

Northwest Harnett

ELEMENTARY SCHOOL

**Blast
Off...**

or Adventure Awaits

Student
Handbook
& Code of
Conduct



DREAM BIG AIM HIGH SHINE BRIGHT

Welcome to Northwest Harnett Elementary School, **Home of the WILDCATS!** At Northwest we *Dream BIG!* We are so excited to have you as part of our Wildcat family. This year our theme is **Blast OFF - Your Adventure Awaits!** We want to **ignite** a passion for learning and inspire you to **“Dream BIG, Aim High, and Shine Bright!”** We have **“Out of this World”** staff ready to help you pursue your dreams with passion and confidence. At Northwest, you will have the tools to turn your dreams into reality. We believe in the **infinite** potential of all our students. We will explore new ideas and **“go boldly where we have not gone before.”**

This handbook will acquaint you and your family with our school procedures, rules, and county policies. ***Please read it carefully.*** We are committed to serving our students and community and welcome you to join our team by volunteering in our school throughout the year. We look forward to an **“Out of this World”** year at Northwest Harnett!

Leave a Legacy, Kimberly Smith, Principal

NORTHWEST HARNETT ELEMENTARY MISSION

Northwest Harnett Elementary is dedicated to fostering an environment where safety, inspiration, and preparation are at the forefront of our educational mission. Our goal is to create a space where students are encouraged to reach their full potential academically and are instilled with the values of dignity, respect, and responsibility. Every student deserves to learn in a setting where they feel safe and supported, allowing them to thrive both in and out of the classroom.

School Information

Principal	Kimberly Smith	ksmith3@harnett.k12.nc.us
Assistant Principal	Heather Drake	hdrake@harnett.k12.nc.us
Address	736 Rollins Road Fuquay-Varina, NC 27526	Website: www.harnett.k12.nc.us Phone: (919) 552-4547 Fax: (919) 567-3623

VISITORS

We welcome parents/guardians to visit our school, but we ask you to enter at the front door, sign in at the visitor’s desk in the office, and obtain a visitor pass. This requires a valid NC License or ID. Our receptionist may not ask for an ID if they know you; however, please be prepared to present your ID if

they do not recognize you. We ask that you wear the pass in a visible place on your shirt/dress. Staff members are trained to ask for a visitor pass when they do not see a visitor with an HCS ID or a visitor pass. **Anytime** you visit our campus, you must have a visitor pass. This includes the building, playgrounds, and outside student areas. The only exception is when we have an evening event such as

Grade Codes for K - 2 nd grades	Grade Codes for 3 rd - 5 th grades
<i>M = Meeting current grade level expectations</i> <i>A = Approaching current grade level expectations</i> <i>N = Not meeting current grade level expectations</i>	A - 90-100 Excellent B - 80-89 Very Good C - 70-79 Average D - 60-69 Below Average F - 59 & below - <i>Unsatisfactory progress at this time</i>

an Open House, Parent Engagement Nights, Musical Performances, or a PTO-sponsored event. We will have a sign-in area for Awards Day and Field Day

REPORT CARDS

A report card for all K-5 students will be issued within five (5) days following the end of each nine-week grading period and will be sent to your email on file in Infinite Campus.

We will no longer use PowerSchool to report attendance and grading. This year, our school system will transition to Infinite Campus. This is a new roll-out by the Department of Public Instruction. Once the details are updated, we will share more information about how you will receive progress reports and nine-week grades.

PRINCIPAL'S LIST AND HONOR ROLL

The **Principal's List** includes students with good conduct and all A's. Students on the **Honor Roll** must also have good conduct and earn an A or B in all classes. Students on the **Principal's List or Honor Roll** will receive a certificate from the principal for their achievement. Their name will also be listed in the *Dunn Daily Record*.

NINE-WEEK AWARD PROGRAM

The first and last nine-week grading periods will include in-person awards. The second and third nine-week periods will be virtual Google Meets. Parents are encouraged to attend and participate. The classroom teacher will notify parents if their child is receiving an award. Awards presented every nine weeks are *Principal's List, Honor Roll, BUG, Perfect Attendance, Terrific Kid, Resource Award, Cherry on Top (extra effort), Guiding Light (Outstanding Character), and ELL Student Achievement Award*.

ATTENDANCE AWARDS

MORE THAN (6) UNEXCUSED OR EXCUSED TARDIES any time during the school year *will disqualify a student from the Perfect Attendance Award*.

TARDINESS / EARLY LEAVES

Because of the school's busy schedule, **tardiness or early checkouts are discouraged**. Being at school on time and staying the entire day is part of learning a sense of responsibility. Our school social worker will be asked to investigate if you are continually late or leave early. **The school day is from 8:15 am until 3:00 pm.** The **Tardy Bell rings at 8:20 am.** When students are tardy or leave early regularly, a significant amount of instructional time is lost. At Northwest Harnett Elementary, **EVERY MINUTE COUNTS!** Our teachers are instructing their students until the last possible moment, and we expect to have students with us until dismissal. We understand that occasional early leaves, such as a doctor's or a dentist's appointment, may occur. Please present documentation of these visits on return to school the next day.

STUDENTS MAY NOT BE DROPPED OFF AT THE SCHOOL'S FRONT DOOR AFTER 8:20 A.M.

Any student arriving after 8:20 a.m. must be escorted to the office by his/her guardian, signed in for the day at the front office, and obtain a tardy pass.

MORNING ARRIVAL PROCEDURES

Students may begin entering the school building at 7:50 am and in their class by 8:15 am. The tardy bell rings at 8:20 am. Students arriving before 8:15 am should go to their classroom. If a student is eating breakfast, they should go directly to the cafeteria. A staff person supervises early arrivers in the cafeteria beginning at 7:50 am. Car riders will enter the building through the front door. Please enter the car rider line from Rollins Road through the right side of the parking lot and follow the line around the side of the building. Students will exit at the gym doors and enter the building through the front office. Please do not let your child out of the car and have them walk through the parking lot unsupervised. This is dangerous, and we want your child to be safe. **No student should arrive before 7:50 am except for 5th graders on Safety Patrol Duty.**

AFTERNOON CAR DISMISSAL PROCEDURES

Dismissal times are set and should be adhered to each day. We dismiss our car riders at 3:00 pm. **It is imperative for your child's safety that parents follow all car rider procedures every single day. Parents shall remain in their vehicles and wait in line to pick up their child at the car rider's curb.**

At 2:45 pm, we will not allow parents to enter the building for checkout. (The only exception will be for an emergency or due to a meeting with administration. We begin car dismissals promptly at 3:00 pm. If you must enter the building after the 2:45 pm cutoff time, you will be expected to wait until the car riders have been dismissed, around 3:40 pm. This is the cutoff time for parent entry and will enable us to settle students and prepare them for dismissal. This also allows us to ensure that we do not release any student to someone not authorized to pick him/her up from school. **Student safety is our first priority!** Parents are not permitted to call the school and ask that students wait in the office to be checked out, as this negatively impacts instructional time in the classroom. You must be on campus to request your student from the classroom.

CAR DISMISSAL SAFETY PROCEDURES

When car dismissal occurs at 3:00 pm, students will be loaded into the cars at five loading stations in the front of the Gym. At Northwest Harnett, students will be loaded into the back seat of cars. **NC vehicle laws require all children up to 5 Years old to sit in the back seat, and all children under 80 pounds are to use a booster seat; NC Vehicle laws recommend all children from the age 5 - 12 to ride in the back seats of vehicles; if they must ride in the front seat, the airbags should be turned off.** Northwest Harnett will comply with all the above state regulations for the safety of our students. We appreciate your understanding of this safety measure.

WITHDRAWAL OR TRANSFER

Parents, please contact the office for withdrawal or transfer procedures. Before the transfer can be completed, parents are responsible for returning books and other school items and paying all fees. Permanent school records will only be sent if these matters are cleared.

CURRICULUM OVERVIEW

We are dedicated to preparing our young people with the skills and characteristics necessary to be globally competitive leaders in the 21st century. Our school's ultimate goal is to prepare students to be self-motivated, contributing members of society who are literate and think critically and creatively. We will refine and improve upon reliable teaching methods and integrate technology resources to help develop global learners.

Our staff believes in creating a safe, secure, and nurturing environment that fosters lifelong learning, high standards of achievement, and character development. Our school strives to maintain high standards of quality teaching for ALL students. It is our mission to prepare our students and provide them with hands-on learning opportunities to extend the classroom lesson. We encourage our students to set individual goals they can reach with hard work and teacher support. We want our students to reach their highest potential and be prepared for their next educational chapter.

Northwest Harnett Staff Members are committed to the following objectives:

1. Students will engage in activities emphasizing higher-level thinking, comprehension, vocabulary, phonics, and study skills in a **balanced reading program** that integrates all subject areas, thus improving student reading habits and attitudes.
2. Students will use elements of a **balanced writing program** to write creatively in all content areas using different modes/writing styles.
3. Students will perform tasks that **engage all math strands**: Number Sense, Numerical Operations, Spatial Sense, Measurement, Geometry, Patterns, Relationships, and functions Data, Probability, and statistics, creating lifelong problem solvers.
4. Northwest Harnett Elementary will continue to **promote professional development** consistent with school and county goals.
5. Northwest Harnett Elementary School will **improve the school climate** by establishing and developing programs to ensure safe schools through a safe and secure environment.

