

# **Harnett Central High School**



## **2026 -27 Student Handbook**

# **Handbook of Information for Students and Parents of Harnett Central High School**

**ADDRESS:** 2911 Harnett Central Road  
Angier, NC 27501

**TELEPHONE:** (919) 639-6161

**WEBSITE:** <https://www.harnett.k12.nc.us/o/hch>

**NICKNAME:** Trojans

**COLORS:** Burgundy and Gold

**PRINCIPAL:** Catherine Long

## **SCHOOL ADVISORY COMMITTEE:**

Ivonne Amaro

Niya Caldwell

Denise Gardner

Victor King

Takishia McMiller

Laura Rich

Chad Strickland

Jackeline Torres Santaliz

## **HARNETT COUNTY BOARD OF EDUCATION MEMBERS:**

Joseph Powell, Chairman

Don Godfrey

Bradley Abate, Vice-Chairman

John Hairr

Sharon Gainey

**HCHS VISION:**

Harnett Central High School values diversity and prepares all students for the future they desire. We have a student-centered approach and are committed to excellence in all areas of study and accountability for all students. We strive to provide instruction that fosters a life-long love of learning in a caring, safe, and healthy learning environment.

**HCHS MISSION:**

Harnett Central High School's mission is to provide student-centered services that

**Achieve  
Success through  
Purposeful,  
Inclusive,  
Rigorous, and  
Engaging  
coursework and practices.**

**Daily Schedule**

| <b>MONDAY</b><br><b>A.S.P.I.R.E. Time 1st</b>                                                                                                                                                                                                                                                                                            | <b>TUESDAY</b><br><b>A.S.P.I.R.E. Time 2nd</b>                                                                                                                                                                                                                                                                                             | <b>WEDNESDAY</b><br><b>ADVISORY</b>                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Breakfast 7:00-7:10 am</i><br><br>1st Block: 7:20–9:15<br><b>1st A.S.P.I.R.E. Time:<br/>8:45–9:15</b><br><br>2nd Block: 9:20–10:45<br><br>3rd Block: 10:50–12:45<br><br><i>1st Lunch: 10:50–11:15</i><br><i>2nd Lunch: 11:20–11:45</i><br><i>3rd Lunch: 11:50–12:15</i><br><i>4th Lunch: 12:20–12:45</i><br><br>4th Block: 12:50–2:20 | <i>Breakfast 7:00-7:10 am</i><br><br>1st Block: 7:20–8:45<br><br>2nd Block: 8:50–10:45<br><b>2nd A.S.P.I.R.E. Time:<br/>10:15–10:45</b><br><br>3rd Block: 10:50–12:45<br><br><i>1st Lunch: 10:50–11:15</i><br><i>2nd Lunch: 11:20–11:45</i><br><i>3rd Lunch: 11:50–12:15</i><br><i>4th Lunch: 12:20–12:45</i><br><br>4th Block: 12:50–2:20 | <i>Breakfast 7:00-7:10 am</i><br><br>1st Block: 7:20–8:45<br>2nd Block: 8:50–10:15<br><br><b>ADVISORY 10:20–10:45</b><br><br>3rd Block: 10:50–12:45<br><br><i>1st Lunch: 10:50–11:15</i><br><i>2nd Lunch: 11:20–11:45</i><br><i>3rd Lunch: 11:50–12:15</i><br><i>4th Lunch: 12:20–12:45</i><br><br>4th Block: 12:50–2:20 |

| THURSDAY<br>A.S.P.I.R.E. <i>Time 3rd</i>                                                                                                                                                                                                                                                                                                        | FRIDAY<br>A.S.P.I.R.E. <i>Time 4th</i>                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Breakfast 7:00-7:10 am</i><br>1st Block: 7:20–8:45<br>2nd Block: 8:50–10:15<br>3rd Block: 10:20 - 12:45<br><br>3rd Block: 10:20–12:50<br><b>3rd A.S.P.I.R.E. Time -</b><br><br><b>10:20 - 10:50</b><br><br>1st Lunch: 10:50–11:15<br>2nd Lunch: 11:20–11:45<br>3rd Lunch: 11:50–12:15<br>4th Lunch: 12:20–12:45<br><br>4th Block: 12:50–2:20 | <i>Breakfast 7:00-7:10 am</i><br>1st Block: 7:20–8:45<br>2nd Block: 8:50–10:15<br>3rd Block: 10:20–12:15<br><br>1st Lunch: 10:20–10:4<br>2nd Lunch: 10:50–11:15<br>3rd Lunch: 11:20–11:45<br>4th Lunch: 11:50–12:15<br><br><b>4th A.S.P.I.R.E. Time:</b><br><b>12:20–12:50</b><br><br>4th Block: 12:20–2:20 |

**HARNETT HIGH SCHOOL**  
**Alternate Bell Schedules**  
**2026-27**

| <p style="text-align: center;"><b>2 Hour Delay Bell Schedule</b><br/> <b>2026-27</b><br/> <i>(No ADVISORY Time on 2 hour delays)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p style="text-align: center;"><b>2 Hour Early Release Bell Schedule</b><br/> <b>2026-27</b><br/> <i>(No ADVISORY Time on Early Release days)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>Breakfast 9:00 - 9:10</b></p> <p style="text-align: center;"><b>1st 9:20 - 10:18</b></p> <p style="text-align: center;"><b>2nd 10:23 - 11:21</b></p> <p style="text-align: center;"><b>3rd 11:26 - 1:16</b></p> <p style="text-align: center;"><b>1st Lunch 11:21 - 11:46</b></p> <p style="text-align: center;"><b>2nd Lunch 11:51 - 12:16</b></p> <p style="text-align: center;"><b>3rd Lunch 12:21 - 12:46</b></p> <p style="text-align: center;"><b>4th Lunch 12:51 - 1:16</b></p> <p style="text-align: center;"><b>4th 1:21 - 2:20</b></p> | <p style="text-align: center;"><b><i>Breakfast 7:00-7:10 am</i></b></p> <p style="text-align: center;"><b>1st 7:20 - 8:18</b></p> <p style="text-align: center;"><b>2nd 8:23 - 9:21</b></p> <p style="text-align: center;"><b>3rd 9:26 - 11:16</b></p> <p style="text-align: center;"><b>1st Lunch 9:21 - 9:46</b></p> <p style="text-align: center;"><b>2nd Lunch 9:51 - 10:16</b></p> <p style="text-align: center;"><b>3rd Lunch 10:21 - 10:46</b></p> <p style="text-align: center;"><b>4th Lunch 10:51 - 11:16</b></p> <p style="text-align: center;"><b>4th 11:21 - 12:20</b></p> |
| <p style="text-align: center;"><b>3 Hour Early Release Bell Schedule</b><br/> <b>2026-27</b><br/> <i>(No ADVISORY Time on Early Release days)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p style="text-align: center;"><b>1st 7:20 - 7:58</b></p> <p style="text-align: center;"><b>2nd 8:03 - 8:41</b></p> <p style="text-align: center;"><b>3rd 8:46 - 10:36</b></p> <p style="text-align: center;"><b>1st Lunch 8:41 - 9:06</b></p>                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                                                                                                                                                |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>2nd Lunch 9:11 - 9:36</b></p> <p><b>3rd Lunch 9:41 - 10:06</b></p> <p><b>4th Lunch 10:11 - 10:36</b></p> <p><b>4th 10:41 - 11:20</b></p> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------|--|

#### **Student Expectations for Remediation/Intervention/Mentoring**

**A.S.P.I.R.E.** (Remediation/Intervention/Mentoring) is a requirement for all of our students. Attendance will be taken during this time, including Advisory day, and recorded in Infinite Campus. During **A.S.P.I.R.E.**, students will participate in structured remediation, math and/or reading interventions, and/or mentoring with a select teacher. The purpose of this time is to increase student success and achievement in each subject area and to provide a time for exploring our different club opportunities, participating in activities that engage students in self-awareness, self-management, social awareness, relationship skills, and responsible decision-making as well as college and career exploration. There will be a reward opportunity each month for those that meet academic and attendance requirements and this will include attendance for ASPIRE and Advisory.

#### **Consequences -**

1. Students must be on time for **A.S.P.I.R.E.** just like all other classes or you will have to visit the tardy cart.
2. Students must be present in **A.S.P.I.R.E.** as attendance will be kept and if you are not there and are in your other classes, you will be written up for skipping.

## **RECESS**

### **(Rewarding Exceptional Choices, Empowering Stellar Students)**

RECESS (Rewarding Exceptional Choices, Empowering Stellar Students) is Harnett Central High School's positive incentive program designed to celebrate students who consistently meet our expectations for academics, behavior, and effort. Each month during Advisory, eligible students may sign up to participate in a variety of incentive options as a reward for their hard work and positive choices.

### **Eligibility Criteria**

To attend a RECESS event, **all** of the following criteria must be met for that month:

#### **Attendance**

- No more than **3 absences(excused or unexcused)**.
- **3 tardies = 1 absence** toward this total.
- No exceptions.

#### **Behavior**

- **No major write-ups** in Educator's Handbook for the month.
- **No major write-ups at a prior RECESS incentive event.**
- No exceptions.

#### **Grades**

- Maintain an **85 or higher average in all classes** for the month prior.
- Students with EL or IEP identification may submit an appeal to the RECESS committee for consideration.

RECESS is meant to recognize students who do the right thing in class, in the hallway, and over time, and to reinforce the Trojan Way by rewarding exceptional choices every single month.

### **MORNING ARRIVAL PROCEDURES**

1. The doors do not open until 7:00 a.m. for students to enter the building.
2. Regardless of method of transportation, once a student arrives on campus, he or she becomes the responsibility of the school and **may not leave the school grounds without permission from the principal's office**. If permission is granted, the student must sign out in the front office.
3. Upon arrival students arriving by car will stand along the breezeway until the door opens for the Evolve System, get breakfast in the cafeteria, or sit in the auditorium until 7:10 when the bell rings to go to class. Student drivers stay in their car and may enter the building at 7:00, eat breakfast if they wish, and wait until 7:10 to head to class. Bus riders will enter the building when they exit their bus and go into the cafeteria to eat or wait until 7:10 when the bell rings for them to go to class.
4. Students who arrive tardy to school between 7:20 – 7:40 a.m. will have to check in at the designated tardy station.
5. Students who arrive tardy to school after 7:40 a.m. should go to the office, sign-in, check in at the tardy cart in the office, and report to the appropriate class.
6. We have a detection system in place at the two patio doors and the car rider entrance door. Students may only enter through one of these doors. The back gym door, doors by the huts, and any other back door are prohibited for visitors or students to enter.

