

***Handbook of Information for Students and Parents of
Western Harnett High School***

Mascot
Eagle

Color
Red, White, and Royal

Motto
Serving Students with Excellence

Western Harnett High School Administration

Principal
Mr. Chris Pearson

Assistant Principal
Mrs. Molly Pope

Assistant Principal
Mrs. Emily Rosser

Assistant Principal
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Lillington, NC 27546

Telephone:
(919) 499-5113

School Website:
<http://www.harnett.k12.nc.us/education>
(click on “schools” in the top column, then click on Western Harnett High)

Harnett County Board of Education Members

Mr. William Morris, Chair – District II
Mr. Eddie Jagers, Vice Chair – District IV
Ms. Vivian Bennett – District I
Mr. Roger Farina – District V
Jason Lemmon – District III

Harnett County Schools Administration

Mr. Aaron Flemming, Superintendent
Mr. Brook Matthews, Assistant Superintendent – Auxiliary Services
Mrs. Brookie Ferguson, Assistant Superintendent – Curriculum & Instruction
Mrs. Monica Thompson, Assistant Superintendent – Human Resources
Mrs. Vera Jones, Assistant Superintendent – Student Support Services



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Chris Pearson, Principal

Phone (919) 499-5113

Dear Students and Parents,

On behalf of the Faculty and Staff here at Western Harnett High School, I would like to welcome you to the 2017-2018 School Year. The mission of Western Harnett High School is to serve students with excellence as we prepare you for higher education, the workforce, and your journey beyond high school. Student success is a shared responsibility between school staff, students, and parents. Inside this handbook you will find a wealth of information regarding the practices and procedures of Western Harnett High School, including our expectations for appropriate behavior among young adults. The standards are high and I encourage you to be proud of your school, take ownership in your school, and let us work together to help you be successful. Please take time to review the information, and be sure to take advantage of the sections devoted to proper academic preparation and planning. I encourage you to communicate your concerns and/or ideas with the school and that you provide your undivided support in making this a most successful year. I am excited to begin our journey together and celebrate our achievements for the upcoming year.

Chris Pearson, Principal

School Calendar 2017-2018

August 28	First day of School	March 30	Easter Holiday
September 4	Labor Day Holiday	April 2-6	Scheduled Leave – No School
October 13	Early Release	May 28	Memorial Day Holiday
November 10	Veterans Day Holiday	June 8	Early Release (Dismiss at 11:20)
November 22	Early Release (Dismiss at 11:20)	June 11–14	Teacher Workday (No School for Students)
November 23 & 24	Thanksgiving Holiday		
December 19-20	Teacher Workday (No School for Students)		
December 20-22	Scheduled Leave – No School (Unless Inclement Weather)		
December 25-27	Christmas Holidays		
December 28-29	Scheduled Leave – No School (Unless Inclement Weather)		
January 1	New Year’s Holiday		
January 15	Martin Luther King Holiday		
January 23-24	Teacher Workday – No School for Students (Unless Inclement Weather)		
February 26	Early Release (Dismiss at 11:20)		

Dates of Report Cards

- 1st Grading Period: October 17
- 2nd Grading Period: November 30
- 3rd Grading Period: January 31
- 4th Grading Period: March 13
- 5th Grading Period: May 3
- 6th Grading Period: Mailed home within 10 days of end of school

DAILY SCHEDULE

Morning Bell (Breakfast)	7:20 – 7:35
Tardy Bell	7:35
1 st Period	7:35 – 8:55
2 nd Period	9:00 – 10:20
Soar (Intervention/Enrichment)	10:25 – 11:05
3 rd Period	11:10 – 1:05
1 st Lunch	11:10 – 11:35
2 nd Lunch	11:40 – 12:05
3 rd Lunch	12:10 – 12:35
4 th Lunch	12:40 – 1:05
4 th Period	1:10 – 2:30
Dismiss School	2:30

2:45 – Bell for all unsupervised students to have vacated the building

Lunch Charge

Policy Code: **622**

- The Child Nutrition Program of Harnett County Schools is a non-profit, self-supporting program. All monies collected are used to operate the program which covers the costs of food, supplies, labor, equipment and equipment repair. Our goal is to provide high quality, nutritious meals to our students at a reasonable cost. The Child Nutrition Program is governed by a variety of local, state and federal policies. According to the OMB A-87 Circular, Local Educational Agency Child Nutrition Programs are not allowed to use federal funds to offset meal charges to students or adults. Audit standards require that a charge policy be developed for each Child Nutrition Program. School meals may be prepaid in advance by several methods. Advanced payment by cash, check or money order may be sent to the school cafeteria. Also meal payments may be made by credit or debit card at lunchprepay.com.
- Students in grades 9-12 will not be allowed to charge lunch.
- There will be no adult charges.

**HARNETT COUNTY SCHOOLS
MEAL PRICES FOR 6-12 GADES
SCHOOL YEAR 201-16**

<u>Breakfast</u>		<u>Lunch</u>	
Paid	\$1.25	Paid	\$2.40
Reduced	\$.00	Reduced	\$.40
Free	\$.00	Free	\$.00
Adult	\$1.50	Adult	\$3.50

Transcripts

- A complete high school transcript shall be issued to all students receiving either the Diploma of Graduation or the Certificate of Completion. The transcript shall provide the following information:
- All courses completed and grades earned;
- A record of school attendance for grades 9-12;
- Standardized Test Scores; and
- Immunization Records

Grading Period/Report Cards

- Each grading period consists of 6 weeks. The homeroom teacher distributes report cards to students approximately one week following the end of each 6-week grading period.

End-of-Course Testing and Other State-Mandated Tests

- In response to legislation by the 1984 North Carolina General Assembly, the North Carolina Board of Education began the process of developing End-of-Course (EOC) tests for high school courses required for admission by the University Of North Carolina System Of Higher Education. These tests, developed by North Carolina teachers, are reflective of the goals and objectives of the Standard Course of Study and provide information about each individual student's performance relative to that of other students in North Carolina. The final exams and EOC exams count 25% of the semester grade. Students who do not take the EOC exam will not be eligible to attend summer school for that course. Note: Parents must alert the testing coordinator at least five (5) days prior to any EOC or non-EOC exam if a child will be absent. During the 2016 - 2017 school year, the following End-of-Course (EOC) exams will be administered during the regularly scheduled final exam period. The results will be used as the student's final exam grade.
 - i. Math I
 - ii. Biology
 - iii. English II
- All Career and Technical Education (CTE) courses have a state-mandated post assessment that count as the final exam for the course.
- All other core classes will have a state mandated NC Final Exam.

- All 10th grade students will take the PLAN test.
- All 11th grade students will take the ACT.

(Any student who creates a disruption during a state-mandated test or who refuses to take the test will be referred to the office and suspended from school during the testing time period.)

North Carolina Scholars Program

Students satisfactorily completing requirements as identified by the State Board of Education shall be named North Carolina Scholars. An appropriate seal issued by the State Board of Education in recognition of this achievement will be affixed to the diploma. The requirements to be recognized as a North Carolina Scholar are as follows:

North Carolina Scholars Program Course of Study

Requirements for all students:

Units per Program Area

4 English

4 Mathematics (*Algebra I, Algebra II, Geometry, and a higher level math course with Algebra as prerequisite)

3 Science (a Physics or Chemistry course, a Biology course, and an Earth/Environmental Science course)

3 Social Studies (World History, Civics/Economics, and U. S. History)

2 Language other than English (two credits of the same language)

1 Healthful Living

1 Career and Technical Education

1 Arts Education (Dance, Music, Theatre Arts or Visual Arts)

Elective credits to include at least two second level or advanced courses (examples of electives include JROTC and other courses that are of interest to the student)

- * There is a provision that only courses taken in grades 9-12 may be used to satisfy the N.C. Scholars Program. If a student takes one or more of the required courses in grade 8, he/she must also satisfy the units required by the program in grades 9-12 (i.e., Algebra I may be taken in grade 8, but the student must then take Geometry, Algebra II, and two other advanced math courses in grades 9-12).

A student must have a 3.5 *unweighted* GPA at the end of his/her senior year to be a N.C. scholar.

Scholastic Awards

- Special awards for excellence in different subjects will be given to outstanding students. The specific awards will be identified by the different departments of the school. These awards will be presented at an awards assembly that will be held at the end of the school year.

Scholastic Honors

A. Beta Club

Students who possess qualities of leadership, scholarship, and character, and who have completed two semesters with an academic average of 3.5 or above will be eligible for membership in the Beta Club. An average of 3.25 must be maintained to remain a member in good standing.

B. Academic Letter Criteria

Students who have a 3.63 GPA will receive an Academic letter or insignia in a spring ceremony.

C. Principal's List

Students must have a 4.0 or higher average on each course taken.

D. Honor Roll

Students must have a 3.0 or higher average on each course taken.

E. Marshals

The twenty-five top-ranking members of the junior class at the end of the first semester of the junior year will serve as marshals for graduation exercises.

F. Salutatorian

The Salutatorian will be the senior student with the second highest academic average for the four high school years and will be determined at the end of the second semester of the senior year.

G. Valedictorian

The Valedictorian will be the senior student with the highest academic average for the four high school years and will be determined at the end of the second semester of the senior year.

Weighted Courses and Class Rank

- Grade point average and class rank will be calculated by a standard method by all public high schools in the state. All courses attempted in grades 9-12 will be used in computing averages and rank. These GPA's will be on a weighted grading scale.

Academic Course Levels and Associated Weights

- Following is a list of courses and the number of quality points that will be added to each course taken and passed:

Honors English I, II, III, and IV (1)	AP English Literature (2)
French III and IV (1)	AP US History (2)
Spanish III and IV (1)	AP English Language (2)
Honors World History (1)	AP Statistics (2)

Honors American History I and II (1)
Honors Math II and III (1)
Pre-Calculus (1)
Discrete Math (1)
Honors Proficient Band (1)
Honors Chemistry (1)
Honors Earth Science (1)
Honors Anatomy & Physiology (1)
Honors Accounting (1)
Honors Horticulture II (1)
Honors Landscaping (1)

AP Calculus (2)
AP Biology (2)
AP European History (2)
AP Computer Science (2)

- **New Weighting Scale effective with Freshman Class of 2015-16**
 - Honors Courses = One-half (.5) quality point
 - Advanced Placement Course = One (1) quality point
 - Community College and Four-Year University and College Courses = One (1) quality point
- All other courses in the curriculum are not weighted.*

- Course content, pace and academic rigor of Advanced and Honors courses put high expectations on the student and surpass standards set by the North Carolina Standard Course of Study. Such courses demand a greater independence and responsibility.
- Course content and rigor of Advanced Placement (AP) courses are college-level as adopted by the College Board and are geared to enable students to pass the College Board Advanced Placement Examinations. Students taking these courses will be expected to take the tests. College credit and/or placements vary from college to college.
- All weighted courses are available and open to any student who is willing to devote the extra time and energy necessary to achieve success in these courses.