6. Northwest Harnett Elementary School will **provide a safe school** through parent and community involvement, maintenance of high standards of social/cultural environment, and provision of academic and special programs.

HOMEWORK

1	Homework should be assigned on a regular basis.
2	All homework should be meaningful and should provide reinforcement activities as well as enrichment activities. The teacher will make every effort to make sure homework assignments are clear, and the due date is understood.
3	All homework assignments are due the following day or upon the day of return in the event of school cancellation, personal illness, or any other legitimate excuses. Extended assignments will be due at a date established by the teacher.
4	Homework must be ready to be presented by the student at the beginning of class for which it is required.
5	Students will <u>not</u> be permitted to call home for homework that they forgot to bring to school.
6	All homework will be assessed and/or graded. Please remember that homework will be figured into the marking period grade.
7	Extra credit may or may not be accepted. The teacher will determine this.
8	Teachers assign homework to meet your child's educational needs.

WIN TIME

WIN stands for "What I Need". Students will be encouraged to set academic goals they will work to achieve during each nine-week grading period. Each student will be given ample opportunities to show growth and meet their individual goals. Teachers will clearly outline their classroom procedures. Students who achieve their goals will be invited to a WIN Time celebration.

PRINCIPAL'S TABLE

Each month, two students from each classroom are nominated by their teacher to attend the Principal's Table. Students are chosen based on good citizenship and overall dedication to excellence and classroom participation. Students will eat lunch with the Principals during their designated lunch schedule. Parent volunteers are welcome to sign up to help.

ASSEMBLIES

Students will attend the school assemblies in an orderly group with strict attention to the speaker. Boisterous laughing, ridiculing a performer, booing, whispering, or inattention will not be permitted. All persons attending assemblies should be respectful and keep noise at a minimum. Students should remain with their class until the assembly is dismissed. If students plan to leave after an assembly with a parent/guardian, they must sign out the student at the office. If a parent/guardian must leave before the end of the assembly, please wait until there is a change in a class to prevent a disruption to a child receiving an award.

STUDENT BEHAVIOR EXPECTATIONS

All students are expected to behave in a respectful and orderly manner while at school. If, however, a student becomes disruptive, we reserve the right to employ firm discipline. Our school discipline policy conforms to both local and state policies. Please refer to the Student Code of Conduct and all other policies relating to Student Conduct in the Harnett County Policy Section of this Handbook.

BULLYING AND HARASSMENT

Northwest Harnett Elementary and all schools in the Harnett County School System will be free from unlawful harassment and bullying. Students will attend school in a safe, orderly, caring, and inviting learning environment. Teasing, bullying, slurs, innuendos, derogatory remarks, jokes, demeaning comments, mimicking, name calling, graffiti, gestures, physical contact, stalking, displaying or circulating written materials and pictures (including clothing), hostile treatment, violence or other verbal or physical conduct against a student or employee reflecting on his or her race, color, national origin, gender, disability, age, religion or any other designated and protected category **WILL NOT BE TOLERATED**.

BEHAVIOR IN THE HALLS

Please keep our hallways open to traffic by walking in a single file, silent line. **DO NOT RUN**. Show respect to others in the halls and classrooms. Students should always be quiet in the halls because others are involved in academic activities.

BEHAVIOR IN THE CLASSROOM

Each classroom will design positive behavioral strategies to promote and encourage respectful and responsible behaviors in the classroom. Staff members will create an individualized behavior system that correlates directly to the school's discipline procedures. Students will be encouraged to follow classroom rules from staff members and parents. We use the Educator's Handbook system to report behavior issues to parents. When students have a discipline issue, the teacher will contact the parent with a letter and/or phone call. If there are 2 more incidents of the same behavior, the student may be sent to the principal's office for further disciplinary actions. A parent will receive a letter or phone call describing the incident/behavior, as well as the consequences. Behavior on the school bus will be documented the same way. Riding a school bus is a privilege. If student behavior issues are evident on the bus, the child may be suspended from riding the bus. Using positive behavior strategies, a

positive learning environment, home partnership and high expectations, our students will develop the leadership skills to soar to new heights!

DRESS

Students are encouraged to take pride in their appearance at all times. **We also strongly recommend that students wear tennis shoes daily as they have recess/PE.** Parents should stress the importance of good grooming and proper dress. Students may not wear hats or hoods in the building. Midriff tops and spaghetti straps are prohibited unless covered with a shirt or sweater. Shorts should be finger-tip length. No baggy pants where undergarments are visible. Please refrain from wearing clothes with unkind words or sayings on them. Holes in jeans or shorts should not be in areas that show undergarments. Jeans with massive holes are not permitted due to safety due to an increased risk of clothing being caught on recess/PE equipment.

CELL PHONES

We recognize that technology is part of our student's lives in the 21st Century. In light of this, smartphones should remain in the student's bookbag during the instructional day and be disabled. If a child is wearing a smartwatch, it should be disabled from receiving phone calls or messages. If phones are out during instruction without permission, the phone will be confiscated by a staff member sent to the office, and the parent will have to pick up the phone. If a smartwatch becomes a distraction, the watch will have to remain in the student's bookbag for the remainder of the school year. **Cell phone use is not permitted in the classrooms or on the bus.** Students can use the office phone in case of emergencies and sickness.

FIELD TRIPS

As much as field trips are an extension of the classroom, all school rules must be followed. Students will ride the activity bus on all field trips. Chaperones will be used on all field trips and will be responsible for the safety of the field trip students. Chaperones may not bring siblings on field trips and must be registered volunteers before attending a field trip. ***If you are planning to attend a field trip, please do not enter the bus parking lot with your vehicles without prior approval from Mrs. Smith or Ms. Drake.*** If a child is leaving the field trip early, a parent will have to sign the child out with the teacher.

PLAYGROUND

Playgrounds should be kept clean and neat. Do not litter the playground with paper/other trash. There should be no wrestling or rough play - not even for fun. Do not throw rocks or any other object which might injure another student. Students are not allowed to go outside of the playground area without the teacher.

RESTROOM

Student conduct in the restrooms should be orderly, with no lingering or littering. Ample time is given during the day for students to go to the bathroom. If your child has a medical issue that requires them to visit the restroom more frequently, please send documentation to your child's teacher.

TEXTBOOKS / TECHNOLOGY AND SCHOOL PROPERTY

The Harnett County School System furnishes textbooks and technology devices to all students. The care of these is the responsibility of each student. The student must pay for textbooks or computers if they are damaged or lost. Any student that damages school property will be written up for failure to comply with the Student Code of Conduct: **RULE 8 Theft and Damage to Property** - *Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly having stolen property. Students are also 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 consequences for severe and minor violations outlined in this policy property.*

ITEMS NOT PERMITTED ON CAMPUS

Anything not needed for class should be left at home. Toys should not be brought unless the teacher gives his/her permission for them to be brought to his/her class. Personal electronic devices should not be brought to school under any circumstances. **FIREWORKS/EXPLOSIVES, LIGHTERS, WEAPONS, TOBACCO OF ALL TYPES, ALCOHOL, AND ILLEGAL DRUGS VIOLATE STATE AND LOCAL LAWS.** Possession under any circumstances will result in severe penalties.

VALUABLES/ELECTRONIC DEVICES AT SCHOOL

School personnel try to prevent losses, but they are not responsible for students' property. Large amounts of money, valuables, or any electronic devices, such as, but not limited to, Cell Phones, iPads, iPods, etc., should not be brought to school. Please label all belongings, including articles of clothing. We have many jackets, sweaters, hats, and gloves left on the playground. If there is no name inside, we do not know to whom the item belongs. Take the time to put the student's name inside so the items can be returned if lost. **WE DO NOT HAVE ANY SPACE FOR CLOTHING AND ARTICLES LEFT AT SCHOOL. PLEASE REMIND YOUR CHILD TO BRING HOME COATS AND LUNCH BOXES DAILY.**

DRUG-FREE SCHOOL ZONE

Northwest Harnett is a smoke-free campus, as required by local and state laws.

EMERGENCY FORMS/HEALTH CARE PLANS

Student Information forms will be sent home with each student on the first day of school and collected by the homeroom teacher the next school day. Be sure to completely fill out the card's front and back with all the necessary information. **Please include all emergency contact numbers.** Please send any changes in address to the office immediately as they occur. Please let us know if you have

any custody concerns that may affect your child while he or she is at school. Also, please indicate any health concerns. Health Care forms will be sent home by the school nurse for all students with health problems. ***All Kindergarten students or new students who have never attended a North Carolina School*** must have the Health Assessment Transmittal form completed and signed by a doctor within 30 days of enrollment. ***Students not presenting this form after the first thirty days of enrollment will be excluded from school until the paperwork is completed and submitted to the registrar.***

SAFETY PATROL

Fifth-grade students will be selected to serve as safety patrol officers based on their exemplary citizenship. They will assist with morning arrival and will serve one day a week in this capacity. It is an honor to be selected for this leadership position, and the students are expected to lead by example in all areas and aspects of the school day. All Northwest Harnett students will respect the position of safety patrol and the directions given by the safety patrol members.