### **AFTERNOON DEPARTURE PROCEDURES**

1. No student is to stay after school unless the student is taking part in an activity sponsored by a staff member who will have those students under direct supervision at all times.
2. Students who drive cars are to be off campus by 2:45 pm. Any student found loitering in the parking lot will lose their driving privileges.
3. Any student found in the building after 2:45 and not under the direct supervision of a staff member, will be referred to administration for disciplinary consequences. Students who continue to violate this policy will be banned from attending after school activities for the remainder of the school year including athletic events.
4. Bus riders must exit the building immediately and get on their bus immediately as buses have to stay on schedule and pull out by a certain time to begin their route.

### **CAFETERIA: BREAKFAST AND LUNCH PROCEDURES**

1. Breakfast will begin at 7:00 am. Students will get their breakfast and eat in the cafeteria on their way in the building.
2. Every effort has been made to provide a wide selection of food items from which to choose. The cafeteria staff has put forth extra effort to ensure excellent food service for the students of Harnett Central.
3. Students will go to the cafeteria to eat lunch each day during their assigned lunch period. They will get in line single file and go through the line to get their lunch. They must eat and throw away their trash by the bell time so they are ready to leave when the bell rings to return to their third period class.

These rules are for the cafeteria:

1. Breaking in the lunch line will not be tolerated.
2. Food and drink items may not be taken outside the cafeteria area unless administration gives permission to a particular grade level to eat on the patio.
3. Students may not order outside food and have it delivered to the school.
4. Students may not leave campus during lunch periods.
5. Students may not go any further than the commons area during lunch so they may not go into the gym, the gym hallway, or the aux gym.
6. Students are not allowed to have visitors eat lunch with them.

### **EARLY DISMISSAL**

1. If it becomes necessary for a student to leave school early due to a valid reason, one of the procedures listed below must be followed:
  - a. Parent or guardian may write a note requesting dismissal of the student. The note should state the time and reason for the request, with whom the student will leave, and a telephone number at which the parent can be reached to confirm the request. The student must bring the note to the commons area outside the cafeteria and present it to the designated faculty member on the attendance committee for approval. **THIS MUST BE DONE BEFORE FIRST PERIOD CLASS BEGINS.**
  - b. A parent or guardian must come to the office and sign the student out.
  - c. An email, **for emergencies only**, may be sent to [hchsearlydismissal@harnett.k12.nc.us](mailto:hchsearlydismissal@harnett.k12.nc.us). The e-mail must include the student's full name, time for dismissal, reason, with whom the student will leave, and a telephone number at which the parent can be reached to confirm the request before the student leaves campus.
2. **NO PHONE CALLS** are accepted to dismiss students unless followed up by an email from the parent or guardian.

3. If a student requests an early dismissal for a doctor's appointment, he/she must bring a note from the parent. In order for the absence to be excused, he/she must bring an **ORIGINAL** note back from the doctor. The student must bring the original doctor note to the commons area outside the cafeteria to the attendance committee before the first period after they return from the absence. Otherwise, the absence will be classified as unexcused.
4. Students wishing to leave school due to illness must come to the office and someone from the office will call for permission for the student to leave or for someone to come and pick them up.
5. **Students arriving late to school or leaving early from school must sign in/out in the front office. If a student fails to sign in/out they can be considered skipping.**
6. **Students checking out must leave campus immediately. No loitering in the halls, at lunch, in the parking lot, etc.**
7. **The school reserves the right to determine whether any early dismissal will be excused or unexcused.**

#### **HARNETT CENTRAL HIGH SCHOOL ATTENDANCE PROCEDURES (See HC Policy 4400)**

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

##### **HCHS-1**

The principal shall adhere to all conditions of the North Carolina Compulsory Attendance Law, and shall notify parents or guardians of their responsibility under the same law. Students at any age who accumulate excessive absences may experience consequences ranging from extra make-up work to course failure due to low performance.

##### **HCHS-2**

In the event of absence or tardiness, it shall be the responsibility of the student to bring to the attendance committee a note\* signed by the parent or guardian citing the reason for such absence or tardiness. The student will be given an Admit Slip, which will be taken to his/her teachers. The principal may require any additional documentation deemed necessary to verify an absence or tardiness.

*\*If the note is not brought within 3 days after an absence, it will be recorded as unexcused. Students must obtain an Admit Slip for any class period before being allowed to re-enter after an absence.*

##### **HCHS-3**

Students must obtain an admit slip to class after any absence from a class. Admit slips are issued by the Attendance Committee in the cafeteria prior to the first period. After the first period begins, the student must go to the office to obtain an admit slip and a tardy slip. Teachers shall maintain accurate attendance records by each class.

##### **HCHS-4**

In the event of an excused absence, a student shall be entitled to make up work under the following conditions:

1. If an absence has been approved in advance and/or work assigned by a teacher in advance, all makeup work, including tests and assigned work for the day of return, is due upon the student's return to school.
2. If makeup work has not been assigned in advance by a teacher, or by teacher option, the student will have:
  - A. One day for each day absent, for absences of one to three days, to make up work or
  - B. Two days for each day absent, for absences exceeding three days to make up work.

##### **HCHS-5**

**The responsibility for securing and arranging for makeup work rests with the student.** The student should contact the teacher to determine arrangements and guidelines for making up missed work.

#### **HCHS-6**

A teacher may allow, but is not required to help a student make up work missed during an unexcused absence.

#### **HCHS-7**

Any absence of a student that results from a suspension for that student's misconduct pursuant to G.S. 115C-391 shall not be considered an unexcused absence for purposes of the Compulsory Attendance Law. Such an absence shall be an unexcused absence for purposes of co-curricular activity during their period of suspension. Eligibility is not restored until the day the student has legally returned to school following the suspension. However, team or group rules may require additional penalties that go beyond these school requirements. Students that are suspended even though considered unexcused will be given the opportunity by their teachers to make up their missed work.

#### **HCHS-8**

Early release students (work/study students/FLEX) including seniors who leave before fourth block, must have an early release permit on their person and must leave campus by the same exit. This exit is designated as the student commons exit. All students must leave campus within the first five minutes of the block. Students with afternoon FLEX scheduling who do not leave campus within the allotted time, will be assigned to a class and the FLEX scheduling will be revoked. Students with morning FLEX scheduling who arrive on campus prior to the 1<sup>st</sup> period class dismissal bell must remain in the area outside the office until the bell ending 1<sup>st</sup> period rings.

#### **HCHS-9**

Partial Days: In order to be counted present in each class, a student must remain in class for one-half the class block.

#### **HCHS-10**

A student found guilty of forging the name of a teacher, parent, guardian, doctor, or office personnel to a note will be subject to disciplinary action.

#### **HCHS-11**

In attempting to alleviate the problems underlying non-attendance, the following actions should be considered: counseling with the student; parent conferences; home visits; referral to the school social worker; and involvement of community agencies, such as Family and Children Services, Mental Health Center, or Youth Services through Harnett County.

#### **HCHS-12**

The principal has the right to excuse a pupil temporarily from attendance on account of sickness or other unavoidable causes, which does not constitute unlawful absence as defined by the State Board of Education. When a pattern of questionable absence develops, the school shall contact and advise the parent of the legal responsibility to keep the child in school. When it has been determined that a pupil has accumulated many absences, the school will notify the parent-guardian through an attendance letter that is auto-generated.

#### **HCHS-13**

Students attending field trips must have a minimum average of 70 in all classes and must not have excessive absences meaning no more than 5 absences in any one class. Students are only allowed two field trips a semester on school days where they are not in class.

### **GRADES**

Teachers are required to notify parents when their child is failing a subject or not meeting expected performance standards. This notice is not reserved for failing students only, but should be used as a means of keeping the parent

informed by uploading grades in Infinite Campus. This is in addition to any routine means of reporting and the six-week report card.

### **DATES FOR REPORT CARDS EMAILED HOME**

September 29th – 1<sup>st</sup> Grading Period

November 10th – 2<sup>nd</sup> Grading Period

January 8th – 3<sup>rd</sup> Grading Period

February 24th – 4<sup>th</sup> Grading Period

April 14th – 5<sup>th</sup> Grading Period

June 3rd - 6<sup>th</sup> Grading Period

### **HCHS CODE OF STUDENT CONDUCT – Policy 4300**

The “Code of Student Conduct” devised by the Harnett County Board of Education and Harnett Central High School, while under direct school supervision, will govern a student’s behavior. All procedures are well defined as to allow students an environment conducive to growing and maturing in the learning process. **In addition to Harnett County Board of Education Code of Student Conduct, the following rules will apply to students attending Harnett Central High School:**

#### **HCHS RULE 1: Electronic Devices (cellular phones, iPods, tablets, headphones, smart watches, Meta AI glasses, etc.)**

##### **Cellular phones and Electronics are not allowed in the academic area and should be turned off.**

Cell phones/personal electronic devices used by students are not allowed during the school day. All students will be issued a Yondr pouch in which they are expected to keep all electronics. Phones are to be powered down or put on airplane mode. These are to remain locked once they enter the building until they leave. If a student is seen with a cell phone or personal electronic device in the building that is not in their Yondr pouch, it will be confiscated and returned at the end of the day upon the first offense. Upon the second time that a device is confiscated, the student’s parent/guardian will be required to retrieve it from the school (second offense). If a student refuses to turn over an electronic device when asked by staff the student will receive 1 day of OSS for Insubordination. Students will receive one day of ISS if they have a phone or technology device not locked in their Yondr pouch for their first offense. All subsequent violations will result in one day of OSS. Students are able to use the student phone in the front office or the classroom phone, with permission of their teacher, for emergencies. The use of Yondr pouches is not negotiable. Students are expected to have them at school each day. There will be regular checks. Any damaged or lost pouches will result in a \$36.50 replacement fee. If any electronic device is brought to school and becomes lost or stolen, school personnel will not investigate the incident or search for the item. It is always recommended that valuable items be left at home or in a secure area. Please be advised that anyone caught stealing will be dealt with according to the Student Code of Conduct Policy. School personnel try to prevent losses, but they are not responsible for students’ personal property.

