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# Student and Parent Acknowledgement and Pledge

This Student Code of Conduct has been developed to help your child receive quality instruction in an orderly educational environment. The school needs your cooperation in this effort. Therefore, please review and discuss the Student Code of Conduct with your child and sign and return this sheet to your child’s school. Should you have any questions when reviewing the Student Code of Conduct, please contact your child’s school principal.

NOTE: FAILURE TO RETURN THIS ACKNOWLEDGEMENT AND PLEDGE WILL NOT RELIEVE A STUDENT OR THE PARENT/ GUARDIAN FROM BEING RESPONSIBLE FOR KNOWING OR COMPLYING WITH THE RULES CONTAINED WITHIN THE CODE OF STUDENT CONDUCT.

I have received and reviewed the Student Code of Conduct, and we understand the rights and responsibilities contained therein.

Parent:

To help keep my school safe, I pledge to show good character, work to the best of my ability and adhere to the guidelines established within the Student Code of Conduct.

Student:

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# Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BERTIE COUNTY SCHOOLS**

***System-wide***

***Student Code of Conduct***

#  I. INTRODUCTION

Since an educated citizenry is essential to good government and can be attained only in an atmosphere conducive to teaching and learning, the Bertie County Board of Education requires the maintenance of good order in the schools. The primary purpose of the Bertie County Schools is to promote a safe and orderly learning environment. The Bertie County Board of Education establishes this Student Code of Conduct to serve as a guide for students, parents and staff to meet the expected standards for student behavior. The purpose of the Student Code of Conduct is to present information of expected behaviors, conduct that may be subject to discipline and the range of disciplinary measures that may be used by school officials.

A copy of all Board of Education policies and administrative procedures, and North Carolina statutes referenced in this document can be obtained from our website [(www.bertie.k12.nc.us)](http://www.bertie.k12.nc.us/), Central Office, or the school principal.

# STUDENT BEHAVIOR POLICIES POLICY 4300

All decisions related to student behavior are guided by the Bertie County Board of Education’s 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 or drug/alcohol policy violations; and (4) required procedures for addressing misbehavior.

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.

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

* while in any school building or on any school premises before, during or after school hours;
* while on any bus or other vehicle as part of any school activity;
* while waiting at any school bus stop;
* during any school-sponsored activity or extracurricular activity;
* when subject to the authority of school employees; and
* at any 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.

At the beginning of the school year, principals shall make available to each student and parent all of the following: the Student Code of Conduct, any board policies related to behavior that are not part of the Student Code of Conduct, any related administrative procedures, any additional discipline-related information from the school’s student behavior management plan and 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.

# POSSIBLE CONSEQUENCES FOR MISBEHAVIOR POLICY 4300

## Minor Violations

Minor violations of the Student Code of Conduct are those that are less severe infractions involving a lower degree of dangerousness and harm. Minor violations may result in disciplinary measures or responses up to and including short-term suspension. Short term suspension is the exclusion of a student form attending his or her assigned school for up to 10 school days. Other disciplinary measures or responses may include, but are not limited to the following:

1. parental involvement, such as conferences;
2. isolation or time-out for short periods of time;
3. behavior improvement agreements;
4. instruction in conflict resolution and anger management;
5. peer mediation;
6. individual or small group sessions with the school counselor;
7. academic intervention;
8. in-school suspension;
9. detention before and/or after school or on Saturday;
10. community service;
11. exclusion from graduation ceremonies;
12. exclusion from extracurricular activities;
13. suspension from bus privileges; and
14. placement in an alternative school/program.

The parent or guardian is responsible for transportation that may be required to carry out a consequence.

## Serious Violations

Serious violations of the Student Code of 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.

# AUTHORITY OF SCHOOL PERSONNEL POLICY 4301

The principal and/or his or her designee has the authority and responsibility to investigate and take appropriate action regarding any prohibited or criminal student behavior and any other behavior appropriately referred to him or her. The principal is responsible for informing student and parents of any standard or rules that, when violated, could result in short-term or long-term suspension or expulsion.