Grading Scale and Quality Points

- Calculations are based on a standardization of academic course levels, grading scales, and the weighting of course grades. Class rank is based on a weighted grade point average in which a single (1) quality point is added to passing grades earned in Advanced/ Honors courses and two (2) quality points are added to passing grades earned in Advanced Placement courses.
- **New Grading Scale:** Beginning in 2015-16, Harnett County Schools' students in grades 3-12 will be graded on a ten-point grading scale as follows:
 - 90-100% = A
 - 80-89% = B
 - 70-79% = C
 - 60-69% = D
 - <59 = F
- **Transcript:** Transcript grades and the corresponding number of quality points are shown below.
 - 90-100 = 4.0
 - 80-89 = 3.0
 - 70-79 = 2.0
 - 60-69 = 1.0
 - <59 = 0.0

MINIMUM UNDERGRADUATE ADMISSIONS REQUIREMENTS AT ALL 16 CONSTITUENT INSTITUTIONS OF THE UNIVERSITY OF NORTH CAROLINA

Individual constituent institutions may require other courses in addition to the minimum requirements. For some students and students who graduated from high school prior to 1990, special considerations have been made. "Course units" as defined in these requirements may include those high school-level courses taken and passed by an applicant after graduating from high school, as well as those taken while enrolled as a high school student. For some transfer students and students who graduated from high school prior to 1990, special considerations have been made.

EFFECTIVE IN FALL 2004 AND FALL 2005

Six course units in language, including:

- Four units in English emphasizing grammar, composition, and literature, and
- Two units of a language other than English.

Three course units of mathematics, in any of the following combinations:

- Algebra I and II, and Geometry,
- Algebra I and II, and one unit beyond Algebra II

(The fourth unit of math affects applicants to all institutions except the North Carolina School of the Arts.) It is recommended that prospective students take a mathematics course unit in the twelfth grade.

Three course units in science, including:

- At least one unit in a life or **biological science** (for example, Biology)
- At least one unit in a **physical science** (for example, Physical Science, Chemistry, Physics), and
- At least one **laboratory course**

Two course units in social studies, including:

- One unit in U.S. History, but an applicant who does not have the unit in U. S, History may be admitted on the condition that at least three semester hours in that subject will be passed by the end of the sophomore year.
- The University of North Carolina is composed of the following constituent institutions:

Appalachian State University
East Carolina University
Elizabeth City State University
Fayetteville State University
North Carolina A & T State University
North Carolina Central University
North Carolina School of the Arts
North Carolina State University

UNC- Asheville
UNC- Chapel Hill
UNC- Charlotte
UNC- Greensboro
UNC- Pembroke
UNC- Wilmington
Winston-Salem University

NORTH CAROLINA and HARNETT COUNTY GRADUATION REQUIREMENTS

Revised 2/15/2012

Content Area	For Ninth Graders Entering in 2009-10 and Later FUTURE READY CORE	For Ninth Graders Entering in 2012-13 and Later FUTURE READY CORE	For Ninth Graders Entering in 2000 and Later OCCUPATIONAL Course of Study
English	4 Credit English I, II, III, IV		4 Credit Occupational English I, II (including Eng II EOC), III, IV
Mathematics	4 Credits Math I, Math II, Math III (or Integrated Math I, II, II) and a 4th Math Course aligned with the student's post high school plans		3 Credits OCS Math I (Intro to Math) OCS Math II (OCS Alg I - Math A including Alg I EOC), and OCS Math III (Financial Mgmt)
Science	3 Credits A Physical Science course, Biology, Earth/Environmental Science		2 Credits OCS Life Sci I: Applied Science OCS Life Sci II: Biology (including Bio EOC)
Social Studies	3 Credits Civics and Economics, US History, and World History****	4 Credits Civics and Econ, American History I and American History II, and World History**** (or AP US History and an additional social studies course*****)	2 Credits OCS Social Studies (Gov/US Hist) OCS Social Studies II (Self-Advocacy/Problem Solving)
Second Language	4-year college admission requires minimum 2 credits of same language.		Not required.
Health and PE	1 Credit Health/Physical Education		
Electives or other requirements*** *Career/Tech *JROTC *Arts Education (Dance, Music, Theatre Arts, Visual Arts)	11 Credits Required combination of electives as follows:	10 Credits Required combination of electives as follows:	12 Credits Occupational Prep I, II, III, IV** Elective credits/completion of IEP objectives/Career Portfolio required
	<p>2 Elective credits of any combination from either: -Career and Technical Education (CTE) -Arts Education -World Language</p> <p>4 Elective credits strongly recommended (four course concentration) from one of the following: -Career and Technical Education (CTE) -JROTC -Arts Education (e.g. dance, music, theatre arts, visual arts) -Any other subject are (e.g. mathematics, science, social studies, English)</p>		4 Credits Career and Technical Education (CTE) electives
Additional Requirements	<p>*Local attendance requirements *Meeting CPR requirements *Successful completion of state-mandated assessments (Math I EOC, Biology EOC, and English II EOC, PLAN, ACT, Work Keys for CTE Completers, etc.) including students in the Occupational Course of Study. *Career Portfolio required for students in the Occupational Course of Study.</p>		
Total	26 Credits plus any local requirements (NOTE: 28 Credits were required prior to June 2011)		
<p>**Completion of 300 hours of school-based training, 240 hours of community based training, and 360 hours of paid employment ***Examples of electives include JROTC and other courses that are of interest to the student ****A student who takes AP US History instead of taking American History I and American History II must also take an additional social studies course in order to meet the four credits requirement</p>			

Extracurricular Clubs and Activities

Beta	HOSA	Photography
Science	Student Government	FCCLA
Network of Christians	Drama	FBLA
Foreign Language	Marching Band	Key
FFA	DECA	

Athletics

Football	Volleyball	Soccer (Boys & Girls)	Cheerleading
Tennis (Boys & Girls)	Basketball (Boys & Girls)	Wrestling	Cross Country (Boys & Girls)
Baseball	Softball	Track (Boys & Girls)	Golf (Boys & Girls)

Athletic Eligibility

Before being allowed to participate in any varsity or junior varsity sport, a student must have a physical examination. The physical examination, athletic participation, insurance forms and drug contract may be obtained from the coach of each sport. These forms must be completed and given to the coach before the student athlete can participate in practice or games. In addition, each student athlete and parent/guardian must sign a sportsmanship pledge and return it to the coach.

- Students who owe fees or other debts to Western Harnett High School will not be allowed to participate in extracurricular sports/activities.
- To be eligible to participate in any sport a student must meet all of the eligibility requirements of the North Carolina High School Athletic Association. Included among these requirements are the following:
 - passing a minimum of 3 courses, Senior Athletes who have FLEX would be required to pass all of your courses per semester
 - Be in attendance a minimum of 85% of the previous semester. (cannot miss more than 13 days in the previous semester; must attend 77 days during previous semester – reason for the absences is not relevant: ANY absences over 13 make you ineligible) not reaching age 19 on or before August 31 of the current year.

365-Day Rule

Any student granted a voluntary reassignment from the school serving the attendance area in which the student resides shall not participate in athletic activities that come under the jurisdiction of the North Carolina High School Athletic Association (NCHSAA) and the State Board of Education for 75 days after the first approved transfer date; however, if it is later determined that athletic participation is a reason for the transfer request, the transfer may be revoked by the Superintendent.

Participation in Athletics during Alternative School Assignment

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

North Carolina Dropout / Driver's Licensing Legislation

The new legislation is directed to all North Carolina students under the age of 18 who are eligible for a driver's permit or license. This includes public school, federal school, home school, private school, and community college students.

NOTE: A student who does not meet the requirements for: 1) academic progress; 2) drops out of school; 3) charged with the possession or sale of alcohol or an illegal substance, the possession or use of a weapon or firearm or the physical assault on a teacher or other school personnel will either not be granted the Driving Eligibility Certificate or will lose his/her permit/license

Students Who Are Exempt

- Students who receive either a driving permit or license before the implementation of the Graduated License Program (Before December 1, 1997) are not affected by this legislation.
- Students who dropped out of school before August 1, 1998.
- Students, who did not meet the academic performance standards during the fall semester of 1998, will not be affected. However, starting with the spring semester of 1999 all eligible students not meeting academic performance standard will be affected.
- Students who attained a high school diploma, a GED, or adult high school diploma as issued by a community college are not affected by this legislation.
- Students over the age of eighteen (18) are not affected.

Dropouts

- An eligible student who drops out of school will either not receive his/her Driving Eligibility Certificate or will lose his or her driver's permit or license.

Transfers

- A student who is making adequate progress in school can transfer to a community college or a non-public school without any consequences. A student who is not making adequate progress (or drops out of school) and enrolls in a community college or non-public school cannot be granted a Driving Eligibility Certificate for a period of six months

Academic Progress

- A student must pass $\frac{3}{4}$ of his/her course work the previous semester. At the conclusion of the school year, the semester grades are used

to determine eligibility.

- An exceptional child must be determined by his/her school based IEP team to be making adequate progress towards obtaining a high school diploma.

NOTE: This rating is not intended to apply to exceptional students who have ability to obtain a high school diploma.

Checklist for Obtaining a Learner's Permit

- ✓ Driver Education Certificate
- ✓ Driver Eligibility Certificate from the school. Certificate issued by school principal or designee only to parent or legal guardian. Adequate academic status must be maintained. During the first semester, the previous year's progress is used. After the first semester has ended, semester grades are used. A student must pass 70% of the course work the previous semester. Therefore, a student must have passed 3 out of 4 courses per semester. (Note: Certificate is good only for 30 days.)
- ✓ Birth date verification information. (A certificate or original birth certificate is needed to verify age.)
- ✓ Social Security Card. (No metal, plastic cards or reproductions accepted.)
- ✓ Parent or legal guardian must be present to sign application.
- ✓ Pass a written, sign, and vision test.
- ✓ Must pay a ten-dollar (\$10.00) fee.