**1<sup>st</sup> Offense:** Item being confiscated by a faculty member and given to administration for student to pick up at the end of the day and one day of ISS; **2<sup>nd</sup> Offense:** Item being confiscated by a faculty member and given to administration for parent or guardian pick up at the end of the day and conference; also 1 day of out of school suspension (OSS) **3<sup>rd</sup> Offense:** Item being confiscated by a faculty member and given to administration for parent pick up at the end of the day, and 1 day of OSS; **4<sup>th</sup> Offense:** Item being confiscated by a faculty member and given to administration for parent pick up at the end of the day; also 1 day of OSS **5<sup>th</sup> and All Subsequent Offenses:** Item being confiscated by a faculty member and given to administration for parent pick up at the end of the day, and a day of OSS.

#### **HCHS RULE 2: Student Dress Code**

1. Students are required to wear appropriate footwear during school hours. Specific footwear requirements are necessary in certain classes, i.e. shop classes, science labs, P.E. for safety reasons.
2. **Tops/Shirts** - Bare midriffs, halter-tops, backless dresses, backless blouses, spaghetti-straps, tank tops, tube tops, T-straps, one-shoulder tops, skin tight apparel, and see-through apparel are not acceptable. Undergarments should not be seen from the outer layer. Clothing exposing cleavage will not be allowed.
  - a. The length of any top that is worn outside the pants must cover the midriff during normal routine movement. We should not be able to see any of your belly.
3. **Bottoms/Pants/Skirts/Dresses** - Shorts, skirts, and dresses must be modest and cannot exceed higher than your fingertips held by your side when you stand up straight. The height will be measured from the highest point of the hemline. Nike type running shorts are too short for school. (Example - if your dress has a slit on the side it will be measured from the top of the slit.) Undergarments should not be seen from the outer layer.
  - a. **Leggings/Jeggings/Yoga Pants** may be worn with a shirt that completely covers the belly during all routine movements. **Pants or jeans with holes that expose skin above where your fingertips fall are not allowed unless you wear leggings underneath so skin is not visible.**
  - b. Pants, shorts, trousers, etc., must be worn up to the waist; **no sagging will be allowed.** Any clothing that reveals undergarments, too much bare skin or excessive human anatomy will be considered inappropriate wear.
4. **Any apparel that is related to drugs, sex, alcohol, weapons, politically charged or otherwise inflammatory material will not be permitted.** Attire with any kind of suggestive, profane or vulgar language or pictures will not be allowed.
5. No hoods or head coverings that cover the back of the head completely, or any distracting headwear should be worn in the building at any time. Bandanas may not be worn or displayed on school grounds.
6. **The School's Administration reserves the right to determine what constitutes inappropriate dress at this school.** This policy may not be all-inclusive for the constantly changing fashion world. However, we reserve the right to determine if any item of clothing disrupts the educational process by being suggestive or inappropriate for our school setting.
7. Leave your blankets at home as these are not appropriate for school. You may wear a sweater or jacket if you are cold.
8. If you are not following dress code you will be required to put on something appropriate from the clothes closet or call home for a change of clothes.

### **HCHS RULE 3: Skipping Class**

Students are to be in class during the assigned class time. If a student is out of class, a note should be provided before entering class to explain the absence. If the reasons for being out of class are not legitimate, the student will be considered skipping class. Students more than 15 minutes late to class without justification may be considered skipping class rather than tardy. Failure to produce written permission or legitimate excuses will result in disciplinary measures. Students are expected to use the pass in each of their classes for their assigned bathroom area. Each student must sign in and out through the online pass system so your teacher knows the time you left and when you returned.

### **HCHS RULE 4: Forgery of Parent, Student, or Teacher's Signature or Falsifying Information**

A student found to be practicing any type of forgery of a school-related document will suffer consequences according to the severity of the offense, which will likely include time in ISS or OSS as well as a conference with their parent and administrator.

### **HCHS RULE 5: Conduct in Halls**

The following rules will apply to student conduct in the halls and corridors:

1. Public display of affection (PDA) is not allowed. Staff members catching the students will input it into the Educator's Handbook to be handled by the students' administrator.
2. Order must be maintained in the halls and corridors. Therefore, loitering in the halls, blocking hallways and running in the hallway are strictly prohibited.
3. Students must avoid loud talk or noises that can disturb the school setting. This is especially true during periods of traffic moving between classes and after lunch.
4. Students must arrive at lunch on time. There is to be no loitering in restrooms or other classrooms. You will need to wait and use the restroom in the Commons area during your lunch if your lunch bell rang to dismiss you to the cafeteria.

#### **HCHS RULE 6: Fighting, Assault, or Physical Injury**

Fighting is considered a breach of all school philosophies and will be dealt with firmly. Consequences can include 10 days of suspension, indictment through local law enforcement agencies, and possible long-term suspension from school. The severity of the violence will determine the consequences. Other persons serving as promoters of violence or in collaboration with fighters will be dealt with in terms of responsibility for causing such actions. These individuals may be "message carriers," "boosters," "collaborative partners," or students that stand around and video the event.

#### **HCHS RULE 7: Vehicle Searches**

1. Students are permitted to park on school premises as a matter of privilege, not as a *right*. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
2. If a school official has reasonable suspicion that a vehicle driven to school by a student and parked on school premises contains unauthorized or illegal materials, the student may be asked to give voluntary consent to a search of the interior of the vehicle. If the student refuses to consent to a voluntary search of the interior of the vehicle by the school official, the school official may choose to call upon a law enforcement officer to further investigate and consider the issue in question.
3. Seizure of Illegal Materials: If a property conducted search yields illegal or contraband materials or a reasonable suspicion thereof, such findings will be reported to the proper legal authorities for ultimate disposition.

#### **HCHS RULE 8: Vandalism**

General acts of vandalism such as willful destruction of property, defacing property and writing on walls will be dealt with severely. The penalty will be determined by the severity of the act and the student will definitely be required to pay for damages. Note that acts of vandalism directed against school personnel off campus are covered by all applicable state laws. No student shall steal or attempt to steal, or damage or attempt to damage, any private property either on any school premises or on any school bus or during any school activity, function, or event off school property. Persons found in possession of stolen property or proven to be guilty of theft can receive up to 10 days' suspension and possible indictment through local law enforcement agencies. This may include recommendations for long-term suspension.

#### **HCHS RULE 9: Smoking/E-cigs/Dab pens containing THC**

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; **this includes ALL Electronic Cigarettes**. This also includes dab pens that contain THC and are used like a vape. Possession and/or use will result in out of school suspension depending on the product when tested by a THC test kit by administration.

#### **HCHS RULE 10: Tardy Policy**

Attendance at Harnett Central High School is for the purpose of obtaining an education. This requires full attendance in all classes, coming to class on time, and using every minute productively. Tardies interrupt classes and if left unchecked may establish bad attendance habits. A student is counted tardy when the tardy bell rings. Excused tardiness is accepted only when accompanied by a valid written notice. Students who miss 15 minutes or more of a class without a valid note may be referred to the office for skipping class. Tardies restart after each 6-weeks.

|                    |                                                                    |
|--------------------|--------------------------------------------------------------------|
| Tardies 1 - 3      | Warning                                                            |
| Tardies 4 - 6      | Student assigned to immediate period of ISS                        |
| Tardies 7 - 10     | 3 <sup>rd</sup> Block ISS detention (administrator contact parent) |
| Tardies 11 or more | Whole day of ISS (administrator contact parent)                    |

**Students who drive to school may lose their driving privileges if they incur excessive tardies to school. Students who do not comply with the above tardy policy may be subject to additional consequences at the discretion of the Administration, which will likely include out of school suspension.**

#### **CARS ON CAMPUS**

Driving a personal vehicle to school and parking it on campus is a privilege that we are happy to extend to all students who lawfully qualify. To ensure safety and security, the following rules and regulations are important:

1. Students who drive to school must register their vehicles on forms provided and display the appropriate parking permit.
2. Vehicles must be operated in a safe manner at all times. Students who fail to operate vehicles in an acceptable manner will lose the privilege of driving on campus and may be subject to discipline.
3. Students must park only in the student parking area and cars must be parked in the confines of a numbered parking space. Students may not park in the faculty parking lot or in the visitor parking lot without prior permission from administration.
4. **Observe a five (5) mile per hour speed limit everywhere on campus.**
5. Pull into; do not back into your parking space.

6. Do not return to cars during school hours unless you have permission from an administrator or an early dismissal note.
7. Do not litter the parking area. Littering will result in a loss of driving privileges.
8. Careless and reckless driving will not be tolerated.
9. Use of personal vehicles as a means of skipping school will result in loss of parking privileges on campus and suspension from school.
10. Students are not allowed to ride in the back of trucks while on campus. Drivers will be penalized.
11. If you are involved in any accident with a vehicle on campus, do not move the vehicle until a school official or the police advise you.
12. Excessive tardies to school may result in suspension of driving privileges or loss of parking pass.
13. The parking lot is for licensed motorized vehicles only.
14. There is to be no borrowing, lending, stealing, copying or selling of vehicle permits between students. Any violation may result in long-term suspension of driving privileges. The student whose name is assigned to a parking tag is responsible for any violations committed by that permit.
15. If your license is revoked, your vehicle is not permitted to be parked on campus.
16. Students who drive to school and are habitually late will have their driving privileges revoked. Students who incur 7 or more tardies resulting from late arrival by driving will be subject to revocation of their driving privileges.

We will work very hard to ensure safety and security for the parking area. To assist us, we are asking that you lock your car doors when you leave your vehicle. The school is not responsible for the vehicle or its contents. The penalty for violating automobile regulations may result in a warning or an indefinite suspension of parking privileges.

#### **RANDOM METAL DETECTOR CHECKS**

HCHS continues to strive to maintain a safe school environment. Even though we now have the Evolve system in place, metal detector checks may be utilized throughout the school year to add another layer of security. The following procedures have been established to use during these checks of classrooms. From time to time, it is necessary to do a metal detector check of all students as they enter the building.

1. Room numbers will be drawn at random the day of the checks.
2. Administration, the School Resource Officer, and the teacher will escort the class to the designated area.
3. School personnel will monitor the students throughout the entire process.
4. Students will walk through the metal detector, one at a time or be swiped by a metal detector wand. If the detector indicates that metal is present, then the student will step to the side and then be checked by school administration including their backpack.
5. Once the process is complete, students will return to their classroom with their teacher.

#### **IN-SCHOOL SUSPENSION**

The In-School-Suspension (ISS) Program was designed to serve as an alternative to out-of-school suspension. It is intended for the program to modify the behavior of students who occasionally make an error in judgment, but not for chronic offenders. A student who receives In-School Suspension as punishment will report to the designated room immediately after arriving at school or during their assigned class period. He or she will be isolated from other students the entire day/class period and forfeit all privileges. Failure to comply with all In-School Suspension rules will result in further punishment.