MASS NOTIFICATION

Thrillshare Mass Notification is our school-wide information phone system. We use this system to inform the parents of any important information regarding our school. We also notify parents on our Facebook page, Roaring Wildcats Newsletter, and website. We are transitioning from PowerSchool to Infinite Campus. This system will be used to provide parents with information. Teachers to notify parents through Seesaw, ClassDojo, and Google Classroom. *Parents should furnish home, cell, and work phone numbers to receive this information. **It is the parent's responsibility** to contact our school office if your phone numbers change during the school year so we can update this in PowerSchool.*

INCLEMENT WEATHER POLICY

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

1. Check for closings/delays on the Harnett County website (www.harnett.k12.nc.us) or the HC Schools Facebook page.
2. Listen to the following radio or television stations for schedule changes:
3. ***DO NOT*** telephone the school, central office, or school officials. These calls tie up the telephone lines and may prevent emergency communication to the news media and you. ***If an emergency arises, parents will be notified through the mass notification system.*** Please make sure all of your numbers are correct.
4. The absence of any announcement means that schools will be in session as usual.

FM Radio Stations	AM Stations	TV Stations
91.5 WUNC	620 WDNC	WRAL Channel 5
94.7 WQDR	680 WPTF	WTVD Channel 11
100.7 WTRG	680 WPTF	WKFT Channel 40
101.5 WRAL		WRDC Channel 28
106.1 WRDU		WNCN Channel 17

STUDENT FEES AND

As approved by the will be no student Student insurance will at the beginning of Information will be Packets. Parents will have a choice of purchasing the school day or 24-hour coverage.

INSURANCE

Board of Education, there basic school fees this year. be available to all students each school year. sent home in Back-to-School

TELEPHONE

The school phone is a business phone that can only be used for that purpose. As a general rule, we will only permit students who are sick to use the phone to call home. We will not permit students to call home for homework, tennis shoes, book bags, etc. A student cannot be called out of class to talk on the phone except in the case of an emergency. High-time on task is a top priority at Northwest Harnett. *Parents will not be transferred to the classroom. All phone messages will be given to teachers to return at their earliest convenience.*

PICTURES & Yearbook

School pictures and yearbook sales are fundraisers for Northwest Harnett that help provide incentives for students and teachers as well as additional technology and classroom instructional supplies. These funds also help support students who need assistance with attending field trips. Carlton Hubbard Photography will take Fall/Spring/Kindergarten pictures for the 2024-2025 school year. Proofs will be sent home for parents, and information will be sent home in Tuesday folders.

Yearbooks will be produced for Northwest by Carlton Hubbard Photography. Information for 5th Grade Ads and pre-order information will be sent home in Tuesday folders. Please adhere to Yearbook deadlines since the school can only provide yearbooks for pre-orders.

PARTIES

Each class is allowed **two** parties per year. We do not allow parents to have birthday parties at school. You can bring in a snack to share with the class; however, *due to the severe allergies of several of our children, please reach out to your child's teacher before sending any food.* All food must be packaged and purchased from a store. Party invitations of any type will not be distributed at

Northwest Harnett Elementary School unless all students in the classroom receive an invitation. We will return these to you if they are sent to school. Please do not send balloons or flowers to school for your child.

PARENT ROLE

As a parent, you can assist us by encouraging your child to always do his/her best in everything he/she does. Praise your child for the small achievements because they are showing growth. Let them know that you care by sharing some quiet time with them to ***discuss their day at school***. Read to your child at least 20 minutes per day. Discuss what they have read and have conversations with your child. Data shows this small amount of reading per day is vital to your child's development. We are setting goals at Northwest Harnett in our classrooms. Discuss your child's goals at home and encourage them to work hard. We want our students to Dream Big and WIN!

PARENT CONFERENCES

Parents are expected to contact the school any time they want to talk about their child's schoolwork. They should call in advance so that a meeting can be scheduled. **We cannot call a teacher out of the classroom to take a phone call except for an extreme emergency.** The school will schedule parent/teacher conferences during the school year, and your attendance is encouraged. Teachers will schedule parent conferences during the school year as needed.

PTO

PTO dates are TBD at this time. Our active Parent-Teacher Organization schedules frequent meetings and fundraising projects. Please watch for the flier and newsletter throughout the school year. ***The PTO is always in need of volunteers to help with school events. Please contact the school if you are interested in helping support the PTO.***

VOLUNTEERS

Parent volunteers are an essential part of our school. The Harnett County School policy requires ALL volunteers to have a background check before volunteering. Please visit www.harnettvolunteers.com to register before signing up to volunteer. Cindy Jarman is the Volunteer Coordinator for Northwest Harnett Elementary.

VOLUNTEER OPPORTUNITIES

Our Volunteers are our heroes!

Grounds Beautification	Read to students	Magic Closet workers
Outdoor Learning	Assist with yearbook	Assist with Fundraisers
Field Trip Chaperones	Academic Mentors/ Role Models	Test Proctor

SCHOOL MEALS

Breakfast - \$1.50 per child Lunch \$2.75 per child

While in the cafeteria, students will avoid loud talking or horseplay. No outside food is permitted during the school day unless in a lunch box or paper bag. Federal Child Nutrition Laws state that we are not allowed to bring outside fast food to our cafeteria. We appreciate your cooperation with this matter. Parents/Guardians are permitted to eat with their child but must sign in at the front office and get a visitor pass before going to the cafeteria.

LUNCH CHARGE POLICY

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 various local, state, and federal policies. According to the OMB A-87 Circular, Local Educational Agency Child Nutrition Programs cannot 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 by several methods. Advanced payment by cash, check, or money order may be sent to the school cafeteria. Also, meal payments may be made by credit or debit card at www.k12paymentcenter.com. Students that have charged more than the board policy of \$12.00. If your child has a balance in excess of \$12.00, they will be fed, but it will be a tray with a PBJ sandwich, two vegetables, fruit, and milk. Our school picks up the balance of any lunch charges at the end of the school year and this is deducted from our local money. We ask you to please fill out a free and reduced lunch form if you need assistance with breakfast or lunch daily to avoid excessive charges on your account.

RETURNED CHECK POLICY

Unfortunately, the school district's Child Nutrition Program occasionally receives checks that are returned due to insufficient funds. The following policy will apply to returned checks issued to the Child Nutrition Program. Harnett County Schools' Child Nutrition Program utilizes a third-party collection service to recover funds from issuers of returned checks. The third party is **ChecXchange**. Checks issued and payable to Harnett County Schools' Child Nutrition Program (or an individual school cafeteria) and returned by a bank due to the depositor having insufficient funds, a closed account, or other reason/s attributable to the issuing party will be automatically submitted to ChecXchange. ChecXchange will attempt to recover the check's monetary amount and charge the issuer with any appropriate collection fees. While the returned check is being collected, the amount of the intended payment will be removed from the student's or student's account(s). If the funds are successfully recovered, the money will be credited back to the student's or student's account(s). Harnett County Schools' Child Nutrition Program will NOT EVER accept a check from any household that has submitted a check that has been returned for insufficient funds, closed account, or other reason attributable to the issuing party on three (3) occasions. After Harnett County Schools receives three returned checks from the same household, a letter will be sent to the household informing them of the action taken. A copy of the letter will also be sent to the school principal(s) and the cafeteria manager(s). Pre-payments may be made online at www.lunchprepay.com at any time. Prepayment may also be made at any time when paying with cash or money order in the school cafeteria when we will no longer accept checks from a household.

Harnett County Schools Policies and Procedures

2024 - 2025

The following section contains policies and procedures that parents and students should review annually. The policies and procedures in this section are effective as of the date of printing this handbook. Policies may be revised, as needed, by the Harnett County Board of Education. This is not an exhaustive list of policies by the Harnett County Board of Education; a complete list of current policies can be found on the Harnett County Schools website at www.harnett.k12.nc.us. 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. Student Behavior Policies – Policy Code: 4300**
- 2. Discrimination and Harassment Prohibited by Federal Law – Policy Code: 1710/4020/7230**
- 3. Title IX Nondiscrimination on the Basis of Sex – Policy Code: 1720/4030/7235**
- 4. Anti-Harassment Statement**
- 5. Student and Parent Grievance Procedure – Policy Code: 1740/4010**
- 6. Notification of Rights Under Family Educational Rights and Privacy (FERPA)**
- 7. Attendance – Policy Code: 4400**
- 8. Student Searches – Policy Code: 4342**
- 9. Smoking and Tobacco Products – Policy Code: 5026/7250**
- 10. Technology Responsible Use – Policy Code: 3225/4312/7320**
- 11. Student Membership and Participation in Educational Websites**
- 12. Network Security – Policy Code: 6524**
- 13. Use of Wireless Communication Devices – Policy Code: 4318**
- 14. Parents Right to Know Letter**
- 15. Student Health – A Note from the Nurse**
- 16. Student Health History – All Students**

STUDENT BEHAVIOR POLICY Policy Code: 4300

All decisions related to student behavior are guided by the board's educational objective to teach responsibility and respect for cultural and ideological differences and by the board's commitment to creating safe, orderly, and inviting schools. Student behavior policies are provided in order to establish (1) expected standards of student behavior; (2) principles to be followed in managing student behavior; (3) consequences for prohibited behavior; and (4) required procedures for addressing misbehavior. Teachers, school-based administrators, parents, and law enforcement will be consulted when existing student behavior policies are revised or new such policies are created.