The teacher has the authority and responsibility to manage student behavior in the classroom and when students are under his or her supervision. The teacher is expected to implement the student behavior management plan and any other school standards or rules. The teacher may develop other standards or rules consistent with the direction provided by the board, superintendent and school principal. Every teacher, student teacher, substitute teacher, voluntary teacher, teacher assistant or other school employee is required to report to the principal all acts of violence occurring school, on school grounds or at any school-sponsored activity.

Teachers and other school personnel have the authority to manage or remove disruptive or dangerous students from the classroom and other locations within the school building. School personnel may use reasonable force to control behavior or to remove a person from the scene in those situations when necessary:

1. to correct students;
2. to quell a disturbance threatening injury to others;
3. to obtain possession of a weapon or another dangerous object on the person, or within the control, of a student;
4. for self-defense;
5. for the protection of persons or property; or
6. to maintain order on school property, in the classroom, or at a school related activity whether on or off school property.

Students must comply with all directions of principals, teachers, substitute teachers, student teachers, teacher assistants, bus drivers and all other school personnel who are authorized to give such directions during any period of time when thy are subject to the authority of such personnel.

# CORPORAL PUNISHMENT POLICY 4302

Bertie County Schools prohibits the use of corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. Reasonable force that is necessary to protect oneself or others is not considered corporal punishment.

# DISCIPLINARY ACTION FOR EXCEPTIONAL CHILDREN/DISABLED STUDENTS POLICY4307

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

All students with disabilities will be accorded all rights as provided by state and federal law. See also [policy 1730-4022-7231,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_1730-4022-7231) Nondiscrimination on the Basis of Disabilities.

# CRIMINAL BEHAVIOR POLICY 4335

All school employees, including substitute teachers, student teachers and volunteers must immediately report to the principal or designee any act of violence on school property or at a school-sponsored event. Acts that should be reported are those known or believed to be violent. Principals must immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim or the time at which the acts occurred:

* 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 a firearm in violation of the law;
* possession a weapon in violation of the law; and
* possession of a controlled substance in violation of the law.

The principal shall designate persons who will report the acts to law enforcement in the principal’s absence.

#  II. AUTHORIZED PENALTIES

The Student Code of Conduct rules are leveled, indicating the severity of the violation and the type of consequence. The principal shall inform students of local school rules that, if broken, may result in suspension from school.

**Level I** rule violations should generally result in in-school interventions in lieu of out-of- school suspensions. In cases where a student refuses to participate in the in-school interventions or engages in persistent violations of a Level I rule, or other aggravating factors are present, the principal may impose a short-term suspension. Level I rule violations may not result in long-term suspension. Any short-term suspension for truancy or tardiness shall not exceed two school days and shall only occur following documented interventions.

**Level II** rule violations involve more serious misconduct that may warrant short-term suspension. Principals may recommend a long-term suspension based upon the presence of aggravating factors. Any long-term suspension recommendation is subject to the appeal procedure.

**Level III** rule violations are more severe in nature and support long-term suspension. The principal may impose a short-term suspension based on mitigating factors

**Level IV** rule violations compromise the safety and welfare of students and staff and require a suspension of a specific length under the North Carolina General Statutes. **Level V** allows for expulsion of a student, as provided by state statute, for a violation of the Student Code of Conduct, if the student is fourteen (14) years of age or older and the student’s behavior indicates that his/her continued presence in school constitutes a clear threat to the safety of other students or employees and the Board determines that there is no appropriate alternative education program. Any student who is a registered sex offender under N.C. General Statute 14-208 may be expelled consistent with state law.