### **OUT-OF-SCHOOL SUSPENSION**

When a student's conduct warrants out-of-school suspension, he or she will not be allowed to attend any school function, any athletic event, or be on the campus of any Harnett County School during the suspension.

**Star Academy** – The purpose of Star Academy is to provide a setting for students in grades 6-12 whose behavior severely disrupts and endangers the educational process of the regular school environment. This restrictive setting will provide an alternative to long-term suspension or expulsion. *Students assigned to Star Academy are not eligible to participate in athletics as sanctioned by the North Carolina High School Athletic Association (NCHSAA).*

### **SCHEDULE OF STUDENT FEES**

| <b>REGULAR<br/>SCHOOL FEES</b> | <b>GRADE<br/>LEVEL</b> | <b>COST</b> |
|--------------------------------|------------------------|-------------|
| JUNIOR CLASS<br>FEE            | 11th GRADE             | \$25.00     |
| SENIOR CLASS<br>FEE            | 12th GRADE             | \$25.00     |
| PARKING<br>STICKER FEE         | 9-12<br>GRADES         | \$50.00     |

### **INSURANCE**

School insurance is offered to all HCHS students at a group rate. This insurance provides limited coverage for a student involved in an accident while going directly to and from school, or at a school-sponsored activity. Information is provided on our school website. Student athletes are covered free of charge while participating in a sport. The policy is primary only if the student has no other insurance.

### **EARLY GRADUATION AND FLEX PERIOD**

The Harnett County Board of Education approved a Senior Accelerated Opportunity in 2002 that allows seniors who have completed all graduation requirements by the end of first semester of their senior year to graduate early. Flex Scheduling is offered to seniors who have earned enough credits and met other graduation requirements. A rising senior who qualifies and wants to apply for either of these options must obtain and complete an application by a designated deadline. Flex is a privilege. If a student skips another class or they remain on campus during their flex period, their flex period will likely be revoked and the student will be assigned a class.

### **GRADE POINT AVERAGE (GPA) AND CLASS RANK**

Harnett County high schools currently use a weighted grading scale and transcript as mandated by HSP-L-004 (Statutory Reference GS 116-11(10a)). Grade point average (GPA) and class rank are calculated by a standard method by all public high schools in the state. All courses attempted in grades 9-12 are used in computing grade point average and class rank.

### **GRADING SCALE AND QUALITY POINTS – REVISED POLICY DATED 1-8-15**

Calculations are based on a standardization of academic course level, grading scales, and the weighting of course grades. Class rank is based on a weighted grade point average in which a one-half (.5) quality point is added to passing grades earned in Honors courses and one (1) quality point is added to passing grades earned in Advanced Placement (AP) courses. Grades and the corresponding number of quality points are shown as follows:

90–100 = 4.0 (A)      80–89 = 3.0 (B)      70–79 = 2.0 (C)      60–69 = 1.0 (D)      ≤59 =  
0.0 (F)

### **HONORS AND ADVANCED PLACEMENT COURSES – REVISED POLICY DATED 1-8-15**

1. The Honors and Advanced Placement (AP) courses are designed to give students an opportunity to take rigorous high school classes. Many colleges grant college credit to students who make sufficiently high marks on the AP examination given in the spring. (Cost currently paid by the state.) Students should check specific college policies regarding AP exams and credit allowed.
2. Course content, pace, and academic rigor of **Advanced and Honors** courses require high expectations from students and surpass standards set by the North Carolina Standard Course of Study. Such courses demand a greater independence and responsibility. **If a student registers for an Advanced or Honors course, he or she is expected to complete the course. An Advanced or Honors course will be changed/dropped only with extenuating circumstances at the principal's discretion.**
3. Course content, pace, and academic rigor of the **Advanced Placement (AP)** courses are **college-level** as adopted by the College Board and are geared to enable students to pass the College Board Advanced Placement Examinations. AP Exams are used for college credit and/or placement purposes. This varies from college to college.
4. Honors and Advanced Placement (AP) courses place added demands on a student's time. Careful consideration should be given before selecting such a course. Courses will be given a "weight" according to the following guidelines:
  - a. Honor courses will be weighted so that one-half (.5) point is added to the value of the grade on the grading scale
  - b. AP courses will be weighted so that one point is added to the value of the grade on the grading scale.
  - c. These weighted grades will be computed into the grade point average (GPA).

The North Carolina Department of Public Instruction, the State Board of Education, and the College Board require an approved curriculum – specific to each Honors or Advanced Placement course – that promotes academic rigor and aligns with expectations regarding course weight and quality points.

### **FIELD TRIPS**

Students attending field trips must have a minimum average of 70 in all classes and must not have excessive absences meaning no more than 5 absences in any one class. Students may not attend more than 2 field trips in a semester during the regular school day. Some classes/programs take field trips on teacher workdays or the weekend and students may attend these in addition to their 2 field trips on actual student days.

### **TRANSCRIPTS**

A complete high school transcript shall be issued to all students receiving the Diploma of Graduation, the Certificate of Achievement or Graduation Certificate. The transcript shall provide the following information:

1. All courses completed and grades earned;
2. Class rank and grade point average (GPA – Weighted and Unweighted)

### **POLICY FOR AWARDING HIGH SCHOOL CREDIT**

It is the policy of the Harnett County Schools Board of Education for high school principals to declare and award credit to students at the end of each semester upon the student's successful completion of all course requirements, including adherence to the attendance policy and the attainment of a minimum passing grade of 60.

### **DROPPING CLASSES**

A great deal of time and work are invested in the registration and scheduling process. Allotment of Teachers and the Master Schedule are dictated by the courses that students register for in the spring to take the following school year. For these reasons, no course changes will be allowed for fall or spring semesters once students receive their schedules in August with teachers and period assignments; unless, changes are deemed necessary by the school administration. Necessary changes fall into the following categories:

1. The student had no schedule or an incomplete schedule due to a master schedule conflict.
2. A course is needed for promotion or graduation purposes.
3. The student lacks a necessary prerequisite for a course.
4. A course must be changed to accommodate an administrative need.

If a student registers for an Advanced or Honors course, he or she is expected to complete the course. An Advanced or Honors course will be changed/dropped only with extenuating circumstances at the principal's discretion.

### **SCHOLARSHIPS**

1. Many scholarships are available from different sources for those students who wish to go to college. Examples of types available are basic grants, work scholarships, academic scholarships, loans, and athletic scholarships. A list of scholarships is available by visiting the Harnett Central High School webpage at [www.harnett.k12.nc.us](http://www.harnett.k12.nc.us) (click on Schools, click on Harnett Central High School, click on menu, then click on Scholarships).
2. Students interested in trying to obtain a scholarship should start early at least by the 11th grade to learn what is available. School counselors will work closely with students to make sure all information is available and to give instructions regarding the procedure to follow in completing applications.

### **NORTH CAROLINA SCHOLARS PROGRAM**

Note: In order to qualify as a North Carolina Academic Scholar, students should begin planning for the program before they enter Grade 9 to ensure the most flexibility in courses and to meet all requirements. See course guide for more information.

Students must:

1. Begin planning for the program before entering grade 9 to ensure they obtain the most flexibility in their courses.
2. Complete all the requirements of the North Carolina Academic Scholars Program.
3. Have an overall four-year **unweighted** grade point average of 3.5 or higher.
4. Complete all requirements for a North Carolina high school diploma
5. Must have 4 courses, concentration recommended, in CTE, fine arts, foreign language, or other equivalent class.

### **SCHOLASTIC HONORS**

**Beta Club** - A student who maintains a weighted 3.8 GPA can be inducted into Beta Club after one semester in high school. If their GPA drops below the requirement, they have one semester to bring it back up. Induction ceremonies will be held each year.

**Marshals** – Marshals are selected based on the top 10% of the Junior Class at the end of 1<sup>st</sup> semester during their Junior year.

#### **Honors System:**

|                                        |                              |
|----------------------------------------|------------------------------|
| Summa Cum Laude ( With Highest Honors) | 4.5 and above GPA (weighted) |
| Magna Cum Laude ( With Great Honor)    | 4.0 to 4.49 GPA (weighted)   |
| Cum Laude (With Praise)                | 3.5 - 3.99 GPA (weighted)    |

### **EXTRACURRICULAR CLUBS and ACTIVITIES**

|                                  |                                   |                                          |
|----------------------------------|-----------------------------------|------------------------------------------|
| <b>Art Society</b>               | <b>BETA Club</b>                  | <b>Chess Club</b>                        |
| <b>Say Something</b>             | <b>Drama Club</b>                 | <b>The Thespian Society</b>              |
| <b>FCS</b>                       | <b>FFA</b>                        | <b>World Language Club</b>               |
| <b>HOSA</b>                      | <b>Interact Club</b>              | <b>Key Club</b>                          |
| <b>Dungeons and Dragons Club</b> | <b>National Achievers Society</b> | <b>National Technical Honors Society</b> |
| <b>Envirothon</b>                | <b>Gold Rush</b>                  | <b>Student Government Association</b>    |
| <b>BOB</b>                       | <b>Skills USA</b>                 | <b>Poet Society</b>                      |
| <b>Club America</b>              | <b>Lost and Found Team</b>        | <b>FBLA</b>                              |

### **ATHLETIC TEAMS**

|                 |                   |                     |                      |                      |
|-----------------|-------------------|---------------------|----------------------|----------------------|
| <b>Baseball</b> | <b>Basketball</b> | <b>Cheerleading</b> | <b>Cross Country</b> | <b>Football</b>      |
| <b>Golf</b>     | <b>Gymnastics</b> | <b>Soccer</b>       | <b>Softball</b>      | <b>Swimming</b>      |
| <b>Tennis</b>   | <b>Track</b>      | <b>Volleyball</b>   | <b>Wrestling</b>     | <b>Flag Football</b> |

### **ATHLETIC ELIGIBILITY**

1. Before being allowed to participate in any varsity or junior varsity sport (including try-outs), a student must have a physical examination and have it put into Aktivite. Athletic participation and insurance forms may be obtained from the coach of each sport. These forms must be completed and given to the coach before the student athlete can participate in practice or games. In addition, each student athlete and parent/guardian must sign a sportsmanship pledge and return it to the coach.
2. To be eligible to participate in any sport a student must meet all of the eligibility requirements of the North Carolina High School Athletic Association. Included among these requirements are the following: (1) must pass 70% of all classes taken, (2) being in attendance a minimum of 85% of the previous semester, (cannot miss more than 13.5 days in the previous semester; must attend 76.5 days during the previous semester - the reason for the absences is not relevant; any absences over 13.5 make you ineligible), and (3) not reaching age 19 on or before August 31st of the current year.
3. **75 Day Rule:** Any student granted a voluntary reassignment from the school serving the attendance area in which the student resides shall not participate in athletic activities that come under the jurisdiction of the North Carolina High School Athletic Association (NCHSAA) and the State Board of Education for **75 days** after the first approved transfer date; however, if it is later determined that athletic participation is a reason for the transfer request, the transfer may be revoked by the Superintendent.
4. **Participation in Athletics during Alternative School Assignment:** Students re-assigned to an alternative school setting (STAR Academy) will be considered ineligible to participate in extracurricular school sponsored activities, including sports practice or play, until the student returns to a regular educational setting.