A. Principles

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

- 1. Student behavior management strategies will 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 will be integrated into the curriculum.**
- 4. Disruptive behavior in the classroom will not be tolerated.**
- 5. Consequences for unacceptable behavior will be designed to help a student learn to comply**

with rules, to be respectful, to accept responsibility for his or her behavior, and to develop self-control.

6. Strategies and consequences will be age and developmentally appropriate.

B. Communication of Policies

Board policies related to student behavior are codified mainly in the 4300 series. The superintendent shall incorporate information from such policies into a Code of Student Conduct that notifies students of the behavior expected of them, conduct that may subject them to discipline, and the range of disciplinary measures that may be used by school officials. At the discretion of the superintendent, the Code of Student Conduct may include additional rules needed to implement the board's student behavior policies. To elaborate further on processes for addressing student misbehavior and the use of intervention strategies and consequences, each school will create a student behavior management plan that is consistent with the law, board policies, and the Code of Student Conduct (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 student behavior management plans developed by individual schools. The Code of Student Conduct must not impose mandatory long-term suspension or expulsion for specific violations unless otherwise provided in state or federal law.

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

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

C. Applicability

Students must comply with the Code of Student Conduct in 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 school bus stop;
4. during any school-sponsored activity or extracurricular activity;
5. when subject to the authority of school employees; and
6. at any other place or time when the student's behavior has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

Notwithstanding the foregoing, students will not be disciplined for constitutionally protected behavior. School officials are encouraged to consult with senior administrators before regulating student expression that may be protected by the First Amendment to the U.S. Constitution.

D. Consequences for Violations

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

1. Minor Violations

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

Aggravating circumstances, however, may justify treating an otherwise minor violation as a

serious violation.

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

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

The student's parent is responsible for transportation that may be required to carry out a consequence. With the exception of suspension from bus privileges, if a parent 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.)

E. Enforcement

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

F. 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;
- lead 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: U.S. Const. amend. I; Mahanoy Area School Dist. v. B.L., 594 U.S. ___, 141 S. Ct. 2038 (2021); G.S. 115C-47, -276(r), -288, -307, -390.1, -390.2

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

Adopted: April 4, 1977

Revised: August 5, 1991; January 10, 1994; April 3, 2000; October 4, 2004; October 6, 2008, February 8, 2010, July 13, 2011; September 10, 2018, November 14, 2022; December 4, 2023

Harnett County Schools

Discrimination and Harassment Prohibited by Federal Law Policy Code: 1710/4020/7230

The board acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. The board prohibits discrimination on the basis of race, sex, color, national origin, religion, disability, or age (40 or older) and will provide equal access to the Boy Scouts and other designated youth groups as required by law.

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

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

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

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

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

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

- Allegations regarding or related to the identification, evaluation, educational placement, or free appropriate public education of a student under Section 504 or the IDEA may be raised through the system of procedural safeguards established under policy 1730/4022/7231, Nondiscrimination on the

Basis of Disabilities, (for Section 504 complaints) or in accordance with the procedures described in Parents Rights & Responsibilities in Special Education, published by the NC Department of Public Instruction (for IDEA complaints).

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

The board encourages students, visitors, and other non-employee individuals who believe that they may have been discriminated against or harassed in violation of this policy, (including on the basis of disability, as specified in policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities), to report such conduct as soon as possible through the process provided in Section B of this policy.

Employees who believe that they may have been discriminated against or harassed should report through the process provided in policy 7232, Discrimination and Harassment in the Workplace. Individuals who have witnessed or who have reliable information that another person has been subject to unlawful discrimination or harassment may report the conduct to an individual designated in Section B of this policy.

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

A. Prohibited Behavior

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

1. Discrimination

Discrimination is any act or failure to act, whether intentional or unintentional, by an employee or agent of the school system that unreasonably and unfavorably differentiates treatment of others based solely on their membership in a legally protected class so as to interfere with or limit their ability to participate in or benefit from the services, activities, or privileges offered by the school system's education program. For purposes of this policy, the legally protected classes are race, color, national origin, religion, and disability.

2. Harassment

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

Examples of behavior that may constitute harassment include, but are not limited to, acts of disrespect, intimidation, or threats, such as verbal taunts, name-calling, and put-downs, epithets, derogatory comments or slurs, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Harassment may

occur through electronic means, such as through the Internet, email, or text message. Legitimate age-appropriate pedagogical techniques are not considered harassment.

3. Application of the Policy

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

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

B. Reporting Discrimination or Harassment

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

2. Mandatory Reporting by School Employees

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

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

3. Preliminary Inquiry

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

C. Complaints of Discrimination and Harassment

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

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

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

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

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

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

3. Time Period for Making a Complaint

Alleged discrimination or harassment should be reported as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may

significantly impair the ability of school officials to investigate and respond to such complaints.

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

1. Investigation

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

a. The principal or designee, or site supervisor will be the investigator when the alleged perpetrator is a student or third party. The senior human resources official or designee will be the investigator when the alleged perpetrator is an employee. The superintendent may determine that individual circumstances warrant the assignment of a different investigator. Notwithstanding the above designations, (1) if the alleged perpetrator is the senior human resources official, the superintendent will be the investigator, and (2) if the alleged perpetrator is the superintendent or a member of the board, the board chair shall direct the board attorney to investigate unless the board chair determines that outside counsel should be engaged to investigate.

b. As applicable, the investigator shall immediately notify the Section 504, ADA, or other relevant coordinator of the complaint and, as appropriate, may request assistance from the coordinator in conducting the investigation.

c. If the investigator, after interviewing the complaining party and/or the alleged victim and consulting with the board attorney, determines that the allegations submitted, even if factual, do not constitute discrimination or harassment as defined in this policy or policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, school officials shall address the matter outside the scope of this policy. Information regarding the investigator's determination and the process for addressing the complaint will be provided to the complaining party.

d. Any investigation conducted must be impartial, prompt, and thorough. The investigator shall investigate the facts and circumstances related to the allegation(s) of discrimination or harassment and give the alleged perpetrator an opportunity to respond to the allegations. The investigator shall consider all the evidence collected, the context in which the alleged incidents occurred, the age and maturity of the parties, and any other relevant circumstances, and in consultation with the board attorney as appropriate, shall determine whether the alleged act(s) constitutes a violation of this policy, policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, and/or any other board policy or expected standard of student or employee behavior.

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

2. Investigator's Findings

a. If the investigator finds that discrimination occurred, the investigator shall take or recommend steps to address the discrimination.

b. If the investigator finds that harassment occurred and created a hostile environment, the investigator shall assign or recommend appropriate disciplinary consequences for the perpetrator and/or take or recommend other reasonable measures to eliminate the hostile environment and prevent its recurrence.

c. If the investigator finds that the conduct did not violate this policy but violated policy 4329/7311, Bullying and Harassing Behavior Prohibited, or another board policy or expected standard of conduct, the investigator shall assign or recommend discipline or other action appropriate to the violation.

d. The investigator shall make a record of the evidence and findings of the investigation and the assigned or recommended discipline and/or other remedial action and provide a copy to the appropriate civil rights coordinator. If the investigator recommends a disciplinary consequence or remedial action that is beyond his or her authority, the investigator shall provide a copy of the record to the superintendent for further action.

e. The investigator shall inform the alleged victim and alleged perpetrator of the outcome of the investigation.

3. Steps to Reasonably End Discrimination or Harassment

a. The superintendent is responsible for taking or causing appropriate action to be taken in response to discrimination and harassment in violation of this policy. Appropriate action must include:

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

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

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

b. Appropriate steps to end discrimination and harassment may include, but are not limited to, separating the parties, providing counseling for the parties, and/or taking disciplinary action

against a perpetrator determined to have violated this policy. The superintendent may take non-punitive measures to end or prevent instances of discrimination or harassment regardless of

whether any individual has been found responsible for the discrimination or harassment. The superintendent also may implement or direct the implementation of classroom-wide, school-wide, or school system-wide responses such as additional staff training, harassment prevention programs, and other measures reasonably calculated to end the behavior, eliminate a hostile environment and its effects if one has been created, and prevent recurrence of the behavior.

c. The applicable civil rights coordinator shall encourage victims of discrimination and harassment to report any subsequent problems and may conduct follow-up inquiries as warranted to determine if there have been any new incidents of discrimination or harassment or any instances of retaliation.

E. Appeals

1. If the alleged victim is dissatisfied with the outcome of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the superintendent, in which case the alleged victim may appeal directly to the board in accordance with the next paragraph). The appeal must be submitted in writing within three school business days of receiving the notice of the outcome of the investigation. The superintendent may review the documents, conduct any further investigation necessary, or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal unless further investigation is needed.

