a written investigative report to the superintendent and as applicable, to the Title IX, Section 504, ADA, or other coordinator.

## 3. Notice to Complainant. Alleged Perpetrator

a. The investigator shall provide written notification to the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

i. reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;

ii. as needed, reasonable steps to address the effects of the discrimination, harassment or bullying, on the complainant; and

iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

b. If required by law, information regarding specific disciplinary action imposed on the alleged perpetrator(s) will be given to the complainant such as, when the information relates

directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant). School officials are encouraged to consult with the superintendent and board attorney before releasing such information, however.

c. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy 1710/4021/7230. If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

#### 4. Appeal

a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the assistant superintendent of human resources or the superintendent, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the notice of the results 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.

b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the board within 5 days of receiving the superintendent's response. The board will review the documents, direct that further investigation be conducted if necessary, and take any other steps that the board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the board will hold a hearing pursuant to policy 2500, Hearings Before the Board. The board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

#### E. TIMELINESS OF PROCESS

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

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the

investigation, review, or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

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

#### F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the board or by an employee of the school system against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The board and school system officials will consider requests to hear complaints from a group, but the board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school system officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

#### G. RECORDS

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

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq., 34 C.F.R. pt 110; Americans with Disabilities Act, 42 U.S.C. 12101 et seq., 28 C.F.R. pt. 35; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994); Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, U.S. Department of Education, Office for Civil Rights (2001); Notice of Non-Discrimination, United States Department of Education, Office of Civil Rights (2010); Gebser v. Lago Vista Independent School District, 524 U.S. 274, (1998); Davis v. Monroe County Board of Education, 526 U.S. 629 (1999); G.S. 115C-407.15 through -407.1810

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

Adopted: December 7, 2009

Revised: February 22, 2012; May 5, 2014; March 5, 2018

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HARNETT COUNTY COMPLIES WITH FEDERAL  
REGULATIONS, ENCOURAGES PARENTS TO STUDY THE FOLLOWING  
STATEMENTS

In compliance with federal law, Harnett County Schools administers all state and federally operated educational programs, employment activities, and admissions without discrimination because of race, religion, national or ethnic origin, color, age, military service, disability or gender except where exemption is appropriate and allowed by law. Inquiries or complaints

should be directed to Tina Tasker (ADA-Americans with Disabilities Act), Lauren Cappola (Section 504), or Jermaine White (Title IX) at:

Harnett County Board of Education

1008 South 11th Street, Lillington, NC 27546

Telephone: (910) 893-8151 - Fax: (910) 893-8839

## 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 11th Street, Lillington, phone number: 910-893-8151. (Re: Federal Register Vol. 45, No. 92, May 9, 1980, Page 30939, Section 104.7 and 194.8).

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ANTI-HARASSMENT STATEMENT

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

#### DECLARACIÓN EN CONTRA DEL HOASTIGAMIENTO

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

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## 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 grievant's legal rights are not permitted.

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

#### D. GENERAL REQUIREMENTS

1. No reprisals of any kind will be taken by the board or by an employee of the school system against any grievant or other student or employee because of his or her participation in a grievance filed and decided pursuant to this policy.

2. All meetings and hearings conducted pursuant to this policy will be private.

3. The board and school system officials will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to hear and respond to grievants individually.

4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, if the grievant intends to be represented by legal counsel, he or she must notify the appropriate school official in advance so that school personnel also will have the opportunity to be represented by legal counsel.

#### E. PROCESS FOR GRIEVANCE

##### 1. Filing a Grievance

a. Whenever a student or parent or guardian believes that he or she has been adversely affected by a decision of a school employee, the student or parent or guardian may file a grievance as provided in this policy.

b. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day

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

c. A student or parent or guardian who has a grievance must provide the following information in writing to the principal: (1) the name of the school system employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; and (4) the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in board policy 1742/5060 is appropriate and the principal shall address the concern following that policy.

d. Even if the principal is the employee whose decision or action is at issue, the student must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the superintendent or designee.

e. If a student wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student, the general process described in this policy will be used, except that the grievance will be submitted to the assistant superintendent of human resources, who shall forward the grievance to the board chairperson.

## 2. Investigation

a. The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days after the grievance has been filed with the principal. The

student may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the student.

b. The principal shall conduct any investigation of the facts necessary before rendering a decision.

### 3. Response by Principal

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

b. A copy of the grievance and the principal's response shall be filed with the superintendent.

### 4. Response by Superintendent

a. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the superintendent. The appeal must be made in writing within five days of receiving the principal's decision.

b. The superintendent may review the written documents and respond, or the superintendent may schedule and hold a conference with the grievant, principal, and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal. The student may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the student.

c. The superintendent shall provide a written response within 10 days after receiving the appeal. In responding, the superintendent may not disclose information about other students or employees that is considered confidential by law.

## 5. Appeal to the Board

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

### a. Mandatory Appeals

1) If the grievant is dissatisfied with the superintendent's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant may appeal the decision to the board within five days of receiving the superintendent's response.

2) A hearing will be conducted pursuant to board policy 2500, Hearings Before the Board.