### **NORTH CAROLINA DROPOUT / DRIVER'S LICENSING LEGISLATION**

1. Students who attained a high school diploma, a GED, or adult high school diploma as issued by a community college are not affected by this legislation.
2. Students over the age of eighteen (18) are not affected

#### **Dropouts**

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

#### **Transfers**

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

#### **Students Who Are Not Affected**

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

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

#### **Academic Progress**

1. A student must pass 3 out of 4 classes the previous semester to be academically eligible to obtain and/or keep a driving permit or driving license. Failure to do so will result in notification by the North Carolina Department of Motor Vehicles for the student to surrender the permit or license. If a student fails 2 or more classes, at the end of each semester, a letter will be mailed to verify any hardship situations. If there are no hardships, as specified in the letter or if the hardship is denied, then a student will lose his/her license/permit until the end of the following semester. When the next semester report card reflects credit

for 3 out of 4 classes, the student is eligible to get their license/permit back. When eligible, eligibility forms are available in the counseling department. Grades are only checked at the end of first and second semester. Six weeks report cards do not make you eligible.

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

NOTE: This rating is not intended to apply to exceptional students who have the ability to obtain a high school diploma. **If you lose your license, you must surrender your parking space tag to the office. Once your license is reinstated, you can reapply for a parking space (if one is available).**

### **FIRE DRILL**

The law requires a fire drill the first ten (10) days of school and one each calendar month thereafter. Therefore, it is important that you become familiar with the "order of drill." Posted beside the exit door of each classroom is a sign that indicates the exit that each class will use during a fire drill. Students should know the location of this exit and use it each time there is a fire drill. When using other parts of the building other than a classroom, such as the library, gym, cafeteria, etc., students should know which exit to use in case there is a fire drill while in that location.

### **TORNADO DRILL**

The signal to indicate a tornado drill will be an announcement over the intercom and telephone handset. Teachers have been instructed as to where they should go during the drill. This drill will not be held except during threatening weather or for our drill during Severe Weather Awareness Week each school year.

### **LOCKDOWN**

The law requires that all public schools conduct "Lockdown" drills routinely. This is what we used to call a "code red" drill where the school completely shuts down and locks all doors and hides in a secure place in silence until the all clear announcement is made on the intercom.

### **DISTRIBUTION OF LITERATURE**

Permission must be obtained from the administration before any posters can be placed anywhere on campus or before any printed materials (newspaper, flyers, announcements, advertisements, etc.) can be distributed to faculty and/or students. Posters and other materials are not to be taped to the walls or windows unless permission is given by the administration. They should never be taped on doors. When permission is given and posters are placed around school the person who hung them is responsible for taking them down once the event or campaign has ended.

### **HALL PASSES**

In order to account for or to assure that students are in the area they have been assigned, teachers will have students to issue hall passes indicating the destination of the student as well as the time the student left the classroom through the online pass system. If the student is entering the classroom of another teacher, or the office, that teacher or office personnel should mark the student's arrival in the online pass system. The time of departure should then be placed on the online pass when that student returns to their original classroom. When the student returns to the original classroom, that teacher should check the time on the pass to ensure that only enough time has lapsed to enable the student to get to the original destination. Students found out of class without a proper pass through the online pass system will be considered skipping and receive punishment according to policy. Please use the passes issued by Mrs. Murchison in the office only if the online system is not working properly. Each teacher should also have some type of pass that they can give a student so they have something visible in their hand when staff see them in the hallway.

### **INJURY AT SCHOOL**

If you are injured at school, report immediately to the teacher in whose class you are at the time of the injury. If the injury occurs between classes, report it to the office. The importance of reporting an injury is twofold. First, if medical attention is necessary, we can be sure you receive it. Secondly, if an insurance claim is involved, we will have a record of the accident by completing the proper accident report. There have been cases in which insurance claims have been filed, but due to the student not having reported the injury at school, the insurance company would not pay the claim. It also ensures that parents are contacted for us to let them know.

### **ILLNESS AT SCHOOL**

If you get sick at school and are too ill to attend class, go immediately to the office where you will receive assistance. **Under no circumstances is a student to stay in the bathroom or any unsupervised area if he/she is sick. Remaining in the bathroom may result in the student being disciplined for skipping.**

### **LOST AND FOUND**

To help ensure lost items are returned to their owners efficiently, the school maintains a Lost and Found program for non-valuable personal belongings.

#### **Valuable Items**

Any valuable item found on campus—including, but not limited to, *wallets, money, jewelry, cell phones, electronic devices, keys, and similar items*—must be turned in directly to the Main Office. *These items are not handled through the Lost and Found program.*

#### **Other Items**

Items such as jackets, coats, lunchboxes, water bottles, books, and other personal belongings are stored in the Lost and Found closet. Students who believe they have lost an item should first check the area where it may have been misplaced and then inquire with the Lost and Found team.

To allow sufficient time for found items to be collected and logged, **students should wait at least three (3) school days after an item was lost before requesting assistance from the Lost and Found sponsor in room 709.** Lost and Found team members will assist students in locating and retrieving eligible items.

Items that remain unclaimed for an entire semester period are donated.

### **ASSEMBLY PROGRAMS**

Class assemblies will be held in the auditorium or gym and students will sit in specifically assigned seats. Total school assemblies will be held in the gymnasium and students will sit together in classroom groups. Your classroom teacher will accompany students to all scheduled assemblies or functions. Students must remain with their group during assembly programs. Applause is the correct response to show appreciation to a speaker or for a program.

### **CAMPUS VISITORS**

**Harnett Central High School is a closed campus.** ALL VISITORS during school hours must report to the main office for assistance. Permission for any visitors to be in the building must be given by an administrator and a campus pass must be carried at all times. Visitors are to use the visitor parking lot located in the front of the school.

Parents, visitors, and other students are not permitted to visit classes during school hours. Parents may make an appointment with the classroom teacher or with the school counselor to schedule conferences with teachers during the day, before or after school. All visitors must sign in and out of the office and receive a visitor's pass. No visitors are allowed to eat with students during lunch.

### **FOOD BROUGHT INTO SCHOOLS FROM NONCOMMERCIAL SOURCES**

If a teacher hosts an activity, which includes food items, in order to protect students and limit liability, foods from noncommercial sources will not be allowed. This includes activities in class, after school, or any function associated with school.

### **LOCKERS**

Mr. Michael Stephens, one of our assistant principals, will assign students a locker upon their request of a locker and he will give the student the locker combination. Locker combinations are private. Students should not share the combination with anyone they would not want to have access to their locker. The school will not be responsible for any items (textbooks, personal items, fund-raising items, etc.) that are stolen from the locker. **Lockers cannot be shared.** The student who is issued the locker is completely responsible for any damages to the locker and for the contents of the locker in the event of a locker search. Lockers are rarely requested because the time between classes is so short and students do not have time to stop by their locker after each class.

### **STUDENT SUPPORT SERVICES DEPARTMENT**

The Student Support Services Department at Harnett Central consists of five counselors, a social worker, a success coach, a family engagement specialist, a Next Step coach, and a guidance registrar. Counselors are available to students to assist with academic strategies, to help students manage emotions and apply interpersonal skills, and to help plan for post-secondary options. Cumulative folders are maintained for each student. Prospective employers and post-secondary educational institutions, with written permission of students and/or parents, may request transcripts and employment references. Although counselors may request to see students during the year for various reasons, it is highly desirable that students take the initiative in requesting to see their counselors. Counselors are available to students before and after school, during lunch periods, or, with the teacher's permission (accompanied with a pass) during class periods. Students should not request to leave class to see their counselors except in an emergency. Information about scholarships and financial aid is available through the Student Services department. Students interested in applying to college and obtaining a scholarship should take the most rigorous courses in which they can be successful. Student support staff members will work closely with students to provide information and to give instructions regarding the procedure for completing applications. All seniors are provided with a Senior Guidelines and Post-Secondary Assistance Manual with a wealth of information about applying to college, scholarships, entering the workforce and military. Scholarship information is posted on the scholarship webpage as it becomes available. Senior parent nights are offered to help families assist their students with developing a post-secondary plan.

### **MEDIA CENTER**

The Media Center is maintained to offer students a wide spectrum of services under the direction of qualified personnel. While it is the goal to offer multiple opportunities and accessibility to use the media center, student safety is a priority. Students must have a media pass to visit the media center during class. **Students are not allowed to be in the media center if they are unsupervised by a faculty member. Students are welcome to use the Media Center during lunch with prior permission from Media Staff.**

## **HARNETT CENTRAL HIGH SCHOOL (HCHS) LOCAL INTERNET POLICY**

**Privileges** – The use of the Internet is not a right, but a privilege, and inappropriate or irresponsible use may result in cancellation of that privilege.

**Security** – Security is a high priority. If you should identify a security problem, you must notify an administrator immediately. Do not show or identify the problem to others. Do not use another individual's account. Attempts to log on as another user will result in cancellation of privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access. Always logout once you are finished working on a computer.

**Vandalism** – Vandalism may result in cancellation of privileges. Vandalism is defined as the malicious attempt to harm or destroy the data of another user, the Internet, or other networks. This includes the creation of, or the uploading of, computer viruses on the Internet or the host site or disruption of data flow. This also includes malicious damage to computer devices.

### **PROM**

1. Students who have unpaid fees (library, Junior/Senior, etc.) are ineligible to attend the Prom until all fees are paid.
2. Students who attend STAR Academy due to a referral for disciplinary reasons are ineligible to attend the Prom.