2. Student victims may appeal the superintendent's decision to the board in accordance with subsection E.5.a of policy 1740/4010, Student and Parent Grievance Procedure. Employees may

appeal the superintendent's decision to the board in accordance with subsection E.4.a of policy 1750/7220, Grievance Procedure for Employees.

3. Any student or employee subject to discipline for violating this policy will be accorded all rights provided by law.

F. Retaliation Prohibited

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

G. Training and Programs

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

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

H. Records

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

I. Contacts for Inquiries

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

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

a. The Section 504 Coordinator is: Jermaine White

Office Address: 601 S. Main Street

PO Box 1029

Lillington, NC 27546

Email Address: jwhite1@harnett.k12.nc.us

Phone Number: 910-893-8151

b. The ADA Coordinator is: April Hood

Office Address: 1008 S. 11th Street

PO Box 1029

Lillington, NC 27546

Email Address: ahood1@harnett.k12.nc.us

Phone Number: 910-893-8151

c. The Age Discrimination Coordinator is: Virginia Taylor

Office Address: 601 S. Main Street

PO Box 1029

Lillington, NC 27546

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

Phone Number: 910-893-8151

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

Office Address: 601 S. Main Street

PO Box 1029

Lillington, NC 27546

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

Phone Number: 910-893-8151

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

4000 Maryland Ave, SW

Washington, DC 20202-1475

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

FAX: 202-453-6021 Email: OCR.DC@ed.gov

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621et seq., 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101et seq., 28 C.F.R. pt. 35; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Individuals with Disabilities Education Act, 20 U.S.C. 1400et seq.; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000det seq., 34 C.F.R. pt. 100; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994), available at <https://www2.ed.gov/about/offices/list/ocr/docs/race394.html>; Notice of Non-Discrimination, U.S. Department of Education, Office for Civil Rights (2010); Dear Colleague Letter (Harassment and Bullying), U.S. Department of Education, Office for Civil Rights

(2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; G.S. 115C-407.15 through -407.18; 126-16; 16 N.C.A.C. 6E .0107; Parent Rights & Responsibilities in Special

Education, (N.C. Dept. of Public Instruction, Exceptional Children Division), available at

<https://ec.ncpublicschools.gov/parent-resources/parents-rights-handbook>

Cross References: Title IX Nondiscrimination on the Basis of Sex (policy 1720/4030/7235), Title IX Sexual Harassment – Prohibited Conduct and Reporting Process (policy 1725/4035/7236), Title IX Sexual Harassment Grievance Process (policy 1726/4036/7237), Nondiscrimination on the Basis of Disabilities (policy 1730/4022/7231), Student and Parent Grievance Procedure (policy 1740/4010), Responding to Complaints (policy 1742/5060), Grievance Procedure for Employees (policy 1750/7220),

Prohibition Against Retaliation (policy 1760/7280), Hearings Before the Board (policy 2500), Staff-Student Relations (policy 4040/7310), School Plan for Management of Student Behavior (policy 4302),

Bullying and Harassing Behavior Prohibited (policy 4329/7311), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Discrimination and Harassment in the Workplace (policy 7232)

Adopted: December 7, 2020

Revised: June 24, 2021, July 10, 2023

Title IX Nondiscrimination on the Basis of Sex Policy Code:1720/4030/7235

The school system does not discriminate on the basis of sex (including pregnancy, childbirth, sexual orientation, and gender identity in its education programs or activities and is required by Title IX of the Education Amendments Act of 1972 and federal regulations to not discriminate in such a manner. This requirement extends to admission and employment. The board will not tolerate discrimination on the

basis of sex, including any form of sexual harassment as that term is defined under Title IX, in any program or activity of the school system.

A. Inquiries About Title IX

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

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

The Title IX Coordinator is: Courtney Blackburn

Office Address: 601 S. Main Street

PO Box 1029

Lillington, NC 27546

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

Phone Number: 910-893-8151

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

4000 Maryland Ave, SW

Washington, DC 20202-1475

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

FAX: 202-453-6021 Email: OCR.DC@ed.gov

B. Resolution of Grievances

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

The board has adopted additional means for reporting sexual harassment specifically. Any person may report alleged sexual harassment in the education program or activities of the school system occurring against a person in the United States in accordance with policy 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process. Those who believe they have been sexually harassed may also file a formal complaint of sexual harassment in accordance with policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process, to initiate a prompt and equitable resolution through a formal investigation and adjudication or through an informal resolution process. 12 The board encourages students, employees, and applicants to first make a report of sexual harassment in accordance with policy 1725/4035/7236 before filing a formal complaint.

C. Retaliation Prohibited

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

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

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

Legal References: Title IX of the Education Amendments Act of 1972, 20 U.S.C. 1681 et seq.; 34 C.F.R. Part 106; Grimm v. Gloucester County School Board, 972 F.3d 586 (4th Cir. 2020)

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

Other Resources: Enforcement of Title IX of the Education Amendments of 1972 with Respect to Discrimination Based on Sexual Orientation and Gender Identity in Light of Bostock v. Clayton County, U.S. Department of Education, Office for Civil Rights (2021)

Adopted: December 7, 2020,

Revised: November 14, 2022

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 April Hood, Director of Programs for Exceptional Children, telephone: (910) 893-8151 or by email: ahood1@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 Courtney Blackburn, Direct Title IX and Employee Relations, by telephone: (910) 893-8151 or by email: cblackburn@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 Jermaine White, Student Services Coordinator, telephone: (910) 893-8151 or by email: jwhite1@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, 601 S. Main Street, Lillington, phone number: 910-893-8151. (Re: Federal Register Vol. 45, No. 92, May 9, 1980, Page 30939, Section 104.7 and 194.8).

ANTI-HARASSMENT STATEMENT

Harnett County Schools (HCS) acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring, and inviting school environment to facilitate student learning and achievement. HCS does not tolerate any form of harassment, including harassment based on disability, in any of its educational or employment activities. Anyone who has been the victim of acts of harassment or who has reliable information about others having been the victim of acts of harassment is encouraged to

report those acts to Jermaine White, Assistant Superintendent of Student Services, by email at jwhite1@harnett.k12.nc.us, or by telephone at 910.893-8151. HCS considers harassment a serious offense and is committed to promptly, thoroughly, and impartially investigating all reports of harassment. Individuals found to have violated HCS policy prohibiting harassment are subject to the following discipline: students may be suspended or expelled; employees may be dismissed, and volunteers may be removed from campus and face criminal charges. HCS is committed to eliminating harassment from its schools and encourages employees, students, parents, and volunteers to work together to prevent acts of harassment of any kind.

DECLARACIÓN EN CONTRA DEL HOSTIGAMIENTO

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

STUDENT AND PARENT GRIEVANCE PROCEDURE Policy Code: 1740/4010

A. Options for Resolving Complaints

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

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

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

B. Definitions

1. Days

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

2. Final Administrative Decision

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

3. Grievance

A grievance is a formal complaint regarding specific decisions made by school personnel that alleges that such decisions have adversely affected the person making the complaint. A grievance includes, but is not limited to, circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. The term “grievance” does not include any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or upon which the board is without authority to act.

4. Grievant

The grievant is the parent, student, or group of parents or students submitting the grievance.

5. Parent

All references to parent include a student’s parent, legal guardian, legal custodian, or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

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

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

D. General Requirements

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

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

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

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

E. Process for Grievance

1. Filing a Grievance

- a. Whenever a student or parent believes that he or she has been adversely affected by a decision of a school employee, the student or parent may file a grievance as provided in this policy.**
- b. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school system to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students and parents should recognize that delays in filing a grievance may significantly impair the ability of the school system to investigate and respond effectively to such complaints.**
- c. A student or parent 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 student believes has been misapplied, misinterpreted, or violated; and (4) the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted, or violated, then the procedure established in policy 1742/5060 is appropriate, and the principal shall address the concern following that policy.**
- d. Even if the principal is the employee whose decision or action is at issue, the student or parent must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted, or violated, the student or parent may submit the grievance directly to the superintendent or designee.**
- e. If a student or parent wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student or parent, the general process described in this policy will be used, except that the grievance will be submitted to the assistant superintendent of human resources, who shall forward the grievance to the board chairperson.**

2. Investigation

- a. The principal shall schedule and hold a meeting with the grievant within five school days after the grievance has been filed with the principal.**
- 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 grievance within 10 days of meeting with the grievant. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other students or employees that is considered confidential by law.**
- b. A copy of the grievance and the principal's response will be filed with the superintendent.**

4. Response by Superintendent

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

receiving the principal's decision.

b. The superintendent may review the written documents and respond or the superintendent may schedule and hold a conference with the grievant, principal, and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal.

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

5. Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local board of education policy or procedure, the grievant will have the right to appeal a final administrative decision to the board of education (see subsection E.5.a, Mandatory Appeals, below). If a grievant has not alleged such specific violations, he or she may request a board hearing, which the board may grant at its discretion (see subsection E.5.b, 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 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 chairperson will appoint a three-person panel to review the request and determine whether to (1) deny the appeal; (2) review the superintendent's decision on the written record only; or (3) grant a hearing. The panel will report the decision to the board. The board may modify the decision of the panel upon majority vote at a board meeting.