# III. PROHIBITED BEHAVIORS

**LEVEL ONE VIOLATIONS: In-School Discipline/Possible Short-Term Suspension with**

**Aggravating Factors, Integrity and Civility.**

**POLICY 4310**

In addition to any standards or rules established by the schools, the following behaviors are in violation of the standards of integrity and civility and are specifically prohibited:

* **cheating,** including the actual giving or receiving of any unauthorized assistance or theactual

giving or receiving of an unfair advantage on any form of academic work;

* **plagiarizing,** including copying the language, structure, idea, and/or thought of another and representing it as one’s own original work;
* **engaging in forgery**, using false identification or intentionally making untrue verbal or written statements with the intent to deceive or misrepresent;
* **violating copyright laws**, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
* **gambling,** participation in any unauthorized event, action, or statement that relies on chance for the monetary advantage of one participant at the expense of others;
* **skipping class**, leaving school grounds or not reporting to class during the instructionalday without prior approval from a site administrator, leaving class without permission from the instructor, or walking out of a required school function; and
* **insubordination**: failing to follow a lawful and reasonable directive after being personally notified by a school employee;

# DISRUPTIVE BEHAVIOR POLICY 4315

Students are prohibited from disrupting teaching, the orderly conduct of all school sponsored activities, or any other lawful function of the school system. Disruption may be through the use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct that causes the disruption of any lawful function mission or process of the school or urging any other student to engage in such conduct. The following conduct is illustrative of disruptive behavior and is prohibited:

* intentional verbal or physical acts that 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;
* appearance or clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see policy 4316, Student Dress Code);
* possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;
* failing to observe established safety rules, standards and regulations including on buses 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 bus.

# CONDUCT ON THE SCHOOL BUS

While riding a school bus or other school vehicle, students shall observe the directives of the school bus driver and not interfere with the operation of the bus. Any physical or verbal disturbance which occurs on a school transportation vehicle and which interrupts or interferes with the safe and orderly operation of the vehicle is prohibited. Violations of this rule may result in removal from school transportation in addition to other disciplinary consequences.

The following conduct is specifically prohibited:

* Delaying the bus schedule;
* Refusing to obey the driver's instructions;
* Tampering with or willfully damaging the school vehicle;
* Getting off at an undesignated stop;
* Failing to observe established safety rules and regulations;
* Willfully trespassing upon a school bus; and
* Violating any other rule of the STUDENT CODE OF CONDUCT policy while on the school bus or other school vehicle.

# STUDENT DRESS CODE POLICY 4316

The board agrees that student dress and personal appearance greatly impact academic performance and social interaction with other students.  Therefore, the board requests that parents outfit their students in attire and personal appearance that is conducive to learning and appropriate social conduct.  The board prohibits any appearance or clothing that:

• Violates the guidelines in this policy as a reasonable dress code adopted and publicized by the district and school;

• Is reasonably likely to create a substantial and material disruption to the educational process or to the operation of the school;

• Depicts profanity, vulgarity, obscenity, or violence; or

• Creates a threat to the health or safety of the student or others.

All students must observe the following guidelines:

1. All clothing, jewelry, and accessories cannot encourage or promote illegal drug use, gang affiliation or activity, sexual activity, violence or hate group activity, intimidation, inflammatory content, alcohol or tobacco usage, or detrimental content to the instructional process.  This includes but is not limited to:

a. Clothing, jewelry, emblems, badges, symbols, signs or other items worn or displayed with the intent to convey or promote membership or affiliation in any gang.

b. Tobacco, alcohol, and novelty T-shirts, accessories, or other clothing items that depict sexual, inflammatory, or detrimental content.

2. All pants and shorts must be worn and secured at the waist.  Pants must not be clingy or form-fitting without a proper covering that reaches the fingertips, such as leggings with pico dresses or tops.  Underwear may not be visible at any time.  Pajamas and sleepwear are not permitted.

3. All skirts and dresses must reach the top of the knee.  All shorts, jumpers and skorts must be longer than the fingertips with arms down at the side.

4. Shirts and tops should be high enough to fully cover the chest without showing cleavage.  Shirts must not be made of netting, sheer, see-through, tight fitting or spandex materials and must cover the midriff area.  Spaghetti straps, tank tops, tube tops, halter tops, exposed sports bras and off the shoulder shirts are not permissible.  Sleeveless shirts must have a strap of at least a minimum of three inches and secure under the arm without gaps or holes.  Non-functional holes in shirt material such as cuts, ribbing, or fraying is not allowed.  Cold shoulder tops will be allowed as long as there is at least three inches on the top strap to meet the above sleeveless shirt rules.