### **STUDENT/TEACHER CONFERENCES**

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

### **PARENT/TEACHER CONFERENCES**

1. Parents are encouraged to keep themselves accurately informed about the progress of their child. The best way to accomplish this is to get access to Infinite Campus to see your child's grades and to meet periodically with the teachers. Parents and teachers have one thing in common—they are both interested in the welfare and success of the student. Getting to know each other will usually enable both parents and teachers to work more effectively with the students.
2. Parents may arrange a conference by contacting one of the school counselors or by directly communicating with the teacher.

### **SELLING ITEMS ON CAMPUS**

Items of any kind may not be sold at school or on school property unless such sales are part of a school sponsored fund-raising activity. School clubs involved in selling food items may not sell such items during the school day.

### **TEXTBOOKS**

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

### INCLEMENT WEATHER POLICY

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

1. Check for closings/delays on the Harnett County Schools website ([www.harnett.k12.nc.us](http://www.harnett.k12.nc.us)) or on the Harnett County Schools Facebook page.
2. Listen to one of our local radio or television stations for changes in schedule.
3. Do not telephone the schools, central office, or school officials. Obviously, these calls tie up the telephone lines and may prevent emergency communication to the news media and you.
4. The absence of any announcement means that schools will be in session as usual.

### SUMMARY

**The items covered in the HCHS Code of Student Conduct are not all inclusive. Specific penalties for specific items of misconduct will be added to this handbook as they are developed. It is hoped that the general conduct of the Harnett Central High School Student Body will make these additions unnecessary.**

## **Guidelines for Harnett County Schools Exam Exemptions for Students in Grades 9-12 2025-2026**

The following guidelines outline the criteria for students in grades 9-12 to qualify for exam exemptions in courses without a state-required or End-of-Course (EOC) assessment. These exemptions are contingent upon the student meeting the criteria below **before** the beginning of the exam window.

### **Eligibility Criteria**

To be eligible for an exam exemption, a student must meet the following requirements:

1. **Grade Requirement:** The student must have an "A" (90%) or higher final course grade.
2. **Absence Limit:** The student may have no more than **5 absences** in the course.
  - **Absence Count:** All absences, whether excused or unexcused, **will count equally** when determining eligibility for exam exemptions.
  - **Out-of-School Suspension (OSS):** Under board policy, days assigned to out-of-school suspension (OSS) will be considered absences and count toward the 5-absence limit.
  - **School-Related Activities:** Absences for approved school-related activities **do not** count against the 5-absence limit.

**\*When a student experiences a hardship causing the total absences to exceed 5 days, an exam exemption will be at the principal's discretion (i.e., medical emergency, family crisis, etc.)**

\*Students or parents/guardians must submit a written request to the principal for a waiver due to the hardship. The request must include supporting documentation for the absences. The principal will review the request and determine whether the absences qualify for a waiver.

### **Non-Exempt Assessments**

- **State-Mandated Tests:** Exemption is not available for tests required by the state, including **End-of-Course (EOC) exams**, **College Career Promise (CCP) courses**, and **NCVPS exams**.
- **CTE Assessments:** Students enrolled in Career and Technical Education (CTE) courses that include a **CTE state exam**, **CTE Credential**, or **CTE Performance-Based Measure (PBM)** as the Proof of Learning (POL) **are not** eligible for exam exemption.
- **Advanced Placement (AP) Exams:** Students taking **Advanced Placement (AP)** courses taught by a Harnett County Schools teacher may be exempt from the teacher-made exam if they meet the grade and attendance criteria. However, AP exams administered by the College Board are required for college credit and **are not eligible** for exemption.

### **Option to Take the Final Exam**

Students who meet the eligibility criteria for exam exemption will have the **option to take the final exam** if they wish to improve their grade. If a student chooses to take the exam, the following grading practices will apply:

- **HCS Grading Practices:** The exam will count for 25% of the student's final grade in the course.

If a student chooses **not** to take the exam, the final grade will be calculated by averaging **the three grading periods (report card grades) to determine the final grade for the course.**

For students who have been granted an exemption, the final grade in **Infinite Campus** will be marked with an **“EX” notation** indicating the exam exemption.

### **Final Decision**

The principal (consistent with GS 115C-288) will have the final authority to grant or deny exam exemptions based on the established criteria. If a student does not meet the exemption requirements, they will be required to take the exam for the course.

### **Important Notes**

- This exemption applies only to courses that **do not** have a state-required or End-of-Course (EOC) assessment.
- All absences, whether lawful or unlawful, **count** toward the 5-absence limit.

# Harnett County Schools Policies and Procedures

2026 - 2027

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

## Policies and Procedures Included

5. Student Behavior Policies – Policy Code: 4300
6. Discrimination and Harassment Prohibited by Federal Law – Policy Code: 1710/4020/7230
7. Title IX Nondiscrimination on the Basis of Sex – Policy Code: 1720/4030/7235
8. Anti-Harassment Statement
9. Student and Parent Grievance Procedure – Policy Code: 1740/4010
10. Notification of Rights Under Family Educational Rights and Privacy (FERPA)
11. Attendance – Policy Code: 4400
12. Student Searches – Policy Code: 4342
13. Smoking and Tobacco Products – Policy Code: 5026/7250
14. Technology Responsible Use – Policy Code: 3225/4312/7320
15. Student Membership and Participation in Educational Websites
16. Network Security – Policy Code: 6524
17. Use of Wireless Communication Devices – Policy Code: 4318
18. Parents Right to Know Letter
19. Student Health – A Note from the Nurse
20. Student Health History – All Students

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

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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;
- leaded cane, loaded cane or canesword;
- blackjack;
- metal knuckles;
- BB gun;
- air rifle or air pistol;
- stun gun or other electric shock weapon;
- ice pick;
- razor or razor blade (except solely for personal shaving);
- fireworks; and
- any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a law enforcement officer or a school employee as soon as practical.

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

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

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

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a law enforcement officer or a school employee as soon as practical.

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

## **RULE 17 Terrorist Threats**

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school district property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a law enforcement officer or a school employee as soon as practical.

No student shall:

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

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

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

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

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

1. wear, possess, use distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang, as identified by school personnel;

2. commit any act or omission, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in any gang;
3. use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - a. soliciting others for membership in any gang;
  - b. requesting any person to pay protection or otherwise intimidate or threaten any person;
  - c. committing any other illegal act or other violation of school district policies; and
  - d. inciting other students to act with physical violence upon another person.

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

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

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

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

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

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

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

## **REPORTING CRIMINAL BEHAVIOR**

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

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

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

### **RULE 20 Attendance**

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

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

Legal References: 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

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

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) in its education program, which includes all operations, services, and activities of the school system, and will provide equal access to the Boy Scouts and other designated youth groups as required by law. In the context of employment, the board prohibits discrimination based on race, sex, color, national origin, religion, disability, age (40 or older), military affiliation, genetic information, or other unlawful grounds.

All forms of prohibited discrimination and harassment are subject to this policy except for sexual harassment in violation of Title IX of the Education Amendments Act of 1972, which is addressed separately in policies 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process, and 1726/4036/7237, Title IX Sexual Harassment Grievance Process.

Though claims of discrimination or harassment on the basis of disability, as specified in policy 1730/4022/7231, Nondiscrimination on the Basis of Disabilities, are subject to this policy, 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 (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 encourages all individuals who believe that they have been discriminated against or harassed in violation of this policy or who have reliable information that another person has been discriminated against or harassed in violation of this policy to report such conduct as soon as possible through the process provided in Section B below. 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 ensuring that effective notice of this policy is provided to students, parents, employees, and all applicants for admission or employment.

**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 one or more of the legally-protected characteristics listed in the first paragraph of this policy 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.

## 2. Harassment

Harassment is deliberate unwelcome conduct directed at another person or group of persons based on one or more of the legally protected characteristics listed in the first paragraph of this policy that creates a hostile environment or adversely affects a school system employee's employment. Harassment does not have to include intent to harm, be motivated by animus, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when (1) 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 or (2) the conduct is so severe or pervasive that an employee finds his or her working conditions to be abusive and a reasonable person in the employee's position would conclude that the working conditions were abusive.

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, derogatory epithets, comments, or slurs, imitating a person's disability-based limitations, mocking a person's accent, making fun of a person's religious garments, jewelry, or displays, 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 hate symbols or derogatory posters or cartoons. Harassment may occur through electronic means, such as through the Internet, email, text message, or video calls.

Petty slights, annoyances, simple teasing, offhand comments, or isolated incidents (unless extremely serious) are not harassment under this policy. Legitimate age-appropriate pedagogical techniques are not considered harassment, nor are reasonable performance management actions taken to direct and control how work is performed or to monitor and give feedback on work performance. The exercise of legitimate authority administered in a professional and constructive manner is not harassment under this policy.

## 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) through the use of school system technological resources; (6) at any time or place when the individual is subject to the authority of school personnel; or (7) at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools or has consequences in the workplace contributing to a hostile work environment.

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. Reporting Suspected Discrimination or Harassment

Any person who believes that he or she has been discriminated against or harassed in violation of this policy or any third person who knows or suspects conduct that may constitute discrimination or harassment in violation of this policy should inform a school official designated in Section C below. Reports also may be made anonymously, including 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 another person 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. Making a Complaint of Discrimination or Harassment

Any person who believes he or she is the victim of 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 discrimination or harassment in violation of this policy, may request that school officials investigate and redress any such unlawful conduct by making a formal written complaint to any of the following persons:

- a. the principal or assistant principal of the school either the alleged victim or alleged perpetrator attends;
- b. the principal, assistant principal, or site supervisor at the location where either the alleged victim or alleged perpetrator is employed;
- c. the senior human resources official (or if the senior human resources official is the alleged perpetrator, the superintendent) if the alleged victim or alleged perpetrator is an employee or applicant for employment;
- d. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability;
- e. the Title IX coordinator, as established in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex, for claims of discrimination on the basis of sex; or
- f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in Section I of this policy.
- g. 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. Addressing Complaints

A written complaint alleging that a student, employee, or applicant for employment has been discriminated against or harassed will be addressed in accordance with this policy.

A written complaint alleging that a person who is not a student, employee, or applicant for employment 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 when necessary to remedy violations of this policy 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, Title IX, 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 any further avenues 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 or harassment occurred, the investigator shall take or recommend steps to address the discrimination or harassment. The investigator shall assign or recommend appropriate disciplinary consequences for the perpetrator and/or take or recommend other reasonable measures to eliminate the discrimination or harassment, rectify any wrongful impacts, and prevent its recurrence.
- b. If the investigator finds that the conduct did not violate this policy but violated policy 1735/4329/7311, 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.
- c. 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.
- d. 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. Appeals to the Superintendent**

The alleged victim may appeal the investigator's 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 subsection). The appeal must be submitted in writing within three 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 business days after receiving the appeal, unless further investigation is needed.