Western Harnett High School Attendance Procedures

Attendance in school is central to educational achievement and school success. Attendance and participation in class are an integral part of the teaching-learning process, and thereby a part of the grade earned. Additionally, regular attendance develops patterns of behavior essential to success later in life, both personal and business. While there are times when students must be absent from school due to physical inability to attend, it must be understood that parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. **Parents are encouraged to check attendance and grades regularly in the Parent Portal.**

Local and State policy set a minimum amount of time a student must be present in order to receive credit for a course. Any student who accumulates and exceeds 7 absences for any course/period is in jeopardy of losing credit for that course due to excessive absences. All absences beyond 7 should be made up through make-up sessions offered after school.

After School Make Up Sessions:

Students who have missed more than 7 days, excused or unexcused, will be required to make up missed time during after school sessions. Students will be given credit for 1 class period of attendance for each 1 hour session. Students will be allowed to designate which class period the session will be credited towards, but sessions will only apply to one class, not all 4 classes on their schedule. Students must remain under 7 absences each class to receive credit for that course.

General Guidelines

- The principal shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law. Students at any age who accumulate excessive absences may experience consequences ranging from extra make-up work to course failure.
- The principal has the right to excuse a pupil temporarily from attendance because of sickness or other unavoidable cause that does not constitute unlawful absence as defined by the State Board of Education. When a pattern of questionable absence develops, the school shall contact and advise the parent of the legal responsibility to keep the child in school. When it has been determined that pupil has 10 accumulated unexcused absences, the school will notify the parent/ guardian of possible prosecution through the district attorney's office.
- Participation in the following activities shall not be counted as absences from either class or school. Students, however, shall complete assignments missed:
 - Field trips sponsored by the school
 - Athletic events requiring early dismissal from school
 - Governor /legislative pages
 - School-initiated and scheduled activities
 - In-school suspension
- **In the event of absence or tardy, it shall be the responsibility of the student to bring to the Attendance Committee a note signed by the parent or guardian citing the reason for such absence or tardy.** Additional documentation deemed necessary to verify an absence or tardiness is required for an absence to be waived. All absences for reasons such as educational visits, legal, medical, or military may require written proof. Examples of written proof include, but are not limited to, a receipt with name and valid date, a subpoena, or hospital discharge papers. **Appointment cards are not accepted as proof, but can be used to obtain an unexcused early dismissal.**
- All notes--parent, guardian, medical, legal documents, etc.--shall be presented within three (3) school days of student's return to school. Failure to comply will result in the absence or tardy being recorded as unexcused. The first period teacher will not accept

inclusive or “blanket notes” at the end of the six weeks.

- In order to be counted present in each class, a student must remain in class for one-half the class block. **Students who excessively arrive late or check out early will be marked absent 1 period for each 60 minutes of class time missed. SOAR is considered instructional time and absences during SOAR, including checkouts can be included in this cumulative time.**
- Attendance at WHHS will be counted in each class period.

Western Harnett Tardy Policy

- Attendance at WHHS is for the purpose of obtaining an education. Tardiness interrupts classes and is generally disruptive. They affect grades and establish bad habits. A student is counted tardy if he/she is not in his/her designated place at the appropriate time.
- Excused tardies are accepted only when accompanied by a written note for reasons listed below
 - Personal Illness
 - Death in the immediate family
 - Medical appointment as verified in writing by the physician or his/her designee
 - Miscellaneous causes of an emergency nature approved by the principal, a staff assistant, or a medical authority
 - Court summons
 - Religious holiday
- **Tardiness due to traffic is not an excused tardy.**
- School starts promptly at 7:35 AM. Below are consequences for unexcused Tardiness:

1st Tardy	Verbal Warning
2nd Tardy	Tardy letter sent home via student
3 rd Tardy	Parent will be called by teacher and notified that student will serve 1 full period of ASD assigned by administration.
4th Tardy	2 periods of ASD - Assigned by Administration
5th Tardy	3 periods of ASD - Assigned by Administration
6th Tardy	Parent Conference and possible OSS.

Valid Excused Absences

- Valid conditions for excused absences are:
 - Illness or injury that makes the student physically unable to attend school.
 - Isolation ordered by the State Board of Health.
 - Death in the immediate family
 - Emergency medical or dental appointment or such an appointment that has been approved in advance by the principal.
 - Participation as a party under subpoena as a witness in a court proceeding.
 - Observance of an event required or suggested by the religion of the student’s parent(s) with prior approval from the principal.
 - Participation in a valid educational opportunity such as travel with prior approval of the principal.

Make-Up Work

- In the event of an excused absence, a student shall be entitled to make up work under the following conditions:
- If an absence has been approved in advance and/or work assigned by a teacher in advance, all make-up work, including tests and assigned work for the day of return, is due upon the student’s return to school.
- If make-up work has not been assigned in advance by a teacher, or by teacher option, the student will have:
 - One day for each day absent, for absences of from one to three days, to make up work or
 - Two days for each day absent, for absences exceeding three days to make up work. The responsibility for securing and arranging for make-up work rests with the student. The student should contact the teacher to determine arrangements and guidelines for making up the missed work. Make-up work will be assigned at the convenience of the teacher.
- Absence Due To Suspension
- Any absence of a student that results from a suspension of that student for misconduct pursuant to G.S. 115C-391 shall not be considered an unexcused absence for purposes of the Compulsory Attendance Law.

Routine Procedures

Morning Arrival

- Regardless of method of transportation, once a student arrives on campus, he or she becomes the responsibility of the school and may not leave the school grounds without permission from the principal’s office.
- Upon arrival students will remain in the designated areas until the first bell rings. Students are not to enter classroom areas until the bell rings, unless an administrative team member has granted permission.
- **Students who come to school by car are to leave the car and come to the building immediately after arriving on**

campus. Students may not remain in their cars in the parking lot.

- Students who choose to sit down while waiting for the bell may do so only in the designated areas.
- When the 7:35 bell rings, breakfast is over. Students will not be served after this unless they have arrived on a late bus.
- If a student arrives at school after the morning tardy bell has rung, he/she must sign in. Students should not report to class without signing into school unless they are on flex schedule.

Afternoon Departure

- No student is to stay after school unless the student is taking part in an activity sponsored by a teacher who will have those students under direct supervision at all times or are assigned After School Detention. **Students who are not with a teacher or coach are not to be in the building or on the school grounds after 2:45.**

Early Dismissal Guidelines

- Early Dismissal: In order to leave school early, a student must report to the attendance committee before 1st period:
- Present a note to receive an early dismissal slip after necessary verification.
- All students other than early release students leaving campus during the school day must have permission from office personnel and parents before signing out in the main office.
- Students must sign out. If returning, they must sign in, indicating the time returned.
- Dismissal slips cannot be given for students to leave school and obtain medicine.
- The school cannot accept phone calls in lieu of written notes for early dismissals. Prior written or in person notification is required. **Emails to dismiss students will only be accepted in extreme circumstances and must also be verified by office staff prior to allowing the student to leave.**
- **When a student has accumulated 5 early dismissal slips within one semester, this will constitute as an absence. Additional early dismissals after 5 will require a parent conference and class time missed will also accumulate as an absence.**
- During exam times, students who leave campus after an exam should not be returning to campus.

Deliveries

- Students will not be permitted to receive flowers or balloons at School. The delivery causes a disruption of school and safety problems on buses. School personnel will not accept deliver of flowers or balloons.

Lost And Found

- Lost and Found items will be placed in room 214. To retrieve lost materials, go to class 214 and speak to the teacher before school, lunch, or after school. Unclaimed personal items will be donated to a local charity at the end of each grading period.

Announcements

- Announcements of importance to the school and club news need to be given to the principal the week before they are to be shared with students. The principal will place such announcements on the school television network. **Only announcements that are approved by the principal will be made daily over the school public address system.** Announcements are made during 1st block and should be turned in to the principal prior to the beginning of the school day. All announcements must have the sponsor's approval and signature.
- Announcements are also posted on our website daily.

Injury at School

- If a student is injured at school, the student should report immediately to the teacher whose class the student is attending. If the injury occurs between classes, report to the main office. The importance of reporting an injury is twofold. First, if medical attention is necessary, we can be sure that it is received. Secondly, if an insurance claim is involved, the school will have a record of the accident.

Illness at School

- If a student should get sick at school, he/she should get permission from a teacher and then come to the office. If the student is too sick to remain at school, every effort will be made to contact the parents to come take the student home.

Distribution of Literature

- Permission must be obtained from the administration before any posters can be placed anywhere on campus or before any printed materials (newspaper, advertisements, etc.) can be distributed to faculty and/or students. **Once approved, posters or other printed materials may be affixed to glass, not walls or doors.**

Flex Guidelines

- Early release students (work/study students) including seniors who leave before fourth block, must have an early release permit on file and must leave campus by exiting in front of the gym. **All students must leave campus within the first five (5) minutes of the block. Students with afternoon FLEX scheduling who do not leave campus within the allotted time will be assigned to a class and the FLEX scheduling will be revoked. Students with morning FLEX scheduling who arrive on campus prior to the 1st period class dismissal bell must report to the Media Center until the bell rings.**

Fire Drills

- The law requires a fire drill the first week of school and one each calendar month thereafter. Therefore, it is important that students become familiar with 'order of drill.' Posted beside the exit door of each classroom is a sign that indicates the exit that the class will use during a fire drill. Students should know the location of this exit and use it each time there is a fire drill. When using parts of the building other than a classroom, such as the library, gym, lunchroom, etc., students should know which exit to use in case there is a fire drill.

- **Some very important rules to remember are:**
 - Familiarize yourself with the fire drill signals.
 - Always position yourself at least 100 feet away from the building.
 - Close all windows and doors including exit doors.
 - Treat every fire drill as if it were the real thing.

Code Red Drills

- Code Red Drills will be conducted periodically and should be taken seriously by all students.

Tornado Drills

- The tornado drill will be a series of long bells. Teachers will instruct students as to where to go during the drill. This drill will not be held during threatening weather and only after discussion with teachers.