5. Appropriate footwear must be worn at all times and must be properly laced, tied, buckled and fastened.  Bedroom slippers or sleepwear is not permitted.  Close-toed athletic shoes should be worn during physical education.

6. Head coverings, headgear, kerchiefs, do-rags, bandanas, hats, caps or sunglasses may not be worn inside the building except for medical or religious observance as agreed upon with the school administrator.  Hoodies and coats with hoods may not be worn with the hood over the head at any time.  Toboggans and hats may be worn outside as weather dictates.

7. Accessories and adornment such as jewelry, belt buckles, studded belts, studded bracelets, knuckle rings, chains, wallet chains, and other items that could be perceived as or used as a weapon are prohibited.

8. Piercings and jewelry cannot be affixed to the nose, tongue, cheek, lip, eyebrow or other area, where such jewelry could reasonably be thought to cause a substantial disruption to the learning environment or poses a safety concern.

For a first violation of this policy, the student will be asked to remove or correct the inappropriate item and the parents/guardians will be notified.  If necessary, parents will be called to bring appropriate clothing for the student.  Further disciplinary action will be taken for habitual or repeat violations of the school dress code.  All school staff and faculty are expected to strictly enforce the student dress code requirements and promptly report violations to administration.

Principals may use their discretion to approve attire outside of the prescribed dress code policy for special school functions, such as Spirit Week.

Principals and/or the superintendent/designee may make exceptions to this policy based on medical or religious reasons.

Principals have the discretion to specify additional examples of dress or appearance that are appropriate at the school consistent with the terms of this policy in order to provide a safe and secure learning environment.

Legal References: [G.S. 115C-47](http://redirector.microscribepub.com/?cat=stat&loc=nc&id=115c&spec=47), [-390.2](http://redirector.microscribepub.com/?cat=stat&loc=nc&id=115c&spec=390.2); *Hicks v. Halifax County Bd. of Educ.*, 93 F. Supp. 2d 649 (E.D.N.C. Dec. 15, 1999)

Cross References: Student Behavior Policies (policy 4300), School Plan for Management of Student Behavior (policy 4302), Disruptive Behavior (policy 4315), Gang-Related Activity (policy 4328)

Adopted: June 27, 2013

Revised: November 19, 2018; January 14, 2020

# TOBACCO PRODUCTS POLICY 4320

The board is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The board also supports state and federal laws that prohibit the use of tobacco product in school buildings, on school campuses, and in or on any other school property owned or operated by the school board. **For the purposes of this policy, the term “tobacco product” means any product that contains or that is made or derived from tobacco and is intended for human consumption, including electronic cigarettes and all lighted and smokeless tobacco products.**

Using or possessing any tobacco product (1) in any school building, on any school campus, and in or on any other school property owned or operated by the school board including school vehicles; (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 during school trips.

Consequences will include participation in the Alternative to Suspension Program and health counseling with school nurse.

In support of this policy, no student shall use or possess lighters or matches in any school building, on school grounds, or on any school activity bus, or at any school related function.

# GANG-RELATED ACTIVITY POLICY 4328

Gang-related activity is strictly prohibited within the schools. Gang-related activity means: (1) any conduct that is prohibited by another board policy and is engaged in by a student on behalf of an identified gang or as a result of the student’s gang membership; or (2) any conduct engaged in by a student to perpetuate, proliferate or display the existence of any identified gang.

Conduct prohibited by this policy includes:

1. wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs or other items, with the intent to convey membership of affiliation in a gang; communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;

1. tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang (policy 4330 Theft, Trespass and Damage to Property);

1. requiring payment of protection, insurance, or otherwise intimidating or threatening any person related to gang activity (see policy 4331, Assaults, Threats and Harassment);

1. inciting others to intimidate or to act with physical violence upon any other person related to gang activity (see policy 4331, Assaults, Threats and Harassment);

 6. soliciting others for gang membership; and

7. committing any other illegal act or other violation of school system policies in connection to gang activity.

Before being disciplined for violating subsection 1 or 2 above, the student shall receive an individualized warning as to what item or conduct is in violation of this policy and shall be permitted to immediately change or remove any prohibited items. A student may be punished only if he or she previously received notice that the specific item or conduct is prohibited.