### **2. Appeals to the Board**

Student victims or their parents 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. Victims who are employees or applicants for employment 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. Discipline Rights Provided by Law**

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. Complaints alleging retaliation may be filed according to the grievance processes established in policies 1740/4010, Student and Parent Grievance Procedure, and 1750/7220, Grievance Procedure for Employees. 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 grievance 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 constitute 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 or the Equal Employment Opportunities Commission.

The contact information for the Title IX coordinator can be found in policy 1720/4030/7235, Title IX Nondiscrimination on the Basis of Sex. The contact information for the other 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**

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq., 34 C.F.R. pt. 110; Americans with Disabilities Act, 42 U.S.C. 12101 et seq., 28 C.F.R. pt. 35; 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. 1400 et seq.; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title II of the Genetic Information Nondiscrimination Act of 2008; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., 29 C.F.R. pt. 1604; Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301 et seq.; 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>; Enforcement Guidance on Harassment in the Workplace, U.S. Equal Employment Opportunity Commission (April 2024), available at [https://www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=govdelivery&utm\\_term=](https://www.eeoc.gov/laws/guidance/enforcement-guidance-harassment-workplace?utm_content=&utm_medium=email&utm_name=&utm_source=govdelivery&utm_term=); 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://www.dpi.nc.gov/parent-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), Bullying and Harassing Behavior Prohibited (policy 1735/4329/7311), 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), Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030)

Adopted: December 7, 2020

Revised: June 24, 2021, July 10, 2023; August 5, 2024; May 5, 2025

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

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

#### **A. Inquiries About Title IX**

The board has designated a Title IX coordinator to coordinate its efforts to comply with its responsibilities under Title IX and its implementing regulations. Inquiries about the application of Title IX and its implementing federal regulations may be referred to the Title IX coordinator

and/or the Assistant Secretary for Civil Rights in the Office for Civil Rights at the U.S. Department of Education.

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

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

Office Address: **601 S. Main St.**

**PO Box 1029 Lillington, NC 27546**

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

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

## **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. Any person may report alleged discrimination on the basis of sex, other than sexual harassment, in a school system program or activity occurring against a person in the United States through the process provided in policy 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law. The board has adopted additional means for reporting sexual harassment specifically. Any person may report alleged sexual harassment in a school system program or activity occurring against a person in the United States in accordance with policy 1725/4035/7236, Title IX Sexual Harassment – Prohibited Conduct and Reporting Process. Those who believe they have been sexually harassed may also file a formal complaint of sexual harassment in accordance with policy 1726/4036/7237, Title IX Sexual Harassment Grievance Process, to initiate a prompt and equitable resolution through a formal investigation and adjudication or through an informal resolution process. The board encourages students, employees, and applicants to first make a report of sexual harassment in accordance with policy 1725/4035/7236 before filing a formal complaint.

## **C. Retaliation Prohibited**

Retaliation against any person for the exercise of rights under Title IX or to interfere with those rights in any way is strictly prohibited and will subject the perpetrator to disciplinary action. The identity of any person who has made a report or complaint of sex discrimination or sexual harassment or who is the alleged perpetrator of sex discrimination or sexual harassment will be confidential unless otherwise required or permitted by law. Complaints alleging retaliation may be filed according to policy 1710/4020/7230, Discrimination and Harassment Prohibited by Federal Law.

## **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 Sex Discrimination – Prohibited Conduct and Grievance Procedures (policy 1725/4035/7236

Adopted: December 7, 2020,

Revised: November 14, 2022; August 5, 2024; April 7, 2025

## 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](mailto: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](mailto: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](mailto: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).

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### **ANTI-HARASSMENT STATEMENT**

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

### **DECLARACIÓN EN CONTRA DEL HOSTIGAMIENTO**

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

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**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 unless the Open Meetings Law requires that a board meeting or hearing be open to the public (see policies 2320, Compliance with the Open Meetings Law, 2321, Closed Sessions, and 2500, Hearings Before the Board).
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), Compliance with the Open Meetings Law (policy 2320), Closed Sessions (policy 2321), 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; December 8, 2025

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

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

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

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

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Harnett County Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the Harnett County Board of Education; a person or company with whom

Harnett County Schools has contracted to perform a special task (such as a therapist, auditor, medical consultant, or attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request from officials of another school district in which the student seeks or intends to enroll, Harnett County Schools will forward education records without consent from the parent or eligible student.

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

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

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

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

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

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## **Family Educational Rights and Privacy Act (FERPA)**

### **Model Notice for Directory Information**

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

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

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

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

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

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## **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

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## **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**

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 Responsible 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;  
June 30, 2026

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### **Policy Code: 5026/7250 Smoking and Tobacco Products**

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 tobacco and is intended for human consumption. The term "tobacco product" also includes alternative nicotine products (noncombustible products that contain nicotine, whether natural or synthetic, but do not contain tobacco and are intended for human consumption whether chewed, absorbed, dissolved, ingested, or by other means), consumable products (nicotine liquid solutions or other materials containing nicotine that is depleted as a vapor product is used), vapor products (noncombustible products that employ a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat consumable products) including electronic cigarettes, electronic cigars, electronic cigarillos, and electronic pipes, and components of vapor products.

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; 11/4/2024

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### **Policy Code: 3225/4312/7320 Technology Responsible Use**

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 any technological resources owned, leased, maintained, or otherwise controlled by the school system. 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.

## **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 prohibited unless approved for special situations by the teacher or school administrator. In addition, student access to social media platforms is prohibited, except when expressly directed by a teacher solely for educational purposes.

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.

The superintendent or designee will provide guidelines to ensure that any Wi-Fi hotspots used off school system property were not purchased using E-Rate funds.

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 email, 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 recordings or pictures in any way, without the consent of the other students and/or employees and the principal or designee. An exception will be made for recordings at events that are open to the public, such as athletic competitions, band and choral concerts, assemblies, presentations, and award ceremonies. If recording at a public event is restricted for any reason, including due to copyright issues (e.g. a school play), students employees, and all other members of the audience will be notified of the recording restrictions before the event begins.
- 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, accounts, data, or information.
  - 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, time-keeping 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.

Exceptions to these rules may be made for employees whose activities are necessary to carry out their job responsibilities and are authorized by law.

### **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 age-inappropriate or harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose as well as websites, web applications, or software that do not protect against the disclosure, use, or dissemination of a student's personal information. 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.

## **H. Consequences**

Based on the nature and severity of the offense and the circumstances surrounding the incident, violations of this policy will result in appropriate remedial actions or discipline up to and including long-term suspension for students and dismissal for employees and may result in revocation of user privileges. Willful misuse may also result in criminal prosecution under applicable state and federal law.

Legal References: U.S. Const. amend. I; Children's Internet Protection Act, 47 U.S.C. 254(h)(5), 47 C.F.R. 54.516; 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-47(70), -102.10, -325(e) (applicable to career status teachers), -325.4 (applicable to non-career status teachers); 143-805

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)

Other Resources: North Carolina Generative AI Implementation Recommendations and Considerations for PK-13 Public Schools, available at [https://go.ncdpi.gov/AI\\_Guidelines](https://go.ncdpi.gov/AI_Guidelines)

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; November 4, 2024; May 5, 2025; December 8, 2025; June 30, 2026

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

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

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

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

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

Student’s Name

Homeroom Teacher

Parent/Guardian Name (Printed)

Parent/Guardian Signature

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## **NETWORK SECURITY**

**Policy Code: 6524**

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

### **A. NETWORK AND INFORMATION SECURITY**

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

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

### **B. SECURITY AWARENESS**

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

### **C. MALWARE PROTECTION**

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

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

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

### **E. ACCESS TO INFORMATION TECHNOLOGY SYSTEMS**

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

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

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

## **2. Student Information System**

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

## **3. Remote Access**

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

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

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

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

Adopted: July 9, 2009

Revised: July 13, 2011; February 4, 2019

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## **USE OF WIRELESS COMMUNICATION DEVICES**

**Policy Code: 4318**

The board recognizes that cellular phones and other wireless communication devices are an important tool through which parents communicate with their children and through which students gather information. The board also understands that excessive use of wireless communication devices may pose significant health and social risks for students. Therefore, to balance these interests and the needs of students, parents, and the school community, the board limits the use of wireless communication devices as provided in this policy.

## **A. Definitions**

For the purposes of this policy, the following definitions apply.

1. “Instructional time” is the time during which students are assigned to a teacher for the primary purpose of instruction.
2. A “wireless communication device” is any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including but not limited to cellular telephones, tablet and laptop computers, paging devices, two-way radios, and gaming devices.

## **B. Authorized Use During Instructional Time**

Students are permitted to possess wireless communication devices on school property so long as the devices are not turned on, used, or displayed during instructional time or as otherwise directed by school rules or school personnel.

Additionally, individual students may use wireless communication devices as required by the student’s Individualized Education Program or Section 504 plan or to manage the student’s health care in accordance with a documented medical condition. Teachers may authorize individual students to use the devices for instructional purposes provided that they supervise the students during such use, or in the event of an emergency.

## **C. Authorized Use During Non-Instructional Time**

Although use of wireless communication devices is generally permitted during non-instructional time and before and after school, the principal may establish additional limitations on the use, possession, or display of such devices consistent with this policy.

Students may not use wireless communication devices inside school buildings, at school-sponsored events, or on school buses to capture audio, video, or still pictures of other students and/or employees in which such individuals can be personally identified, nor share such recordings or pictures in any way, without the consent of the other students and/or employees. An exception will be made for recordings at events that are open to the public, such as athletic competitions, band and choral concerts, assemblies, presentations, and award ceremonies. If recording at a public event is restricted for any reason, including due to copyright issues (e.g., a school play), the students and all other members of the audience will be notified of the recording restrictions before the event begins.

Use of 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 during such programs.

## **D. Consequences**

School employees may immediately confiscate any wireless communication devices that are on, used, or displayed in violation of this policy. In general, the confiscated device will be returned to the student at the end of the school day. However, an administrator may require a student’s parent to recover a confiscated device if the student has repeatedly violated this policy.

The disciplinary consequences for violations of this policy shall 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 device was used (1) to reproduce images of tests, obtain unauthorized access to school information or 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.