Inclement Weather

- During extremely bad weather it sometimes becomes necessary to make a decision concerning the closing of school. When a decision is made to close, all schools in the Harnett County systems will be affected. In order to accomplish this task in a timely and effective manner, school officials ask parents and students to do the following:
- Check for closings/delays on the Harnett County Schools website or on the Harnett County Schools facebook page.
- Listen to one of the following radio or television stations for changes in schedule:

FM Stations

90.1 WCCE Radio	95.7 WKML Radio	101.5 WRAL Radio
91.5 WUNC Radio	96.1 WKIX Radio	103.5 WRCQ Radio
91.9 WFSS Radio	98.1 WQSM Radio	105.1 WDCG Radio
93.9 WRSN Radio	99.1 WZFX Radio	105.5 WFJA Radio
94.7 WQDR Radio	100.7 WTRG Radio	106.1 WRDU Radio

AM Stations:

620 WDNC Radio, 780 WCKB Radio
640 WFNC Radio, 1290 WCKL Radio
680 WPTF Radio, WLLN Radio

Television Stations:

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

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

Textbooks

- Teachers issue textbooks, and each student is responsible for the proper care of the books and other materials issued. Students should pay for lost or damaged books prior to being issued a replacement textbook. In instances where materials of instruction and fees for services are not paid for by the county, each student is charged according to a schedule distributed the first week of school. Instructional fees as approved by the Board of Education must be paid by each student and should be paid the first week of school. If a fee or charge is not paid or arrangements have not been made for payment of a fee or charge, the principal shall: withhold transcripts, transfer slips, grades, and diplomas until payment is made.

After School Detention

- After School Detention (ASD) will be used as a consequence for certain infractions that students may commit. ASD may be assigned for 1 or more days depending on the infraction that a student has committed. Major infractions will be directly assigned OSS. Students who have served 10 or more periods of ASD during a school year have demonstrated a lack of response to consequences and may be suspended for minor infractions.
- ASD will be scheduled from 2:35-3:40. **Students who are assigned ASD must make arrangements for transportation and should be off campus no later than 4:00.**
- ASD will be used in lieu of ISS whenever possible in order to prevent students from missing instructional time during the school day. Students should make arrangements with their teachers and arrive at ASD with work to complete during the detention.
- **Failure to attend assigned after school detention will result in a student being suspended from school.** ASD will only be rescheduled in emergency situations. Students are expected to make arrangements to be in attendance.
- **Any student who is assigned ASD is not eligible to attend or participate in extracurricular activities that day.** This includes, but is not limited to, athletic practices or games, club meetings or events, school functions, and other extracurricular activities.
- **No electronic devices or cellular devices will be allowed in ASD or ISS at any time, for any reason.**
- When a student's conduct warrants out-of-school suspension, he or she will not be allowed to attend any school function, any athletic event, or be on the campus of any school during the suspension.

Theft Prevention

- The best way to stop theft at school is to be conscious of the fact that you can eliminate the opportunities for thefts to occur. Each student and employee of the school has a responsibility in the area of preventing thefts. The school cannot be responsible for items that are lost or stolen. Bring only items needed for instruction to school.

Campus Facilities

Main Office:

- **The main office is the business and attendance center for the school and houses administrative offices. Financial affairs, work permits, sign-in sheets and similar matters are handled there.**
- **All Visitors**, during school hours, must report to the main office and state their business. **Students are not permitted to bring friends or relatives to class. Students are not allowed to have guests (including parents or relatives) visit them during their lunch periods.**
- Permission for any visitors to be in the building must be given by an administrator, and a visitor pass must be carried at all times. **Graduated students who wish to return and visit with their former teachers must have an appointment with those specific teachers. Those teachers should leave word in the main office that they are expecting a visitor and the expected time of the visit. All other persons will not be allowed to go to teachers' classrooms.** Visitors are to park at the front of the building during school hours. **Parents who are picking up students at the conclusion of the school day will park in the gravel lot to wait for their students.** They are not to park in the front of the building.

Telephones

Only in the event of an extreme emergency are students to use the telephones in the offices, and then, only with the permission of an administrator. Since the main office is the receiving area of all incoming phone calls and the number of lines available is limited, **NO MESSAGES WILL BE TAKEN FOR ANY STUDENT UNLESS THE CALL IS FROM A PARENT AND IS OF AN EXTREME EMERGENCY NATURE. All calls of this nature must be channeled through the receptionist or assistant principal.**

- The school cannot be responsible for relaying phone messages to students. Only in cases of extreme emergencies will messages be delivered. Questions will be asked of the caller to determine such emergencies. Students will not be excused from class to use telephones.
- Any student who is sick should report to the attendance office.

Lockers

- Lockers are assigned for the entire year. If locks are damaged, a replacement fee of \$10.00 will be charged. A damage fee will also be assessed for excessive damage and abuse to all lockers. Locker combinations are private. Students should not share this combination with anyone. **The school will not be responsible for any items (textbooks, personal items, fundraising items, etc.) that are stolen from the locker; therefore, students should not bring personal items, such as large sums of money or iPods or MP3 players to school at any time.** Lockers are the property of Western Harnett High School and are subject to inspection and/or search at any time by school officials.

Counseling Center

- The Counseling Center at Western Harnett High School consists of four counselors and one registrar. Counselors are available to students with educational, personal, and goal-oriented concerns. Cumulative folders are maintained on each student. Transcripts and employment references may be requested by prospective employers and post-secondary educational institutions with written permission of the students and/or parents. Information concerning scholarships and financial aid is also available in the guidance department. Although counselors may request to see students during the school year for various reasons, it is highly desirable that students take the initiative in requesting to see their counselors. Counselors are available to students after school, with the **teacher's permission** (accompanied with a pass) during class periods. Students should sign in on the guidance request form and wait to be called to the guidance office.
- Students interested in trying to obtain a scholarship should take the most difficult courses in which they can be successful. Counselors will work closely with students to make sure all information is available and to give instructions regarding the procedure to follow in making application.

Media Center

- The Media Center represents the single most important resource center available to students and is open daily from 7:50 a.m. until 3:30 p.m. The purpose of the library is for reading and research, not for visiting and socializing. The library staff has complete authority to regulate the learning environment.
- Students are encouraged to use the library independently as well as during class time. Students must have a library pass to visit the library during classes. **The library is not available during a student's lunch period as other**

students who are still in class will have priority.

- Books may be checked out for two weeks and renewed for another two weeks. Reference materials may be checked out overnight, but are due back in the library before school the next day. Magazines may be signed out for use in the library only.
- Audio-visual materials are available for use in the library.
- Photocopies can be made in the library for 10 cents per copy. Printing using any of the computers is 5 cents per copy.
- There will be a fine of 10 cents per day for each overdue book. Reference materials carry a charge of **10 cents per period** when overdue. Videos carry a charge of \$1.00 per day when overdue. All fines must be paid before additional materials can be checked out.
- Proper checking in of books is the responsibility of the student returning the item.

Automobile Regulations

- Driving a personal vehicle to school and parking it on campus is a privilege that we are happy to extend to all students who lawfully qualify. To insure safety and security, the following rules and regulations are important:
- Register your vehicle for an assigned parking space for the year (Purchase a student parking sticker).
- Observe a five (5) mile per hour speed limit everywhere on campus.
- Park in the student parking lot **only in your assigned space.** Parking in an undesignated area may result in loss of driving privileges or other disciplinary action.
- Once in your designated parking space, **turn your vehicle off and enter the building immediately.**
- Do not return to cars during school hours unless given permission by an assistant principal or unless you are dismissed early.
- Do not smoke in the parking area.
- Do not litter in the parking area.
- Avoid careless and reckless driving.
- Student vehicles parked at Western Harnett High School may be subject to inspection/search at anytime by school officials.
- Students who are consistently late arriving on campus face the possibility of losing their driving privileges for the semester.
- In the afternoon, do not loiter in the parking lot. Students should leave campus immediately.
- Every effort will be made to insure safety and security in the parking area. Vehicle doors should be locked when students leave their vehicles as the school is not responsible for the vehicle or its contents. The penalty for violating automobile regulations may result in a suspension of parking privileges and possible disciplinary action.

Code of Conduct for Western Harnett High School

Western Harnett High School is an institution of learning. It is the schools goal to make responsible citizens of its students and it is the students' responsibility to reflect the ideals of Western Harnett High School. Repeated violations of the code of conduct interfere with student learning. Therefore, when repeated violations occur, penalties for these violations will increase in severity.

Rule 1 - Electronic Devices (Cellular Phones, I-Pod's, Tablets, etc.)

- **Cellular and Electronic devices are not allowed in classrooms at any time for any reason. Students may use personal electronic devices in commons areas and the cafeteria. No audible music should be heard at any time.**
- **Electronic devices used with in classrooms may be confiscated by the teacher, to be returned at the end of the day. Should a student have the device confiscated a second time a parent will be required to come retrieve the item from school.**
- **Should any electronic items which are brought to school become lost or stolen, school personnel will NOT investigate or search for these items, it is the recommendation of the school that these items be left in locked vehicles or at home.**

Rule 2 - Dress Code

To Coincide with Harnett County Policy Code 4300 Rule #4(attached)

- What students wear should reflect the dignity of Western Harnett High School. Students should use good judgment in selecting attire to be worn to school. Inappropriate dress **will not be tolerated**. The dress code applies to males and females.
- For hygienic purposes and to reduce distractions, the following minimal dress standards have been established:
 - Appropriate footwear is required. Bedroom slippers are not appropriate footwear for school and should not be worn.
 - Exposed midriffs, halter-tops, backless dresses, backless blouses, spaghetti-straps, one-shoulder tops and dresses, and spandex apparel such as “yoga pants” or leggings are not acceptable. **Leggings/Yoga Pants/any skin tight clothing should not be visible more than 3 inches above the knee. If worn an additional layer of clothing must meet the 3 inch rule. Tops should cover from collar bone to shoulder bone. No skin should show at any time on a student’s midriff.**
 - **Clothing that must be continually adjusted in order to meet the dress code is not compliant.**
 - Biker shorts or pants or pajamas (bottoms or tops) are not acceptable school attire. Tank tops, tube tops, t-straps, and see-through or mesh apparel are not acceptable unless other suitable apparel is worn. **Undergarments are not to be visible nor are undergarments to be worn as clothing.**
 - **Mini dresses and miniskirts are not acceptable. Dresses, skirts, and shorts should be no shorter than 3 inches above the knee.** Stretchy skirts that “ride up” when a student walks and the skirt must constantly be pulled down are not acceptable. Cut-off jeans, Daisy Dukes, and “soffe” shorts are not acceptable.
 - Bandannas, do-rags, sweatbands, wristbands, hair wraps, hats, earmuffs, ear warmers, sunglasses, toboggans, and goggles are not to be worn in the building at any time. **Any headwear worn must be for the purposes of the student’s hair, must be solid black, white or grey, and cannot be greater than 1 inch wide.**
 - Vulgar, inflammatory, or offensive slogans or pictures on clothing are not to be worn. Clothing, including socks, hats, backpacks and other accessories, which promotes drug or alcohol use is also prohibited. The office staff reserves the right to determine if clothing, it’s pictures, or words are considered offensive and to require a student to remove or replace the clothing.
 - Pants, shorts, and trousers must be worn up to the waist; **no sagging will be allowed, the outer most layer of pants must cover ALL inner layers of clothing. Any inner layer of clothing, including athletic shorts, that is visible will be considered in violation of the dress code.**
 - **Clothing exposing cleavage will not be allowed.**
 - Pants with holes above the 3 inch rule are unacceptable. All exposed clothing above the 3 inch rule must meet requirements of the dress code. **Wearing leggings or other material under the holes does not satisfy the dress code. Any material covering a hole in pants above the 3 inch rule must be permanently attached to the clothing.**
 - Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon will not be allowed.
- If a student’s clothing is in violation of dress code, students will be instructed to call home so that a change of clothing can be brought to them. Students will sit in ISS until they change clothes. Any student wearing attire that the administration deems unsuitable for the educational environment will be subject to disciplinary action. Repeat violations of dress code can result in further ISS time or out of school suspension.