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

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

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

F. Notice

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

G. Records

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

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

Cross References: Responding to Complaints (policy 1742/5060), Hearings Before the Board (policy 2500), Domicile or Residence Requirements (policy 4120), Student Behavior Policies (4300 series)

Issued: May 4, 2009

Revised: March 5, 2018; September 11, 2023

Harnett County Schools

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATIONAL

RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

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

student seeks or intends to enroll, Harnett County Schools will forward education records without consent from the parent or eligible student.

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

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

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

(4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by

Harnett County Schools to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

**Family Educational Rights and Privacy Act (FERPA)
Model Notice for Directory Information**

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

A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

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

Student's name

Address

Telephone listing

Electronic mail address

Photograph

Date and place of birth

Dates of attendance

Grade level

Participation in officially recognized activities and sports

Weight and height of members of athletic teams

Degrees, honors, and awards received

The most recent educational agency or institution attended

Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user

A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

ATTENDANCE Policy Code: 4400

School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to

professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.

Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

A. Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity.

To be in attendance during remote instruction days (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall communicate the attendance procedures to students and their families before the first day remote instruction begins.

B. Late Arrivals and Early Departures

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

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

Any disciplinary consequences for unexcused tardiness or unexcused early departures from school or class will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

C. Excused Absences

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

- 1. personal illness or injury that makes the student physically unable to attend school;**
- 2. isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;**
- 3. death in the immediate family;**
- 4. medical or dental appointment;**
- 5. attendance at the proceedings of a court or administrative tribunal if the student is party to the action or under subpoena as a witness;**
- 6. a minimum of two days each academic year for observance of an event required or**

- suggested by the religion of the student or the student's parent or legal guardian;
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
 8. pregnancy and related conditions or parenting, when medically necessary;
 9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty or inactive 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; or
 10. any other reason as approved by the board in a board resolution.
- D. School-Related Activities**

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not

available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

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

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

E. Makeup Work

In the case of excused absences, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school), the student will be permitted to make up his or her missed work. (See also policies 4110, Immunization and Health Requirements for School Admission, and 4351, Short-Term Suspension.) Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

F. Unexcused Absences

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

Any school disciplinary consequences for unexcused absences will be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for such offenses. Consequences may not exceed a short-term suspension of two days.

G. Chronic Absenteeism

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

early outreach to families of students missing school, and identifying and addressing barriers to attendance.

H. Special Circumstances

1. Students with Chronic Health Problems

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

2. Students Experiencing Homelessness

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

3. Attendance Requirements for Extracurricular Activities

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

Legal References: McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11431, et seq G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(l), -390.5, -407.5; -407.12; 130A-440; 16 N.C.A.C. 6E .0102, .0103, .0106; State Board of Education Policies ATND-000, -003.

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

Other Resources: NC DPI Multi-Tiered System of Support Implementation Guide, available at <https://www.livebinders.com/play/play?id=2957986#anchor>

Adopted:

Revised: September 10, 2018, June 24, 2021, November 14, 2022; November 15, 2023

STUDENT SEARCHES Policy Code: 4342

School officials have the authority to conduct reasonable searches of students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school. Any searches or seizures must be conducted in accordance with the standards described in this policy and any other applicable legal requirements. All school officials carrying out a search or seizure are expected to be knowledgeable about the legal rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception, permissible in scope, and conducted using methods that are narrowly tailored to be minimally intrusive. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted.

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

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

A. Searches Based on Individualized Reasonable Suspicion

A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the particular student has violated or is violating a specific law or school rule. This reasonable suspicion must be based upon specific and articulable facts, which have been acquired through reliable and/or corroborated information from employees, students, law enforcement officers, or other credible sources, or upon visual or other evidence (e.g., the smell of alcohol or marijuana, an alert from a metal detector or drug dog) viewed in light of the totality of the circumstances and the school official's professional judgment. The scope of the search must be reasonably related to the objectives of the search, and the methods used to conduct the search must be narrowly tailored to be minimally 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 and voluntarily consents to the search of his or her person or possessions.

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

1. Searches of Personal Effects

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

2. Searches of Motor Vehicles

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

3. "Pat-down" Searches

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

4. More Intrusive Personal Searches

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

5. Metal Detector Searches

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

B. Suspicionless General Searches

In an effort to maintain a safe, drug-free, and weapon-free learning environment, school officials may conduct certain types of general, suspicionless searches in the schools. All general searches must be conducted in a minimally-intrusive, nondiscriminatory manner (e.g., all students in randomly selected classrooms, every third individual entering a school-sponsored extracurricular activity) and may not be used to single out a particular individual or category of individuals. The searches must be conducted in accordance with standardized procedures established by the superintendent or designee. Absent exigent circumstances (e.g., a report of a weapon on campus), prior to conducting general searches, school administrators must: (1) demonstrate to the superintendent or designee the need for general searches based upon a pattern or expectation of violence, drug activity, or disruption; and (2) provide written notice to students and parents of the school policy and/or procedures governing general searches, but not of specific times when or places where searches will be conducted.

When conducted in accordance with the standards described above and any corresponding procedures, the board authorizes the following types of general, suspicionless searches.

1. Searches of Desks and Lockers

School officials may conduct routine searches of student desks and lockers. 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.

A student's personal effects found within a desk or locker, such as a backpack, gym bag, or purse, may be

searched only in accordance with the guidelines for individualized searches of personal effects described in Section A, above.

2. Point-of-Entry Metal Detector Searches

Due to the increasing problem of weapons in schools, school officials may use metal detectors to conduct general point-of-entry searches of students and other persons for weapons.

3. Use of Trained Dogs

With the prior approval of the superintendent, and in conjunction with local law enforcement, school officials may use trained dogs (canines) to locate illegal materials. All dogs must be accompanied by a certified 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, desks, book bags, motor vehicles, and other inanimate objects. Dogs may not be used to sniff students or other persons under any circumstances. No students should be present during a dog search. Before a search occurs in a classroom, students will first be moved to a location outside the classroom.

C. Seized Items

Any illegal contraband seized by school officials must be promptly turned over to the proper law enforcement authorities.

D. Failure to Cooperate

A student's failure to cooperate with a reasonable search or seizure as provided in this policy will be considered a violation of the expected standard of behavior, and will subject the student to appropriate consequences.

Any person who is not a student who refuses to permit a general metal detector search of his or her person and/or belongings at the point-of-entry to a school-sponsored activity may be denied entry to the activity.

E. Notice

School principals shall take reasonable steps to provide notice of this policy to students and parents at the start of each school year.

Legal References: U.S. Const. amend. IV; New Jersey v. T.L.O., 469 U.S. 325 (1985), Safford United School District #1 v. Redding, 557 U.S. 364 (2009); G.S. 115C-47, -288, -307, -390.2, -391.2

Cross References: Technology Acceptable Use (policy 3225/4312/7320), School Plan for Management of Student Behavior (policy 4302), Use of Wireless Communication Devices (policy 4318), School Level Investigations (policy 4340)

Adopted: January 11, 1988

Revised: January 10, 1994; October 4, 2004; March 29, 2010; September 10, 2018; December 4, 2023

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); 21 C.F.R. 1100 et seq.; 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; 11/15/2023

TECHNOLOGY RESPONSIBLE USE Policy Code: 3225/4312/7320

The board provides its students and staff access to a variety of technological resources. These resources provide opportunities to enhance learning, appeal to different learning styles, improve communication within the school community and with the larger global community, and achieve the educational goals established by 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.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal, and responsible use. Accordingly, the board establishes this policy to govern

student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools, and learning environments made available by or on the networks, and all devices that connect to those networks.

A. Expectations for Use of School Technological Resources

The use of school system technological resources, including access to the Internet, is expected to be exercised in an appropriate and responsible manner. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest, and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct, and other regulations and school rules, apply to use of school technological resources, including access to the Internet.

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

All students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

Failure to adhere to the requirements of this policy will result in disciplinary action, including revocation of user privileges. Willful misuse may result in criminal prosecution under applicable state and federal law, disciplinary action for students, and/or adverse personnel action for employees.

B. Rules for Use of School Technological Resources

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient, and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited unless approved for special situations by the teacher or school administrator. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with school system business, and is not otherwise prohibited by board policy or procedure.
2. Unless authorized by law to do so, users may not make copies of software purchased by the school system. Under no circumstance may software purchased by the school system be copied for personal use.
3. Users must comply with all applicable laws, board policies, administrative regulations, and school standards and rules, including those relating to copyrights and trademarks, confidential information, and public records. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.
4. Users must follow any software, application, or subscription services terms and conditions of use.
5. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or

other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.

6. Users must not circumvent fire walls. The use of anonymous proxies to circumvent content filtering is prohibited.
7. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
8. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
9. Users must respect the privacy of others.
 - a. Students must not reveal any personally identifying, private, or confidential information about themselves or fellow students when using e-mail, chat rooms, blogs, or other forms of electronic communication. Such information includes, for example, a person's home address or telephone number, credit or checking account information, or social security number. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information.
 - b. School employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private, or confidential information concerning students (including names, addresses, or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records.
 - c. Users may not forward or post personal communications without the author's prior consent.
 - d. Students may not use school system technological resources to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such media in any way, without consent of the students and/or employees and the principal or designee. An exception will be made for settings where students and staff cannot be identified beyond the context of a sports performance or other public event or when otherwise approved by the principal.
10. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks, or data of any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or

deliberately try to degrade or disrupt system performance, including by streaming audio or video for non-instructional purposes. Users may not disable antivirus programs installed on school system-owned or issued devices.