3) The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

### b. Discretionary Appeals

1) If the grievant is dissatisfied with the superintendent's response to his or her grievance but has not alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, then within five days of receiving the superintendent's response, the grievant may submit to the superintendent a written request for a hearing before the board of education.

2) If the full board will be meeting within two weeks of the request for a hearing, the board will decide at that time whether to grant a hearing. Otherwise, the board chair will appoint a

three-person panel to review the request and determine to (1) deny the appeal; (2) review the superintendent's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.

3) If the board denies the appeal, the decision of the superintendent will be final and the grievant will be notified within five days of the board's decision.

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

5) The board will provide a final written decision within 30 days of the decision to grant an appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

#### F. NOTICE

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

#### G. RECORDS

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

#### H. NOTICE

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

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

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Discrimination, Harassment and Bullying Complaint Procedure (policy 1720/4015/7225), Responding to Complaints (policy 1742/5060), Sexual Harassment Complaint Procedure for Students (policy 1745/4027), Hearings Before the Board (policy 2500), Student Discipline Policies (4300 series)

Adopted: May 4, 2009

Revised: March 5, 2018

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

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

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

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

procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, DC 20202-4605

## 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

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

### A. Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina.

### B. 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 physician. 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 State Board of Health;
3. death in the immediate family;

4. medical or dental appointment;
5. participation under subpoena as a witness in a court proceeding;
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.

In the case of excused absences, short-term out-of-school suspensions, 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 work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) 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.

### C. School-Related Activities

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. 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;
5. Career and Technical Education student organization activities approved in advance by the principal; and
6. in-school suspensions.

Assignments missed for these reasons 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.

#### D. Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall review other measures of academic achievement, the circumstances of the absences, the number of absences, and the

extent to which the student completed missed work. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade for the semester;
2. the student's grade will be reduced;
3. the student will receive the grade otherwise earned; or
4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy. In addition, 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.

Excessive absences may impact eligibility for participation in interscholastic athletics. See 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; State Board of Education Policies ATND-000, -003, NCAC-6E.0104

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), Short-Term Suspension (policy 4351)

Adopted:

Revised: September 10, 2018

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## 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

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SMOKING AND TOBACCO PRODUCTS Policy Code: 5026/7250

The board of education promotes the health and safety of all students and staff and the cleanliness of all school facilities. The board believes that the use of tobacco products on school grounds, in school buildings and facilities, in or on any other school property owned or operated by the school board, or at school-related or school-sponsored events is detrimental to the health and safety of students, staff, and school visitors. To this end, and to comply with state and federal law, the board adopts this tobacco-free policy that prohibits smoking and the use of tobacco products as follows. For the purposes of this policy, the term “tobacco product” means any product that contains or is made or derived from tobacco and is intended for human consumption, including all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers, and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.
2. In addition, persons attending a school-sponsored event at a location not specified in subsection 1 above are prohibited from using tobacco products when (a) in the presence of

students or school personnel, or (b) in an area where use of tobacco products is otherwise prohibited by law.

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

4. The administration will consult with the county health department and other appropriate organizations to provide employees with information about support systems and programs to encourage employees to abstain from the use of tobacco products. The school system may, from time to time, provide free non-smoking programs and services to employees of the school system after the regular school day.

5. The principal of each school and other school personnel responsible for school facilities shall post signs in system facilities in a manner and location that adequately notify staff, students, and visitors that the use of tobacco products by any person is prohibited at all times in or on school property.

6. The superintendent and designees shall ensure that adequate notice of this policy is provided to students, parents, school personnel, and the public.

7. All school personnel are required to adhere to and enforce this policy and other policies, rules, or regulations addressing the use of tobacco products.

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

Cross References: Tobacco Products – Students (policy 4320)

Adopted: 12/05/2004

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

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TECHNOLOGY ACCEPTABLE USE

Policy Code: 3225/4312

A. Expectations for Use of School Technological Resources

The use of school system technological resources is a privilege not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of the Internet and other school technological resources.

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

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

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

B. Rules for Use of School Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Under no circumstance may software purchased by the school system be copied for personal use.
3. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.
5. The use of anonymous proxies to circumvent content filtering is prohibited.
6. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
7. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
8. Users must respect the privacy of others. When using e-mail, chat rooms, blogs, or other forms of electronic communication, students must not reveal personal identifying information or information that is private or confidential, such as the home address or telephone number, credit

or checking account information, or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition, school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

9. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

10. Users may not create or introduce games, network communications programs, or any foreign program or software onto any school system computer, electronic device, or network without the express permission of the technology director or designee.

11. Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems, or accounts.

12. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

13. Users may not read, alter, change, block, execute, or delete files or communications belonging to another user without the owner's express prior permission.

14. Employees shall not use passwords or user IDs for any data system (e.g., the state student information and instructional improvement system applications, time-keeping software, etc.) for an unauthorized or improper purpose.

15. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

16. Teachers shall make reasonable efforts to supervise students' use of the Internet during instructional time.

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

#### C. RESTRICTED MATERIAL ON THE INTERNET

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

#### D. PARENT CONSENT

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

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

#### E. PRIVACY

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

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

#### F. USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

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

#### G. PERSONAL WEBSITES

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

### 1. Students

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

### 2. Employees

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

### 3. Volunteers

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

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 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

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### STUDENT MEMBERSHIP & PARTICIPATION IN EDUCATIONAL WEBSITES

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

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

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

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

Student’s Name

Homeroom Teacher

Parent/Guardian Name (Printed)

Parent/Guardian Signature

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NETWORK SECURITY

Policy Code: 6524

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

#### A. NETWORK AND INFORMATION SECURITY

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

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

## B. SECURITY AWARENESS

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

## C. MALWARE PROTECTION

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

## D. TRAINING FOR USE OF TECHNOLOGICAL RESOURCES

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

## E. ACCESS TO INFORMATION TECHNOLOGY SYSTEMS

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

### 1. User ID and Password

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

## 2. Student Information System

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

## 3. Remote Access

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

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

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

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

Adopted: July 9, 2009

Revised: July 13, 2011; February 4, 2019

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## USE OF WIRELESS COMMUNICATION DEVICES

Policy Code: 4318

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

### A. AUTHORIZED USE

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

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

## B. CONSEQUENCES FOR UNAUTHORIZED USE

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

The disciplinary consequences for violations of this policy will be consistent with section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy. The following factors should be considered when determining appropriate consequences whether the wireless communication devices was used: (1) to reproduce images of tests, to obtain unauthorized access to school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; (2) to bully or harass other students (3) to send illicit text messages (4) to take and/or send illicit photographs; or (5) In any other manner that would make more severe disciplinary consequences appropriate.

## C. LIABILITY

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

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

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

Adopted: July 7, 2009

Revised: September 10, 2018

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## Student Health

### Health Assessment

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

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

The NC Health Assessment Transmittal 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 7th 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 2nd dose is now required before entering school for the first time.

- Polio- 4 doses-The fourth dose must be administered after the 4th birthday. 3 doses if the third dose was administered after the 4th birthday and at least 6 months after the 2nd 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 4th dose was given after the 4th birthday, the 5th 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 5th birthday has passed.

Additional Requirements – Student entering 7th 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 7th 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 hand washing, 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. 4th 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      Exclude if:

Bowel movements (stool) is not contained in the diaper, for diapered children

- Diarrhea is causing “accidents” for toilet trained children
- Stool frequency exceeds 2 stools above normal for that child during the school day
- Stool contains blood or mucus

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 aureas)      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 (chicken pox) 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 anti-fungal 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: \_\_\_\_\_ 0Bus \_\_\_\_\_

Grade \_\_\_\_ Homeroom Teacher: \_\_\_\_\_ Cell Phone

Work Phone

Home Phone

Alt. Contact: \_\_\_\_\_ Ph. No.: \_\_\_\_\_

Health Insurance for Student:    Medicaid    HealthChoice    Private Insurance    No Health Insurance

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.

My child does not have a current medical condition.

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

ADHD

Allergic to: Wasp Beesting Mosquito

Epinephrine  Antihistamine

Allergic to: \_\_\_\_\_ Food

Epinephrine  Antihistamine

Allergic to Latex

Epinephrine  Antihistamine

Allergic to \_\_\_\_\_ Medicine

Allergic to Seasonal / Environmental: pollen dust cat dog smoke  Zyrtec

Claritin  Allegra

Nasal Spray

Asthma

Inhaler:  Preventive  Rescue

Nebulizer Used: \_\_\_\_\_

Rescue inhaler needed for PE

Nebulizer needed at school

Diabetes

diet  oral med.  Insulin  pump

diet  glucometer  insulin

pump

Heart Condition, describe:

Sickle Cell  Trait Only

0Seizures / Epilepsy

Date of last seizure: \_\_\_\_\_ 0Diastat 0Midazolam 0Oral  
Medication: \_\_\_\_\_ 0Diastat 0Midazolam

0Stomach Problems

0 Reflux 0IBS 0Crohn's Other: \_\_\_\_\_

0 Hearing Problems

0 Deaf: R L 0Hearing Aid: R L 0 FM System

0Vision Problems

0Glasses 0Best Correction 0Contacts  
0Visually Impaired 0Blind: R L 0Color Blind

Other Medical Conditions:

Special Diet Needs at School

See school nurse for required Diet Order form (to be signed by healthcare provider)

Diet modifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for modifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Special Devices

0Wheelchair

0Walking Aid –describe: \_\_\_\_\_

\_\_\_\_\_

0Special lift device (bathroom

assistance)

Other: \_\_\_\_\_

\_\_\_\_\_

### Skilled Procedures

See school nurse for Skilled Procedure(s) Form (to be signed by Healthcare provider)

Tube Feeding

Catheterization \_\_\_ Self \_\_\_ Staff

Tracheostomy Care \_\_\_ Suction Mach.

Ileostomy      Colostomy

Other, please describe: \_\_\_\_\_

\_\_\_\_\_

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.

Parent/Legal Guardian Signature:

Date:    /    /