Rule 3 - Conduct in Cafeteria

- The following rules will govern the conduct of the students while in the cafeteria. Lunch periods are short, and everyone should be on his or her best behavior. All students shall report to the cafeteria or commons area during lunch.
- No one should break in line.
- A student should not throw food or drink.
- Students are not to talk loud or boisterously.
- Students should not leave trays, food, or other objects on the table, in the chairs, or on the floor.
- Breakfast and lunch must be eaten in the cafeteria/commons.
- Violation of the above rules will result in one or more of the following disciplinary measures:
 1. Conference - teacher on duty
 2. Sent to the back of the line
 3. After School Detention
 4. In School Suspension
 4. Suspension from school

Rule 4 - Conduct in Halls

- The following rules will apply to student conduct in the halls and corridors:
- **Public display of affection is prohibited.**
- The main stairwell in front of the office is to be used as an “up stairwell” during class changes. Students are not to come down this stairwell because of the congestion at the bottom of the stairs that is created by the up and down traffic pattern.
- Order must be maintained in the halls and corridors. Therefore, loitering in the halls, blocking hallways, and unsatisfactory behavior will not be tolerated.

Specifically, students shall

- ✓ **Move** directly to class
- ✓ **Avoid clustering** in groups that impede traffic flow
- ✓ **Avoid standing** in or near stairwells, hall entrances, and media center area
- ✓ **WALK to the right** of the hall and stairs. No running, pushing, or horse playing shall be allowed.
- ✓ Failure to comply with these rules will result in one or more of the following disciplinary actions:
 1. Conference – Office
 2. After School Detention
 3. Suspension from school

Rule 5 - Courtesy to Principal, Teachers, and Other School Personnel

- Students must at all times display a courteous manner to the principal, teachers, and other school personnel. Examples of discourtesy: Continuing to debate or argue after being warned, disrespectful tone of voice or choice of words, profanity. Violation of this rule will result in one or more of the following disciplinary measures:
 1. Conference – Office
 2. After School Detention
 3. Suspension from school

Rule 6 - Leaving School without Permission

- Students are not allowed to leave the school grounds without an early dismissal note from the Attendance Committee. Any student who checks in after first period must go to the attendance office for the appropriate note to leave school. Once permission is obtained, students must sign out in the office before they leave campus.
- In addition, students who legally leave school and return to school that same day, or students who arrive at school after 7:35, must sign in at the office. Automobiles and buses will be off limits until school is dismissed. Violations will result in one or more of the following disciplinary measures:
 1. Suspension from school for a minimum of 2 days and suspension of driving privileges for a minimum of 5 days.
 2. Repeated violation will result in increased suspension and possible permanent loss of driving privileges.

Rule 7 - Skipping Class

- Students are to be in class during the assigned class time. If a student is out of class, a note should be provided before entering class to explain the absence. If the reasons for being out of class are not legitimate, **one or all** of the following disciplinary measures will be taken:
 - ◆ Administrative Conference
 - ◆ Parent Notification
 - ◆ After School Detention
 - ◆ Suspension from school

Rule 8 - Forgery of Parent, Student, or Teacher Signatures

- A student who is found to have signed another’s name on a note to or from parents, on report cards, and on doctors’ notes or other notes from persons in authority or who passes a forged note will be subject to one or more of the following disciplinary actions:
 - ◆ Administrative Conference
 - ◆ Parent Notification
 - ◆ After School Detention
 - ◆ Suspension from school

Rule 9 - Profanity -- Either General or Directed at a Person

- Students who use profane language in the hallways, classrooms, cafeteria or anywhere on the school grounds, on school buses or at official school functions will face one or more of the following disciplinary actions: **Profanity**

directed towards staff will result in immediate suspension.

- ◆ Administrative Conference
- ◆ Parent Notification
- ◆ After School Detention
- ◆ Suspension from school/bus.

Rule 10 - Food/Drink Items

- **No food items are to be consumed in the academic areas with the exception of water in a clear plastic bottle.** No open containers of food or drink may be carried beyond the cafeteria. No outside Drinks/Food may be brought into the building. Violations will result in one or all of the following:
 1. Conference – Teacher
 2. Conference – Office
 3. After School Detention
 4. Out-of-School Suspension

Rule 11 - Gambling

- Gambling and/or card playing will not be permitted at any time on any school property including school buses. In addition, students should not have playing cards in their possession while on school property.
Violation of the gambling code or possession of playing cards will result in one or more of the following penalties:
 1. Conference – Office
 2. ASD
 3. OSS

Rule 12 - Drugs, Narcotics, and Controlled Substances and Penalties for Misconduct

- Any student who is determined to have in his/her possession or to be under the influence (*See NOTE) of any harmful drug, narcotic, or other controlled substance as defined by Chapter 90 of the North Carolina General Statutes, including alcoholic beverages of any nature, while on school property during the school day or at any school function of any type, shall suffer the following penalty:
 - **FIRST OFFENSE:** Parents and law enforcement officials will be contacted immediately upon verification of the violation. Student will receive a period of suspension to be determined by the principal on an individual basis.
 - **The principal may modify the length of the suspension if:**
 - The student agrees to participate in the Student Assistance Program and follows the SAP Counselor’s recommendations satisfactorily. (The typical first offense suspension is for a period of ten (10) days.)
 - **SECOND OFFENSE:** Parents and law enforcement officials will be contacted immediately upon verification of the violation. A second violation of any of these behaviors (Section I) will result in suspension for the remainder of the current year.
 - In order to be admitted to school the following year, the student must participate in the Student Assistance Program and follow the SAP Counselor’s recommendations satisfactorily.
 - *NOTE: Because of the potential physical dangers to any individual who demonstrates acute intoxication with alcohol or other drugs, students exhibiting such evidence in school or at school-sponsored events will be transported immediately to the local hospital or facility designated to provide appropriate services, followed by immediate notification of parents and police. Following his/her return to school, Section I or Section II of this policy will be implemented.

Rule 13 – Conduct on a School Vehicle:

- **All school busses and bus stops are considered school property and all code of student conduct rules apply on busses and at bus stops.**
- Students are expected to sit in assigned seats and cooperate fully with all directions of the driver or other staff. Failure to follow driver direction can result in immediate bus suspension.
- Western Harnett High school will not make changes to bus pick up/drop off locations. Students cannot ride a bus home other than the bus that is assigned to their home address.
- Due to the fact that bus routes are specific and capacities are limited, no request to ride a different bus will be honored.
- Students may only load and unload the bus at their designated stop. Students will not be allowed to be picked up or dropped off at any stop other than the one assigned to them by the bus garage.

Rule 14 - Assault or Physical Injury

- Any student who commits an act of physical assault upon a school teacher or other employee of the school shall suffer the following penalty:

- Dismissal from school for the remainder of the school year.
 - Any student who speaks threats of harm or otherwise makes threatening gestures of bodily harm directed to a school teacher or any school employee shall be subject to the following penalty:
 - **FIRST OFFENSE:** A period of suspension* or dismissal for the remainder of the school year at the principal's discretion.
 - **SECOND OFFENSE:** Dismissal from school for the remainder of the school year.
- *Definition of suspension: Suspension can be either 'in school,' 'after school,' or 'out of school' or a combination of both as determined by the principal.

Policies and procedures contained within this handbook are not all inclusive. Occasionally, situations arise which must be addressed. The administration reserves the right to preserve the integrity of Western Harnett High School and provide a safe and orderly school environment by addressing additional misbehaviors fairly and consistently when such need arises.

HARNETT COUNTY SCHOOLS

TRANSPORTATION DEPARTMENT

BUS TRANSPORTATION GUIDELINES AND PROCEDURES

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

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

10. Bus drivers and administrators have the authority to return students to the school in the event of safety or disciplinary circumstances. The parent or legal guardian is then responsible for picking up their student(s).

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

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

Parent Signature

Relationship

Harnett County Schools Policies and Procedures 2017 - 2018

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. 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 Acceptable 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

A. PURPOSE

Educated citizens are essential to good government in this country and cannot exist without effective public schools. The effectiveness of the public schools depends in large part on the maintenance of discipline and good order in the schools. The Harnett County Board of Education earnestly solicits the cooperation of every student, every parent and the community at large in its effort to maintain order and safety in the Harnett County Public Schools.

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 expected standards of student behavior; principles to be followed in managing student behavior; consequences for prohibited behavior or drug/alcohol policy violations; and required procedures for addressing misbehavior. The purpose of this code is to provide system-wide policies in a single document on the proper conduct and behavior of students in the Harnett County Public Schools.

B. PRINCIPLES

The reasons for managing student behavior are: to create an orderly environment where students can learn; to teach expected standards of behavior; to help students learn to accept the consequences of their behavior; and 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 should help a student learn to comply with rules, to be obedient at a minimum, and when able, to learn to accept responsibility and develop self-control.
6. Age appropriate and developmentally appropriate strategies and consequences are to be utilized.
7. When feasible, consequences for unacceptable behavior should take into account differences in how individual students respond to discipline strategies.
8. Early prevention is the key to changing behavior and curtailing violence and the use of weapons. The school district will use a violence prevention curriculum to provide skills in positive conflict resolution, social skills training, peer mediation and improved classroom and social behavior.