11. 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.

12. 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.

13. Users are prohibited from using another individual’s ID or password for any technological resource or account without permission from the individual. Sharing of an individual’s ID or password is strongly discouraged. If an ID or password must be shared for a unique classroom situation, students must have permission from the teacher or other school official.

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

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

16. If a user identifies or encounters an instance of unauthorized access or another security concern, he or she must immediately notify a teacher, school system administrator, or the technology director or designee. Users must not share the problem with other users. Any user identified as a security risk will be denied access.

17. It is the user’s responsibility to back up data and other important files.

18. Employees shall make reasonable efforts to supervise students’ use of the Internet during instructional time.

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

20. Users who are issued school system-owned and -maintained devices for home use (such as laptops, Chromebooks, etc.) must adhere to any other reasonable rules or guidelines issued by the superintendent or technology director for the use of such devices.

C. Restricted Material on the Internet

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

D. Privacy

Students, employees, visitors, and other users have no expectation of privacy in anything they create, store, send, delete, receive, or display when using the school system’s network, devices, Internet access, email system, or other technological resources owned or issued by the school system, whether the resources are used at school or elsewhere, and even if the use is for personal purposes. Users should not assume that files or communications created, transmitted, or displayed using school system technological resources or stored on servers, the storage mediums of individual devices, or on school-managed cloud services will be private. Under certain circumstances, school officials may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the board, in response to a public records request, or as evidence of

illegal activity in a criminal investigation.

The school system may, without notice, (1) monitor, track, and/or log network access, communications, and use; (2) monitor and allocate fileserver space; and (3) access, review, copy, store, delete, or disclose the content of all user files, regardless of medium, the content of electronic mailboxes issued by the school system, and system outputs, such as printouts, at any time for any lawful purpose. Such purposes may include, but are not limited to, maintaining system integrity, security, or functionality, ensuring compliance with board policy and applicable laws and regulations, protecting the school system from

liability, and complying with public records requests. School system personnel shall monitor online activities of individuals who access the Internet via a school-owned device.

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

E. Use of Personal Technology on School System Property

Users may not use private WiFi hotspots or other personal technology on campus to access the Internet outside the school system's wireless network. Each principal may establish rules for his or her school site as to whether and how other personal technology devices (including, but not limited to smart phones, tablets, laptops, etc.) may be used on campus. Students' devices are governed also by policy 4318, Use of Wireless Communication Devices. Use of personal technology devices is also subject to any rules established by the superintendent under a bring your own device plan authorized by Section C of policy 3220, Technology in the Educational Program, and for employees, policy 3228/7323, Use of Personal Technology to Conduct School Business. The school system assumes no responsibility for personal technology devices brought to school.

F. Personal Websites

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

1. Students

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

2. Employees

Employees' personal websites are subject to policy 7335, Employee Use of Social Media. Employees may not use their personal websites to communicate with students, as prohibited by policy 7335 and policy 4040/7310, Staff-Student Relations.

3. Volunteers

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

G. Use Agreements

All students, parents, and employees will be informed annually of the information in this policy and in any applicable generative artificial intelligence (AI) guidelines developed in accordance with policy 3220, Technology in the Educational Program. Prior to using school system technological resources, students and employees must agree to comply with the requirements of this policy and the generative AI guidelines and consent to the school system's use of monitoring systems to monitor and detect inappropriate use of technological resources. In addition, the student's parent must consent to the student

accessing the Internet and to the school system monitoring the student's Internet activity and electronic mailbox issued by the school system and must sign a copy of the generative AI guidelines.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5); Electronic Communications Privacy Act, 18 U.S.C. 2510-2522; Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; 17 U.S.C. 101 et seq.; 20 U.S.C. 7131; G.S. 115C-325(e), (applicable to career status teachers), -325.4 (applicable to non-career status teachers)

Cross References: Curriculum and Instructional Guides (policy 3115), Technology in the Educational Program (policy 3220), Internet Safety (policy 3226/4205), Web Page Development (policy 3227/7322), Use of Personal Technology to Conduct School Business (policy 3228/7323), Copyright Compliance (policy 3230/7330), Student Behavior Policies (all policies in the 4300 series), Student Records (policy 4700), Confidentiality of Personal Identifying Information (policy 4705/7825), Public Records – Retention, Release, and Disposition (policy 5070/7350), Use of Equipment, Materials, and Supplies (policy 6520), Network Security (policy 6524), Staff Responsibilities (policy 7300), Employee Use of Social Media (policy 7335)

Adopted: January 4, 1999

Revised: September 8, 2003, October 3, 2005, July 7, 2009, July 13, 2011, February 22, 2012, June 30, 2015, May 14, 2018, November 14, 2022; May 6, 2024

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. MALWARE PROTECTION

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

D. TRAINING FOR USE OF TECHNOLOGICAL RESOURCES

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

E. ACCESS TO INFORMATION TECHNOLOGY SYSTEMS

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

1. User ID and Password

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

director or designee shall establish password management capabilities and procedures to ensure the security of passwords.

2. Student Information System

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

3. Remote Access

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

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

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

Other References: State of North Carolina Statewide Information Security Manual (Enterprise Security

and Risk Management Office), available at <http://it.nc.gov/document/statewide-information-security-manual>

Adopted: July 9, 2009

Revised: July 13, 2011; February 4, 2019

USE OF WIRELESS COMMUNICATION DEVICES Policy Code: 4318

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

but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, and similar devices.

A. AUTHORIZED USE

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

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

B. CONSEQUENCES FOR UNAUTHORIZED USE

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

C. LIABILITY

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

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

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

Adopted: July 7, 2009

Revised: September 10, 2018

Parents Rights to Know:

Dear Parents,

In compliance with the requirements of Every Student Succeeds Act, the Harnett County Schools would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/or paraprofessional(s). The following information may be requested:

Whether the student's teacher

Has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
Is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived, and
Is teaching in the field of discipline of the certification of the teacher.
Whether the child is provided services by paraprofessionals and, if so, their qualifications.
If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact your child's principal directly.

Student Health

Health Assessment

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

A student who fails to meet this requirement will not be permitted to attend school until the completed health assessment has been presented.

The assessment must include a medical history and physical examination with screening for vision and hearing and, if appropriate, testing for anemia and tuberculosis.

The health assessment must be conducted no more than 12 months prior to the date of school entry. The health assessment shall be conducted by a physician licensed to practice medicine, a physician's assistant as defined in G.S. 90-18.1(a), a certified nurse practitioner, or a public health nurse meeting the Department's Standards for Early Periodic Screening, Diagnosis, and Treatment Screening.

Exceptions to the health assessment requirement will be made only for religious exemption.

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

Immunizations

North Carolina requires immunizations for every child present in the state (listed below). Every parent, guardian, or

person in loco parentis is responsible for ensuring that his or her child receives the required immunizations. Proof (e.g. immunization record) of the immunizations required for entry into pre-K, Kindergarten, and 7th grade must be

submitted by the parent/guardian to the school within 30 calendar days of attendance. Students who do not comply with this regulation will not be allowed to attend school until the designated, age-appropriate immunization requirements are met, and the immunization record is submitted.

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

Requirements for Initial Entry – Kindergarten

Within 30 calendar days of his or her first day of school attendance in the school system, each student must show evidence of age-appropriate vaccination in accordance with state law and regulation, including the following vaccines:

Varicella – 2 doses- The 2nd dose is now required before entering school for the first time.

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

Measles, Mumps, Rubella- 2 doses of MMR- The second dose must have been given after 12 months of age.

Diphtheria, Pertussis (whooping cough), Tetanus (Tdap)- 5 doses. If the 4th dose was given after the 4th birthday, the 5th dose is not required.

Hepatitis B – 3 doses - the third dose must not have been given before 24 weeks of age.

Haemophilus influenza Type b (Hib) 3-4 Doses-Not required if 5th birthday has passed.

Additional Requirements – Student entering 7th Grade (Tdap and MCV)

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

Meningococcal Conjugate Vaccine (MCV) – One dose is required for individuals who have not previously

received it and are entering grade 7 or by 12 years of age, whichever comes first.

Recommended Immunizations – All children, according to CDC guidelines

Influenza – 1 dose per year

Hepatitis A - 2 doses

Human papillomavirus (HPV) Gardasil 9 – 3 doses

Certificate of Immunization

Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of G.S. 130A-154(b).

Principals are required to refuse admittance to any child whose parent or guardian does not present a medical certificate of proper immunizations within the allotted time. Additional days may be allowed in order to obtain required immunizations if requested in writing from a physician or according to vaccine schedules as defined by CDC.

Parent/Guardian Responsibility

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

Health Conditions

It is our goal to identify and safely care for students with acute and chronic health conditions while at school. A health history form should be completed annually at the beginning of each school year and will be reviewed by staff.