#### **E. Search of Wireless Communication Devices**

In accordance with policy 4342, Student Searches, a student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct, or a school rule. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

#### **F. 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 personal wireless communication device.

Legal References: [G.S. 115C-36](#), [-76.100](#), [-390.2](#)

Cross References: Student Behavior Policies (policy 4300), Disruptive Behavior (policy 4315) Student Searches (policy 4342)

Adopted: July 7, 2009

Revised: September 10, 2018; October 6, 2025; June 30, 2026

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#### **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.

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## **Student Health**

### Health Assessment

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

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

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

### Immunizations

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

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

### Requirements for Initial Entry – Kindergarten

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

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

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

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

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

### Certificate of Immunization

- Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of G.S. 130A-154(b).
- Principals are required to refuse admittance to any child whose parent or guardian does not present a medical certificate of proper immunizations within the allotted time. Additional days 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. 4<sup>th</sup> Edition. Elk Grove Village, IL: American Academy of Pediatrics.*

| Condition                                                   | When to keep a child home / Exclude from school                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fever                                                       | Temperature 101°F or greater                                                                                                                                                                                                                                                                                                                                          |
| Diarrhea                                                    | <p><u>Exclude if:</u></p> <p>Bowel movements (stool) is not contained in the diaper, for diapered children</p> <ul style="list-style-type: none"> <li>• Diarrhea is causing “accidents” for toilet trained children</li> <li>• Stool frequency exceeds 2 stools above normal for that child during the school day</li> <li>• Stool contains blood or mucus</li> </ul> |
| Vomiting                                                    | Vomiting more than two (2) times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.                                                                                                                                                                                    |
| Rash                                                        | A visit to healthcare provider is required for rashes that are blistered, draining, or appear infectious. Exclude rash with fever or signs/symptoms of infection and/or illness until the primary care provider has determined that the illness is not an infectious disease.                                                                                         |
| Conjunctivitis (Pinkeye)                                    | Conjunctivitis (pink eye) may be thought of as a cold in the eye. Exclusion is no longer required for this condition.                                                                                                                                                                                                                                                 |
| Impetigo                                                    | This condition requires medical treatment. Exclude if the child has not been treated after notifying family at the end of the prior school day. (Note: if lesions can be covered, exclusion is not necessary before the end of the day)                                                                                                                               |
| MRSA (methicillin resistant staphylococcus aureus)          | Child with lesions suspicious of MRSA must see a healthcare provider for proper diagnosis and treatment. Exclude if child has not been treated if MRSA is confirmed. Lesions must be kept covered while at school. NCHSAA guidelines must be followed for student athletes diagnosed with MRSA. Note: MRSA carriers should not be excluded                            |
| Pediculosis (head lice)                                     | Students with head lice need to receive treatment. Exclude if child had not been treated after notifying the family at the end of the prior school day. Exclusion is not necessary before the end of the school day                                                                                                                                                   |
| Streptococcal Infection – Strep throat, Scarlet fever, etc. | Strep infection requires a prescription medication. Exclude until the child has had two doses of antibiotic. (Note: one dose may be taken the day of exclusion and the second before returning the next day)                                                                                                                                                          |
| Varicella (chickenpox)                                      | An evaluation by a healthcare provider is needed to ensure accurate diagnosis. Exclude until all lesions have dried or crusted (usually, 6 days after onset of rash and no new lesions have appeared for at least 24 hours.                                                                                                                                           |
| Abdominal pain                                              | Exclude if abdominal pain continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.                                                                                                                                                                                                                         |
| Active Tuberculosis                                         | Exclude until the child’s primary doctor or local health department states the child is on appropriate treatment and can return.                                                                                                                                                                                                                                      |
| Cough                                                       | Exclude if cough associated with fever, rapid or difficult breathing, wheezing, or cyanosis (blueness of skin or mucus membranes).                                                                                                                                                                                                                                    |
| Fifth Disease                                               | Exclude if contagious. Usually safe to return to school once the rash appears.                                                                                                                                                                                                                                                                                        |
| Hepatitis A virus infection                                 | Exclude until one week after onset of illness or jaundice if the child’s symptoms are mild or as directed by the health department. (Note: Health department staff will investigate to ensure all who are exposed receive proper treatment)                                                                                                                           |
| Measles                                                     | Exclude until five days after the onset of rash                                                                                                                                                                                                                                                                                                                       |
| Mumps                                                       | Exclude until after five days after onset of parotid gland swelling                                                                                                                                                                                                                                                                                                   |
| Pertussis (Whooping Cough)                                  | Exclude until five days of appropriate antibiotic treatment.                                                                                                                                                                                                                                                                                                          |
| Ringworm                                                    | Treatment with antifungal medication is required. Excluded if child has not been treated after notifying the family at the end of the prior school day. (Note: Exclusion is not necessary before the end of the school day)                                                                                                                                           |
| Rubella                                                     | Exclude until 7 days after rash appears.                                                                                                                                                                                                                                                                                                                              |

### **Medication Administration at School**

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

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

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

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

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

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

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

#### **Screening**

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

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

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

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

#### **Student Health**

##### **Health History – All Students**

|                                                                                                                                                                                                          |                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Student Name:</b><br><b>DOB:</b>                                                                                                                                                                      | <b>Parent<br/>Legal Guardian</b>                                                                    |
| <b>School</b><br><b>:</b><br><b>School Year:</b><br><input type="checkbox"/> Bus _____<br><b>Grade _____ Homeroom Teacher:</b>                                                                           | <b>Cell Phone</b><br><b>Work Phone</b><br><b>Home Phone</b><br><b>Alt. Contact:</b> <b>Ph. No.:</b> |
| <b>Health Insurance for Student:</b> <input type="checkbox"/> Medicaid <input type="checkbox"/> HealthChoice <input type="checkbox"/> Private Insurance <input type="checkbox"/> No Health Insurance     |                                                                                                     |
| <i>Please check any/all boxes below regarding your child's health condition(s). This information will be shared with appropriate school staff to better care for your child during the school hours.</i> |                                                                                                     |

|                                                                                                                                     |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>My child does not have a current medical condition.</b>                                                 |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
| <input type="checkbox"/> <b>My child has suffered a head injury/concussion during the past year.</b>                                |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
| <b>Please check medical conditions(s) your child has NOW:</b>                                                                       | <b>List all medications your child takes NOW:</b>                                                                                                                                                                                                                                  | <b>Medication(s) to be given at school this year</b>                                                                                                               |
| <input type="checkbox"/> <b>ADHD</b>                                                                                                |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
| <input type="checkbox"/> <b>Allergic to: Wasp Beesting Mosquito</b>                                                                 |                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> <b>Epinephrine</b><br><input type="checkbox"/> <b>antihistamine</b>                                                                       |
| <input type="checkbox"/> <b>Allergic to: _____ Food</b>                                                                             |                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> <b>Epinephrine</b><br><input type="checkbox"/> <b>antihistamine</b>                                                                       |
| <input type="checkbox"/> <b>Allergic to Latex</b>                                                                                   |                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> <b>Epinephrine</b><br><input type="checkbox"/> <b>antihistamine</b>                                                                       |
| <input type="checkbox"/> <b>Allergic to _____ Medicine</b>                                                                          |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
| <b>Allergic to Seasonal / Environmental:<br/>pollen dust cat dog smoke</b>                                                          | <input type="checkbox"/> <b>Zyrtec</b> <input type="checkbox"/> <b>Claritin</b><br><input type="checkbox"/> <b>Allegra</b><br><br><input type="checkbox"/> <b>Nasal Spray</b>                                                                                                      |                                                                                                                                                                    |
| <input type="checkbox"/> <b>Asthma</b>                                                                                              | <b>Inhaler:</b> <input type="checkbox"/> <b>Preventive</b> <input type="checkbox"/><br><b>Rescue</b><br><br><input type="checkbox"/><br><b>Used:</b> <b>Nebulizer</b>                                                                                                              | <input type="checkbox"/> <b>Rescue inhaler needed for PE</b><br><br><input type="checkbox"/> <b>Nebulizer needed at school</b>                                     |
| <input type="checkbox"/> <b>Diabetes</b>                                                                                            | <input type="checkbox"/> <b>diet</b> <input type="checkbox"/> <b>oral med.</b><br><input type="checkbox"/> <b>Insulin</b> <input type="checkbox"/> <b>pump</b>                                                                                                                     | <input type="checkbox"/> <b>diet</b> <input type="checkbox"/> <b>glucometer</b><br><input type="checkbox"/> <b>insulin</b><br><input type="checkbox"/> <b>pump</b> |
| <input type="checkbox"/> <b>Heart Condition, describe:</b>                                                                          |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
| <input type="checkbox"/> <b>Sickle Cell</b> <input type="checkbox"/> <b>Trait Only</b>                                              |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
| <input type="checkbox"/> <b>Seizures / Epilepsy</b>                                                                                 | <input type="checkbox"/> <b>Diastat</b> <input type="checkbox"/> <b>Midazolam</b><br><input type="checkbox"/> <b>Oral Medication:</b><br>_____                                                                                                                                     | <input type="checkbox"/> <b>Diastat</b><br><input type="checkbox"/> <b>Midazolam</b>                                                                               |
| <b>Date of last seizure:</b>                                                                                                        |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
| <input type="checkbox"/> <b>Stomach Problems</b>                                                                                    |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
| <input type="checkbox"/> <b>Reflux</b> <input type="checkbox"/> <b>IBS</b> <input type="checkbox"/> <b>Crohn's</b><br><b>Other:</b> |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |
| <input type="checkbox"/> <b>Hearing Problems</b>                                                                                    | <input type="checkbox"/> <b>Deaf: R L</b> <input type="checkbox"/> <b>Hearing Aid: R L</b><br><input type="checkbox"/> <b>FM System</b>                                                                                                                                            |                                                                                                                                                                    |
| <input type="checkbox"/> <b>Vision Problems</b>                                                                                     | <input type="checkbox"/> <b>Glasses</b> <input type="checkbox"/> <b>Best Correction</b><br><input type="checkbox"/> <b>Contacts</b><br><input type="checkbox"/> <b>Visually Impaired</b> <input type="checkbox"/> <b>Blind: R L</b><br><input type="checkbox"/> <b>Color Blind</b> |                                                                                                                                                                    |
| <b>Other Medical Conditions:</b>                                                                                                    |                                                                                                                                                                                                                                                                                    |                                                                                                                                                                    |

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