C. 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.

D. APPLICABILITY

Students must follow all board and school behavior policies 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 function, extracurricular activity or other activity or event;
5. when subject to the authority of school personnel; and
6. any time or place when the student's behavior has a direct and immediate effect on maintaining order and discipline in the schools or protecting the safety and welfare of students and staff.

E. 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;
- o. substance abuse programs, educational programs, or other similar educational or counseling programs related to the violation.

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 violative of the standards of integrity and civility:

- cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work;
- plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work;
- providing verbal or written statements of false information;

- violating copyright laws, including unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
- willfully, directly or indirectly accessing or causing to be accessed any computer, computer network or any part thereof without proper authorization or otherwise violating policy 3225/4312, Technology Acceptable Use.
- cursing or using vulgar, abusive or demeaning language towards another person; and
- playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity.

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

RULE 3 - Disruptive Behavior

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

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

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

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

RULE 4 - Student Dress Code

The board prohibits appearance or clothing that does the following:

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

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

RULE 5 - Misconduct on a School Vehicle

The following conduct is specifically prohibited on a school vehicle:

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

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

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

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

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

RULE 6- Tobacco Products

In support of the board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, school vehicle or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips. For the purposes of this policy, the term "tobacco product" means any product that contains tobacco and is intended for human consumption, including all lighted and smokeless tobacco products.

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

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

Students will be provided notice of this rule through student handbooks or other means identified by the principal. In addition, the principal will post signs in a manner and locations that adequately notify staff, students and visitors about prohibitions against the use of tobacco products on school grounds and in school buildings.

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

RULE 7- Drugs and Alcohol

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

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

- narcotic drugs;
- hallucinogenic drugs;
- amphetamines;
- barbiturates;
- marijuana or any other controlled substance;
- any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or
- any chemicals or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. Beepers and portable phones may not be used by students unless specifically authorized by the principal.

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

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

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

RULE 8 - Theft and Damage to Property

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

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

RULE 9- Trespass

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

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

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

RULE 10 - Assaults and Physical Injury

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

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

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

RULE 11 - Threats

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

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

RULE 12 - Harassment

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

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

RULE 13 - Bullying

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

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

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

RULE 14 - Hazing

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

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

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

RULE 15 - Weapons

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

- loaded or unloaded firearm, including a gun, pistol or rifle;
- explosives, including a dynamite cartridge, bomb, grenade or mine;
- knife, including a pocket knife, bowie knife, switchblade, dirk, dagger or machete;
- slingshot or slungshot;
- leaded cane, loaded cane or 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.

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

**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:
Office Address:
Phone Number:

2. Section 504 Coordinator

Name:
Office Address:
Phone Number:

3. ADA Coordinator

Name:
Office Address:
Phone Number:

4. Age Discrimination Coordinator

Name:
Office Address:
Phone Number:

5. Coordinator for Other Non-discrimination Laws

Name:
Office Address:
Phone Number:

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 HRS-A-000

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

Adopted: 12/07/2009

Revised: 02/22/2012; 12/07/2015

DISCRIMINATION, HARASSMENT, BULLYING, AND CYBERBULLYING COMPLAINT PROCEDURE

Policy Code: 1720/4015/7225

The board takes seriously all complaints of unlawful discrimination, harassment, bullying, and cyberbullying. 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, Bullying, and Cyberbullying. Individuals who have witnessed or have reliable information that another person has been subject to unlawful discrimination, harassment, bullying, or cyberbullying also should report such violations to one of the school system officials listed in subsection C.I. 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, bullying, or cyberbullying.

3. Complainant

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

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.

5. Investigator

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

6. 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, bullying or cyberbullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed, received notification, 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 must report the offense immediately to an appropriate individual designated in subsection C.I., below. A written report, including an electronic report is to be filed. An employee who does not promptly report possible discrimination, harassment, bullying, or cyberbullying 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, bullying, or cyberbullying.

3. Anonymous Reporting

Reports of discrimination, harassment, bullying or cyberbullying 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, bullying, or cyberbullying shall be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances. In addition, 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, bullied, or cyberbullied is strongly encouraged to file a formal complaint orally or in writing to any of the following individuals:

- a. a teacher (if the victim is a student), who will then immediately file a report with the principal or assistant principal of the school;
- b. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- c. an immediate supervisor if the individual making the complaint is an employee;
- d. 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);
- e. the Title IX coordinator for claims of sex discrimination or sexual harassment; or
- f. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability.

Individuals may also file a complaint electronically through the school system's online reporting system.

2. Time Period for Filing a Complaint

A formal 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, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to request formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. In those circumstances in which informal procedures fail or are inappropriate or in which the complainant requests formal procedures, the complaints will be investigated promptly, impartially, and thoroughly according to the procedures outlined in the remainder of this policy.

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

1. Initiating the Investigation

- a. Whoever receives a complaint of discrimination, harassment, bullying, or cyberbullying 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 and the alleged perpetrator is a student, employee, or non-employee/volunteer, the investigator is the principal or designee.
 - ii. If the alleged perpetrator is a school system employee, the superintendent 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 superintendent or designee is the investigator unless the alleged perpetrator is the superintendent or a member of the board.
 - iv. If the alleged perpetrator is the superintendent, the board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment, bullying, or cyberbullying 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.)
 - v. 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, bullying, or cyberbullying 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, or ADA 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. In so doing, the investigator shall impartially, promptly, and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); and (3) any other individuals, including other possible victims, who may have relevant information.
- b. Information may be shared only with individuals who need the information in order to investigate and address the complaint appropriately. Any requests by the complainant for confidentiality shall be evaluated within the context of the legal responsibilities of the school system. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy 1710/4021/7230.
- c. The investigator shall review the factual information gathered through the investigation to determine whether the alleged conduct constitutes discrimination, harassment, bullying, or cyberbullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances.

3. Notice to Complainant of Results of Investigation.

- a. The investigator shall notify the complainant in writing 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, bullying, or cyberbullying and prevent it from recurring;

- ii. as needed, reasonable steps to address the effects of the discrimination, harassment, bullying, or cyberbullying on the complainant; and
 - iii. as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
- b. Information regarding specific disciplinary action imposed on the alleged perpetrator(s) will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant).
 - 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 complaint was investigated by the superintendent or designee, in which cases the complainant may appeal directly to the board in accordance with the procedure described in subsection E.4.b below). The appeal must be submitted in writing within five days of receiving written 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, the complainant may appeal the decision to the board by submitting an appeal, in writing, within five days of receiving the superintendent's response. The board's consideration of these appeals will take place in closed session and will be limited to a review of the written record without a hearing, unless the board determines that additional information or a hearing is necessary. The board will provide a written response within 10 days after the board considers and decides the appeal.

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.; 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; *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 (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); *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-407.10

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

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 Kevin Allen (ADA-Americans with Disabilities Act), Vera Jones (Section 504), or Lauren Cappola (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 Brookie Ferguson, Director of Programs for Exceptional Children, telephone: (910) 893-8151 or by email: kbferguson1@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 Lauren Cappola, Student Services Coordinator, telephone: (910) 893-8151 or by email: lcappola@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 Vera Jones, Director of Student Services, telephone: (910) 893-8151 or by email: vjones@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).

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 Vera Jones, Director of Student Services, by email at vjones@harnett.k12.nc.us, or by telephone at 910.814.3409. 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 Vera Jones, la Directora de Servicios Estudiantiles, por correo electrónico a vjones@harnett.k12.nc.us o por teléfono al 910-814-3409. 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.

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. Board 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 informal resolutions, it recognizes that students and parents may want a formal process for certain types of complaints or if an informal process was not satisfactory. This policy provides a complaint procedure that may be used as described below.

Any parent or student who is unclear of the options for proceeding with a concern may contact the principal's office or the superintendent's office for further information and copies of all applicable board policies.

B. DEFINITIONS

1. Days - Days means 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 shall 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 means a decision of a school employee from which no further appeal to a school administrator is available.
3. Grievance - Grievance means 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. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age or disability also may be submitted as a grievance. 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.
4. Grievant - Grievant means the parent, student or group of parents or students submitting the grievance.
5. Official - Official means the school system personnel 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 shall 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 any 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 shall 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 on account 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 shall 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 respond to individual grievants.
4. The grievant may have a representative, including an attorney, at any stage of the grievance. However, any grievant intending to be represented by legal counsel 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. Reporting 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, including discrimination, 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 or guardians should recognize that delays in reporting 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; (4) and the specific resolution desired. If there is not a specific decision 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 board policy.
- d. Even if the principal is the employee whose decision or action is at issue, the student shall 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.

2. Investigation

- a. The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days of receiving the request. 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 shall 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 by law is considered confidential.
- 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 by law is considered confidential.

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 shall have a right to appeal a final administrative decision to the board of education (see 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 shall appoint a three-person panel to review the request and determine if a hearing should be granted. 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 decides to grant a hearing, the hearing will be conducted pursuant to board policy 2500, Hearings Before the Board.
- 4) The board will provide a final written decision within 30 days of the decision to grant a hearing, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

F. SPECIAL CIRCUMSTANCES

1. Discrimination on the Basis of Sex

Sexual harassment complaint procedures are established in board policy 1745/4027, Sexual Harassment Complaint Procedure for Students. For other complaints of discrimination on the basis of sex, if the grievant is dissatisfied with the principal's written response, the grievance may be appealed to the Title IX coordinator. The Title IX coordinator shall review the written documents and may conduct any factual inquiry and hold a conference as necessary to make a determination of whether there was discrimination on the basis of sex. The Title IX coordinator shall provide a

written response within 10 days of receiving the grievance unless additional time is necessary to complete any investigation. If the corrective steps involve actions outside of the scope of the Title IX coordinator's responsibilities, the superintendent or designee also shall be notified so that responsibility for the corrective steps may be delegated to the appropriate individual. If still not satisfied, the grievant may appeal the Title IX coordinator's response to the superintendent and board as provided in this policy. (See also policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying, as it relates to the Title IX coordinator.)