Parents/legal guardians must contact the school nurse if an individualized health plan and/or emergency action plan needs to be developed and implemented.

Medication administration authorization forms are available for students needing daily, as needed, and/or emergency

medications administered during the school day. Parents/legal guardians are responsible for having the medication form completed by the health care provider and supplying the medication and/or supplies to the school. Please contact the school nurse or staff for health forms and if additional information or assistance is needed.

Garrett's Law

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

Student Illness

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

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

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

Updated Guidelines for Inclusion/Exclusion from School

Adapted from: Aronson, S.S., T. R. Shope, eds. 2017. Managing Infectious Diseases in child care and schools: A quick

Reference Guide, pp. 43-48. 4th Edition. Elk Grove Village, IL: American Academy of Pediatrics.

Condition When to keep a child home / Exclude from school

Fever Temperature 101°F or greater

Diarrhea Exclude if:

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

Diarrhea is causing “accidents” for toilet trained children

Stool frequency exceeds 2 stools above normal for that child during the school day

Stool contains blood or mucus

Vomiting Vomiting more than two (2) times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.

Rash A visit to healthcare provider is required for rashes that are blistered, draining, or appear infectious. Exclude rash with fever or signs/symptoms of infection and/or illness until the primary care provider has determined that the illness is not an infectious disease.

Conjunctivitis (Pinkeye) Conjunctivitis (pink eye) may be thought of as a cold in the eye. Exclusion is no longer required for this condition.

Impetigo This condition requires medical treatment. Exclude if the child has not been treated after notifying family at the end of the prior school day. (Note: if lesions can be covered, exclusion is not necessary before the end of the day)

MRSA (methicillin resistant staphylococcus aureus)

Child with lesions suspicious of MRSA must see a healthcare provider for proper diagnosis and treatment. Exclude if child has not been treated if MRSA is confirmed. Lesions must be kept covered while at school. NCHSAA guidelines must be followed for student athletes diagnosed with MRSA. Note: MRSA carriers should not be excluded

Pediculosis (head lice) Students with head lice need to receive treatment. Exclude if child had not been treated after notifying the family at the end of the prior school day. Exclusion is not necessary before the end of the school day

**Streptococcal Infection
– Strep throat, Scarlet fever, etc.**

Strep infection requires a prescription medication. Exclude until the child has had two doses of antibiotic. (Note: one dose may be taken the day of exclusion and the second before returning the next day)

**Varicella
(chickenpox)**

An evaluation by a healthcare provider is needed to ensure accurate diagnosis. Exclude until all lesions have dried or crusted (usually, 6 days after onset of rash and no new lesions have appeared for at least 24 hours.

Abdominal pain Exclude if abdominal pain continues for more than two hours or intermittent pain associated

with fever or other signs or symptoms of illness.

Active Tuberculosis Exclude until the child's primary doctor or local health department states the child is on appropriate treatment and can return.

Cough Exclude if cough associated with fever, rapid or difficult breathing, wheezing, or cyanosis (blueness of skin or mucus membranes).

Fifth Disease Exclude if contagious. Usually safe to return to school once the rash appears.
Hepatitis A virus infection

Exclude until one week after onset of illness or jaundice if the child's symptoms are mild or as directed by the health department. (Note: Health department staff will investigate to ensure all who are exposed receive proper treatment)

Measles Exclude until five days after the onset of rash

Mumps Exclude until after five days after onset of parotid gland swelling

Pertussis (Whooping Cough)

Exclude until five days of appropriate antibiotic treatment.

Ringworm Treatment with antifungal medication is required. Excluded if child has not been treated after notifying the family at the end of the prior school day. (Note: Exclusion is not necessary before the end of the school day)

Rubella Exclude until 7 days after rash appears.

Medication Administration at School

Please make every effort to give your child medication at home. School staff may administer medication, prescription, and non-prescription (over the counter), only upon receiving the HCS medication form completed and

signed by a healthcare provider and the parent/legal guardian. Non-prescription medication should be in the original

manufacturer's container and unopened.

Provisions are available for students to self-administer emergency and/or rescue medications. However, medications

classified as narcotic, stimulant, or controlled substance may not be self-administered or carried at school by any student at any grade level. Medications for ADHD/ADD that are classified as a controlled substance must be kept, stored, and given to your child only by school personnel trained by the school nurse. Self-administration of some over-the-counter medication may be allowed and must include parent/guardian permission with the proper physician

signed forms. The parent/legal guardian is responsible for bringing the medication to school and for picking up any remaining unused medication. Unclaimed medication will be properly disposed, according to the medication procedure.

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

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

Students with Special Health Care Needs / Skilled Procedures

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

Screening

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

Student Health Advocacy / Resources

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

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

Student Health History – All Students

Student Name:

DOB:

Parent

Legal Guardian

School :

School Year: ☐ Bus _____

Grade ____ **Homeroom Teacher:**

Cell Phone

Work Phone

Home Phone

Alt. Contact: Ph. No.:

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

Please check any/all boxes below regarding your child's health condition(s). This information will be shared with appropriate school staff to

better care for your child during the school hours.

☐ My child does not have a current medical condition.

☐ My child has suffered a head injury/concussion during the past year.

Please check medical condition(s) your child has NOW: List all medications your child takes

NOW:

**Medication(s) to be given at
school this year**

☐ **ADHD**

☐ **Allergic to: Wasp Beesting Mosquito** ☐ **Epinephrine**

☐ **antihistamine**

☐ **Allergic to: _____ Food** ☐ **Epinephrine**

☐ **antihistamine**

☐ **Allergic to Latex** ☐ **Epinephrine**

☐ **antihistamine**

☐ **Allergic to _____ Medicine**

☐ **Allergic to Seasonal / Environmental: pollen dust cat
dog smoke**

☐ **Zyrtec** ☐ **Claritin** ☐ **Allegra**

☐ **Nasal Spray**

☐ **Asthma Inhaler:** ☐ **Preventive** ☐ **Rescue**

☐ **Nebulizer Used: _____**

☐ **Rescue inhaler needed for**

PE

☐ **Nebulizer needed at school**

☐ **Diabetes** ☐ **diet** ☐ **oral med.** ☐ **Insulin**

☐ **pump**

☐ **diet** ☐ **glucometer** ☐

insulin

☐ **pump**

☐ **Heart Condition, describe:**

☐ **Sickle Cell** ☐ **Trait Only**

☐ **Seizures / Epilepsy**

Date of last seizure: _____

☐ **Diastat** ☐ **Midazolam**

☐ **Oral Medication: _____**

☐ **Diastat**

☐ **Midazolam**

☐ **Stomach Problems**

☐ **Reflux** ☐ **IBS** ☐ **Crohn's Other: _____**

☐ **Hearing Problems** ☐ **Deaf: R L** ☐ **Hearing Aid: R L** ☐ **FM System**

☐ **Vision Problems** ☐ **Glasses** ☐ **Best Correction** ☐ **Contacts**

☐ **Visually Impaired** ☐ **Blind: R L** ☐ **Color Blind**

Other Medical Conditions:

Special Diet Needs at School

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

Diet modifications: _____

Reason for modifications: _____

Special Devices

☐ Wheelchair

☐ Walking Aid –describe: _____

☐ Special lift device

(bathroom

assistance)

☐ Other: _____

Skilled Procedures

See school nurse for Skilled Procedure(s)

Form (to be signed by Healthcare provider)

☐ Tube Feeding

☐ Catheterization ___ Self ___ Staff

☐ Tracheostomy Care ___ Suction

Mach.

☐ Ileostomy ☐ Colostomy

☐ Other, please describe: _____

My child has a medical condition which substantially limits one or more bodily functions that may impact a major life function. I

would like to pursue 504 eligibility accommodations for my child. Section 504 of the Rehabilitation Act of 1973 and the Americans

with Disabilities Act prohibit discrimination against any individual on the basis of a disability.

Parent/Legal Guardian Signature: Date: / /

Important New Information Update

Beginning with the 2024-25 school year, all Harnett County schools are transitioning to a new student information system, NCSIS powered by Infinite Campus. Infinite Campus provides additional features to help you monitor your child's educational progress and a mobile-friendly experience that makes it easier to see everything on the go! This system will replace PowerSchool as your one-stop-shop for grades, attendance, assignments and other important school information. You can access Infinite Campus on your computer or via the Campus Parent mobile app. You will receive more information from your child's school about creating a new parent account.

How to Sign Up for Campus Parent and Campus Student:

Your child's school will provide an Activation Key. Use the Activation Key to create your own user account. Parents/guardians will only need one account for all children in the same school district.

- 1. If using the Campus Parent mobile app, open the app and search for your District Name and State. Skip to Step 5.**
- 2. If using a web browser, visit infinitecampus.com and click Login at the top right.**
- 3. Search for your District Name and State. Select your district from the list.**
- 4. Click Parent/Student and then click Campus Parent.**
- 5. If you have received an Activation Key, click New User (if not, contact your school to obtain one).**
- 6. Enter your Activation Key and then Submit.**
- 7. Enter a Username and Password and click Submit.**

**Cindy Gordon
Harnett County Schools
Director of Accountability and Student Information**