2. Discrimination on the Basis of Disability

If the student alleged discrimination on the basis of a handicapping condition or disability and the student is dissatisfied with the principal's written response, the grievance may then be appealed to the Section 504/Americans With Disabilities Act ("Section 504/ADA") coordinator. The Section 504/ADA coordinator shall review the written documents and may conduct any factual inquiry and hold a conference as necessary to make a determination of whether there was discrimination on the basis of disability. The Section 504/ADA coordinator shall provide a written response within 10 days of receiving the grievance unless additional time is necessary to complete any investigation. If the corrective steps involve actions outside the scope of the Section 504/ADA coordinator's responsibilities, the superintendent or designee also shall be notified so that responsibility for the corrective steps may be delegated to the appropriate individual. If still not satisfied, the student may appeal the Section 504/ADA coordinator's response to the superintendent and board as provided in this policy. (See also policy 1710/4021/7230 as it relates to the Section 504/ADA coordinator.)

3. Grievance Involving a Decision of the Superintendent

If a student wants to initiate a formal grievance in regard to a certain decision made by the superintendent that directly and specifically affects the student, the general process described in this policy shall be used, except that the grievance shall be submitted to the Director of Human Resources, who shall forward the grievance to the board chairperson.

G. RECORDS

Records of discrimination complaints shall be maintained as required by 1710/4021/7230.

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: Age Discrimination in Employment Act of 1967, 29 U.S.C. § 621 *et seq.*; Americans With Disabilities Act, 42 U.S.C. § 12134, 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; *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); G.S. 126-16, 150B-43 *et seq.*

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy 1710/4021/7230), Harassment Defined (policy 1735/4025/7235), Sexual Harassment Defined (policy 1736/4026/7236), 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

**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**

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops 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 or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

A. ATTENDANCE RECORDS

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

Each principal and his staff are expected to exert every effort to assure maximum attendance by all students. Attendance requirements shall be made clear to all students as well as the procedures involved in dealing with absences. Vigilance in regard to attendance will be enhanced if one of the school administrators or other designated staff member is assigned the responsibility for monitoring attendance.

Principals shall develop procedures for recording attendance and investigating all cases of frequent or successive unexplained absences. It is expected that principals and teachers, through the use of these procedures, uphold the minimum 1,000 hours of instruction as required by the General Statutes and State Board Regulations.

To be counted present for the school day, a student must be in attendance for at least one-half of the school day. This shall include attendance at official school activities at a place other than school, with the approval of the principal. For a middle or high school student to be counted present in a class, he/she must be present for at least one-half of the class period.

B. EXCUSED ABSENCES

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; or
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.

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. school-initiated and scheduled activities;

3. serving as a legislative or governmental page;
4. athletic events requiring early dismissal from school;
5. in-school suspensions; and
6. Academic Support Center, if attended.

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. MAKE UP WORK/TIME

In the case of excused absences and out-of-school suspensions, the student will be permitted to make up his or her work. 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.

At-risk students who miss days or class may be allowed to make up the missed time during non-school hours.

E. ATTENDANCE REQUIREMENTS

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

K-8

- A K-8 student is expected to attend school 180 days unless absent for lawful reasons. Any student who accumulates and exceeds fifteen (15) absences is in jeopardy of receiving no credit for work done during a given school year.
- After seven (7) accumulative absences, the teacher responsible for recording such absences shall send a "warning" notice to the parent/guardian that the student is in jeopardy of losing credit for work or courses taken due to excessive absences. A copy of this notice must be filed in the principal's or his designee's office.
- After more than fifteen (15) accumulative absences for the year, the teacher shall notify the principal or his designee, and the principal or his designee shall notify the parent/guardian that the student will not receive credit for the year unless a waiver is obtained.
- If a student is absent more than fifteen (15) days in a given year, his/her parent/guardian may apply for a waiver of the attendance requirements in order to prove extenuating circumstances or legitimate illness. The parent/guardian must present written verification acceptable to the principal or his designee within five (5) days of receipt of the no-credit notification. It shall be the responsibility of the parent/guardian to apply for the waiver. The principal may name an attendance committee to investigate and make a recommendation as to the granting of a waiver. The principal shall have the final decision whether or not to grant such a waiver. In the absence of a request by the parent/guardian to apply for a waiver, the principal shall make a decision on this matter and notify the parent/guardian by letter.
- Upon denial of a waiver by the principal, a student will have the option of make-up as available and as prescribed at individual schools.

9-12

- A 9-12 student is expected to attend school for 180 days unless absent for lawful reasons. High school students should be in attendance a minimum of 83 days per semester or 166 days per school year to receive credit for a course.
- Any student who accumulates and exceeds 7 absences for any course during a semester is in immediate jeopardy of receiving a failing grade and receiving no credit for the course.
- Unexcused tardies shall be made up as specified by individual school policy.

After three (3) accumulative unexcused absences in any course, the teacher responsible for recording such absences shall send a "warning" notice to the parent/guardian that the student is in immediate jeopardy of losing credit for that course due to excessive absences. A copy of this notice must be filed in the principal's or his designee's office.

Upon request of the student or parent, the Attendance Committee will consider whether this policy should be waived or whether the student's grades should be reduced because of the absences. The student must submit a waiver request form to the committee

and other documentation that supports the student's request. The committee will 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. The committee may recommend to the principal and the principal may make any of the following determinations:

- the student will not receive a passing grade for the semester;
- the student's grade will be reduced;
- the student will receive the grade otherwise earned; or the student will be given additional time to complete the missed work before making a determination of the appropriate grade.

Students having excused absences due to documented chronic health problems will be exempted from this policy.

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

Cross References: Education for Pregnant and Parenting Students (policy 4023), Children of Military Families (policy 4050)

Adopted: June 28, 2010

Revised: August 2, 2010

STUDENT SEARCHES

Policy Code: 4342

A. AUTHORITY TO CONDUCT SEARCHES AND SEIZURES

School administrators have the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by the board or school. This policy does not apply to investigations conducted by law enforcement officials or to investigations conducted exclusively for the purpose of criminal prosecution. Any school official carrying out a search or seizure should have an adult witness present and is expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure.

A search of a student is lawful if there are 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. A search of a student is permissible in scope when measures adopted are 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.

A student's failure to permit reasonable searches and seizures as provided in this policy shall be considered a violation of the expected standard of behavior, and appropriate consequences may be imposed.

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

SMOKING AND TOBACCO PRODUCTS

Policy Code: **5026/7250**

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

1. All employees and other persons performing services or activities on behalf of the school system, including volunteers, and contractors, as well as students and visitors, are prohibited from using any tobacco products at any time in any school

building, in any school facility, on school campuses, and in or on any other school property owned or operated by the school board.

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

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

Cross References: Tobacco Products – Students (policy 4320)

Adopted: 12/05/2004

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

TECHNOLOGY ACCEPTABLE USE

Policy Code: **3225/4312**

Technological resources, including computers, other electronic devices, programs, networks and the Internet, provide opportunities to enhance instruction, appeal to different learning styles and meet the educational goals of the board. Through the school system’s technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

Use of technological resources should be integrated into the educational program. Technological resources should be used in teaching the North Carolina Standard Course of Study and in meeting the educational goals of the board. The curriculum committee should provide suggestions for using technological resources in the curriculum guides as provided in policy 3115, Curriculum and Instructional Guides. Teachers are encouraged to further incorporate the use of technological resources into their lesson plans.

The superintendent shall ensure that school system computers with Internet access comply with federal requirements regarding filtering software, Internet monitoring and Internet safety policies. The superintendent shall develop any regulations and submit any certifications necessary to meet such requirements.

A. REQUIREMENTS FOR USE OF TECHNOLOGICAL RESOURCES

The use of school system technological resources, such as computers and other electronic devices, networks, and the Internet, is a privilege, not a right. All students must be trained about appropriate on-line behavior. Such training must cover topics such as cyberbullying awareness and response and appropriate interaction with others on social networking websites and in chat rooms.

Anyone who uses school system computers or electronic devices or who accesses the school network or the Internet at an educational site must comply with the requirements listed below. All students and employees must receive a copy of this policy annually.

Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited.
2. Software purchased by the school system may not be copied for personal use unless directly covered under a specific vendor licensing program.
3. Students and employees must comply with all applicable board policies, administrative regulations, and school standards and rules in using technological resources. All applicable laws, including those relating to copyrights and trademarks, confidential information, and public records, apply to technological resource use. Any use that violates state or federal law is strictly prohibited.
4. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally 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. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable 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.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, and software or computer networks. Users that intentionally or negligently damage computers or electronic devices may be responsible for the cost of repair or replacement of the device. 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.
8. 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.
9. 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.
10. Users are prohibited from using another individual's computer account. Users may not read, alter, change, execute or delete files belonging to another user without the owner's express prior permission.
11. 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.
12. Teachers shall make reasonable efforts to supervise a student's use of the Internet during instructional time.
13. Views may be expressed as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

B. RESTRICTED MATERIAL ON THE INTERNET

The board is aware that there is information on the Internet that is not related to the educational program. The board also is aware that the Internet may provide information and opportunities to communicate on subjects that are not suitable for school-age children and that many parents would find objectionable. While no content filtering system is infallible, school system personnel shall take reasonable precautions to prevent students from having access to inappropriate materials, such as violence, nudity, obscenity or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that the Internet service provider or technology personnel have installed a technology protection measure that blocks or filters Internet access to audio or visual depictions that are obscene, that are considered pornography or that are harmful to minors. School officials may disable such filters for an adult who uses a school-owned computer for bona fide research or another lawful educational purpose.

School system personnel may not restrict Internet access to ideas, perspectives or viewpoints if the restriction is motivated solely by disapproval of the ideas involved. The user is ultimately responsible for his or her activity using any technological resource.

A parent/guardian who does not want his/her child to have independent access to the Internet will provide written notice to the school principal. A copy of this policy appears in every student handbook.

C. PRIVACY

No right of privacy exists in the use of technological resources. School system administrators or individuals designated by the superintendent may review files, monitor all communication, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

D. 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 on-line 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

All employees must only use district-approved resources when communicating with students or parents about any school-related matters. Thus, employees may not use personal websites or on-line networking profiles to post information in an attempt to communicate with students about school-related matters. The only exception to this provision is for online profiles that are approved by the Superintendent, are district-maintained, and designed to disseminate information to the general public.

Employees are to maintain an appropriate relationship with students at all times. Employees are encouraged to block students from viewing personal information on employee personal websites or on-line networking profiles in order to prevent the possibility that students could view materials that are not age-appropriate. If an employee creates and/or posts inappropriate content on a website or profile and it has a negative impact on the employee's ability to perform his or her job as it relates to working with students, the employee will be subject to discipline up to and including dismissal. This section applies to all employees, volunteers and student teachers working in the school system.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 6777; G.S. 115C-325(e), -391

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Copyright Compliance (policy 3230/7330), Web Page Development (3227/7322), Student Behavior Policies (all policies in the 4300 series), 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)

Adopted: January 4, 1999
Revised: September 8, 2003, October 3, 2005, July 7, 2009, July 13, 2011, February 22, 2012, June 30, 2015

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), DropBox (www.dropbox.com) and EverNote (www.evernote.com).

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

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

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

Student’s Name

Homeroom Teacher

Parent/Guardian Name (Printed)

Parent/Guardian Signature

NETWORK SECURITY

Policy Code: 6524

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

A. NETWORK AND INFORMATION SECURITY

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

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

B. SECURITY AWARENESS

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

C. VIRUS PROTECTION

Virus 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 viruses.

D. TRAINING FOR USE OF

TECHNOLOGICAL RESOURCES

Users should be trained as necessary to effectively use technological resources. Such training should include information related to remote access, virus protection, Power School, network and information security, and other topics deemed necessary by the superintendent or technology director. Each school should identify any staff development appropriations for technological training in their school improvement plans. The superintendent and technology director should assist schools in coordinating staff development needs as provided in policy 1610/7800, Professional Development and Assistance.

E. ACCESS TO INFORMATION TECHNOLOGY SYSTEMS

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. POWER SCHOOL

The technology director or designee shall ensure that any school system computers utilizing the Power School application pursuant to State Board of Education Policy EEO-C-018 adhere to requirements of the Power School Password and Workstation Policy, including provisions related to the user identification, password and workstation security standards. Employees must follow such standards for all computers used to access the Power School system, including 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.

F. USE OF PERSONAL ELECTRONIC DEVICES ON HCS NETWORK

Harnett County Schools may provide "guest" wireless Internet access to staff/students for personal Wi-Fi devices. Staff members and/or students who bring personal devices within Harnett County Schools and connect to the "guest" wireless Internet access agree to the following:

1. Harnett County Schools will not be responsible for theft or damage to personal devices not purchased by Harnett County Schools. Users of personal devices are encouraged to contact their insurance company regarding coverage.
2. Users of personal devices attest that they will abide by all Harnett County Schools Board of Education policies regarding acceptable use of the device and acceptable use of the Internet.
3. Harnett County Schools Media & Technology Department members (Technology Facilitators, Media Coordinators, Computer Technicians, etc.) will not be responsible for maintenance of, and will not perform any troubleshooting on, personal devices.
4. Users of personal devices are responsible for their own document storage, management, and backups.
5. Users of personal devices will not introduce, or attempt to introduce, spyware, malware, viruses, or any other malicious code into the Harnett County Schools network.

6. Users of personal devices will be governed by the Harnett County Schools content filtering policies and will not bypass, or attempt to bypass, the HCS content filtering system by any means (including the use of proxy servers).
7. Users of personal devices will ensure that their devices are firewalled, patched with all security updates, and have current anti-virus and anti-spyware software installed.
8. Users of personal devices will ensure that their devices do not contain any content inappropriate for the educational environment.
9. The Harnett County Schools network may not be used for downloading entertainment software or other files not related to the mission and objectives of the board. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Harnett County Schools.
10. Inappropriate use of personal devices may result in permanent revocation of access to the “guest” Internet access and revocation of permission to bring a personal device on campus.

Legal References: G.S. 115C-523, -524

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

Adopted: July 9, 2009

Revised: July 13, 2011

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 cellular phones and other wireless communication devices on school property as long as such devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by local school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, 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.

Though generally use is permitted during non-instructional hours, 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.

Violations of this policy will result in consequences as provided in the school’s student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Aggravating factors may subject a student to more stringent disciplinary consequences, up to and including expulsion. Examples of such aggravating factors include, but are not limited to, using wireless communication devices: (1) to reproduce images of tests, to access unauthorized 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 take illicit photographs; and (3) to photograph, videotape, or record any individual without his or her knowledge and consent.

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, -391

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

Adopted: July 7, 2009

Student Health

A NOTE FROM THE NURSE...

The faculty and staff of Harnett County Schools will put forth every effort to ensure your child's well being while at school. Please inform school staff of any health concerns your child may have at the time you enroll them by completing your child's health history form. All information regarding your child's health will be held in confidence and used only in the creation of an individual or emergency health care plan to be shared with relevant staff on a "need to know" basis. There are standard forms for emergency health care plans addressing potential needs of students with: **Asthma, Anaphylaxis, Allergies, Sickle Cell, Diabetes, and Seizures.** There is also a **Miscellaneous** form used to address other health concerns. You may request a copy of these forms from your child's school nurse, office personnel or teacher. If you feel you need to meet with your child's school nurse to develop a more individualized health care plan, you may call the school secretary and leave a message for the nurse to contact you. Each school nurse is assigned more than one school and schedules visits based upon known student needs and the demographics of each school. If you feel your child's health condition or disability warrants additional accommodations at school, please notify your schools guidance counselor, teacher or school nurse.

Your child may participate in screenings in an effort to identify suspected barriers to learning. Screenings may include vision, dental, hearing, blood pressure, height/weight and health status as deemed appropriate by your child's school nurse. If, after a screening, your child is identified to need further evaluation by another medical professional, you will be notified by means of a written referral. You may request your child not be screened by submitting a written request to your child's teacher and/or school nurse.

Harnett County School's Medication Administration Policy requires a completed "**Request for Medication Administration at School**" form to be on file prior to the administration of any medication to students by school staff. A physician and parents/guardians must complete and sign this form. Medication(s) must be delivered to school by a parent or other responsible adult in the manufacturer's original label or in a container labeled by a pharmacist. If a physician allows a student to carry and self-administer emergency rescue medication(s) at school, this must be indicated by the physician in writing on the "Request for Medication Administration at School" form. Emergency rescue medications may include asthma inhalers, epinephrine auto-injectors, insulin or glucagon. The school nurse will meet with the student to evaluate the student's ability to comply with the use and instructions of the prescribed medication. If the student proves to be independent with the self-administration directions, a contract will be signed by the student, school nurse and principal. It will be maintained with the medication administration log at school. If the student is found to be non-compliant with the medication use as prescribed, disciplinary actions may be imposed. However, no student will be denied access to any emergency rescue medication as a result of disciplinary actions.

North Carolina law mandates every student attending our schools must meet the minimum **immunization requirements**. Students are allowed thirty calendar days from their first date of attendance to become compliant with this requirement. Principals **must** suspend any student not in compliance with this law upon the end of the thirtieth calendar day. Please contact you child's school nurse, health care provider or our local health department if you have questions or concerns regarding immunizations.

Health Assessment Transmittal (HAT) form must be completed for any student enrolling in NC public schools for the first time. HAT forms must be current within 12 months of the students' first day of attendance. HAT forms must be presented to the school by the end of thirty (30) calendar days from enrolling for continued school attendance.

Garrett's Law was enacted in an effort to inform parents about the availability of influenza, meningococcal meningitis and human papilloma vaccines as well as general information about each of these diseases and the vaccinations available to aid in the prevention of each of these diseases. Please seek more information from your personal health care provider, local health department or your school nurse about these diseases and the vaccinations available for each.

Please contact your child's school nurse with any questions or concerns regarding the above information. Our goal is to assure a safe, healthy and successful educational experience for your child(ren) while at school.

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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: / /

Western Harnett High School
Frequently Asked Policy Questions

Cell Phone Policy:

- Not allowed in classrooms under any circumstances, Allowed in Commons areas and cafeteria
- No audible music
- Electronic devices used with in classrooms may be confiscated by the teacher, to be returned at the end of the day. Should a student have the device confiscated a second time a parent may be required to come retrieve the item from school.
- Full policy can be found on 15

Dress Code:

- All clothing must meet 3 inch rule. Skin and under layers more than 3 inches above the knee should always remain covered.
- Leggings, jeggings, yoga pants, or other skin tight pants can only be worn if other clothing covers to 3 inches above the knee. Long tops, skirts, etc. are acceptable to cover leggings if the top extends to the 3 inch rule.
- No Sagging. The outer most layer of pants or shorts should completely cover all under layers of clothes above the 3 inch rule. Wearing shorts or additional pants as an under layer, does not permit students to sag. A general rule is to wear belt loops even with upper hip.
- Any tops should cover from collar bone to shoulder bone. Sleeveless tops may be worn if they meet this rule, however tanks tops and spaghetti straps are not acceptable.
- No headgear of any kind should be worn in the building. This includes ladies hair wraps and scarves as well as bandannas worn in any fashion.
- This policy, and all policies, applies to males and females.
- Full policy can be found on page 15

Tobacco Policy:

- All schools in the state of NC are tobacco free campuses.
- No tobacco product should be consumed or in the possession of a student at any time, including extracurricular activities and athletics.
- This policy applies to cigarettes, cigars, smokeless tobacco, e-cigarettes, vapor cigarettes and any other substance in this family of products.
- Full policy can be found on page 50

Attendance Policy:

- There is significant correlation between student attendance and academic success.
- Any student that accumulates more than 7 absences in a course is in danger of losing credit for the course due to attendance.
- The attendance waiver process will be thoroughly explained to students and posted on the schools website.
- Documentation will be required for all excused absences. Significant absences may require doctor's notes and or medical documentation to be excused.
- Any student who's **total absences, excused or unexcused**, exceed the limit of 7 will be expected to complete the attendance waiver process by attending after school make up sessions.
- Full policy may be found on pages 10-11

Athletic Eligibility:

- Students who participate in athletics must meet the following requirements.
- Maintain a current physical
- Have passed at least 3 classes in the previous semester
- Meet 85% attendance rule, no more than 13 absences in the previous semester.
- Full policy can be found on page 9

Early Dismissal/Sign Out:

- Notes for early dismissal should be brought to the attendance staff before school starts
- Students cannot be dismissed from school through phone calls. Parents should report to school to sign a child out.
- Students cannot sign themselves out of school, even if they are 18. We need permission from legal guardians to dismiss a student.
- Students leaving campus without permission may face suspension from school.
- When 60 minutes of class time, including SOAR, has been missed due to signing out, an absence can be recorded.

Parent Portal:

- The parent portal allows parents to view student grades, assignments, and attendance in real time. Parents are highly encouraged to sign up for the Parent Portal.
- To receive an access code complete the required forms, available from the school or on our website, return the form to Guidance and present picture ID.