Disciplinary consequences for violating subsection 1, 2, or 6 above may include short-term suspension, possible recommendation for long-term suspension.

Violations of subsections 3, 4, 5, and 7 above, are violations of both this policy and other board policies. Disciplinary consequences for such violations shall be consistent with the specific range of consequences listed for the other board policy violated.

**TARDINESS TO CLASS POLICY 4400** Students are expected to be at school on time and to be present at the scheduled starting time for each class. Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.

**TRUANCY POLICY 4400** The principal shall notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy.

**LEVEL TWO VIOLATIONS:** **Short-Term Suspension/Possible Long-Term Suspension with Aggravating Factors/ Possible In-School Disciplinary Consequence with Mitigating Factors**

# FIRE ALARMS POLICY 4315

Intentionally setting off or attempting to set off a false fire alarm or interfering with or damaging any part of a fire alarm, fire detection, smoke detection or fire extinguishing system is prohibited.

# THREATENING ACTS POLICY 4331

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

**VERBAL ABUSE OR DISRESPECT POLICY 4310**

Cursingor using vulgar, abusive or demeaning language toward another person is prohibited.

# PHYSICAL AGGRESSION/FIGHTING POLICY 4331

No studentmay intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. A student who exceeds reasonable force may be disciplined even if he or she did not instigate the fight.

# HAZING POLICY 4310

Hazing, which may involve requiring a fellow student to wear abnormal dress, playing abusive tricks on a fellow student, frightening, scolding, swearing at, harassing or otherwise subjecting a fellow student to personal indignity, or subjecting a fellow student to physical injury as part of an initiation or as a prerequisite to membership into any organized school group, including any society, athletic team or other similar group.

# DISCRIMINATION POLICY 4021

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

# HARASSMENT AND BULLYING POLICY 4021/4331

Students are prohibited from engaging in or encouraging any form of harassment, including bullying and cyberbullying of students, employees or other individuals on school grounds, at school-related functions, and at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline the schools.

# SEXUAL HARASSMENT POLICY 4021

Sexual harassment is the unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

# GENDER-BASED HARASSMENT POLICY 4021

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

This policy, including discrimination, harassment and bullying, applies to behavior that takes place:

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

# REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT OR BULLYING POLICY 4015

**Employees are required to report any actual or suspected violations of this policy.** Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with [policy 1720-4015-7225,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_1720-4015-7225) Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy.

Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

Students and parents may also report bullying or harassment through the district **Student Safety** **Hotline at 252-325-9502.** Callers do not have to give their names and all calls are confidential. Reports of bullying or harassment may also be reported by accessing the Student Safety Hotline link on the Bertie County Schools webpage.

# SEXUAL ACTS POLICY 4315

Engaging in behavior that is immoral, indecent, lewd, and disreputable of an overly sexual

nature while in the school setting and all school sponsored activities is prohibited.

# USE OF WIRELESS COMMUNICATION DEVICES POLICY 4318

Students are permitted to possess wireless communication devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging decides, two-way radios and similar devices.

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

Photographing or video recording of school personnel, substitute teachers, school volunteers, and students, by cell phone, digital cameras, video recorder, or other device on school property or at a school-related activity without written permission is prohibited.

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

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

# TECHNOLOGY RESPONSIBLE USE POLICY 4312

The use of school system technological resources, including access to the Internet is a privilege, not a right. Individual users are expected to abide by the rules for use of school technological resources. (See policy 4312 herein.) Willful misuse may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

# THEFT, TRESPASS AND DAMAGE TO PROPERTY POLICY 4330

## Theft

Students are prohibited from stealing or attempting to steal school or private property and/or from knowingly being in possession of stolen property.

## Trespass

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

1. the student 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 that school;

1. the student is loitering at any school after the close of the school day without any specific need or supervision; or

1. the student has been suspended from school but is on the property of any school during the suspension period without the express permission of the principal.

**Damage to Property**

Students are prohibited from damaging or attempting to damage school or private property.

 **LEVEL THREE VIOLATIONS: Long-Term Suspension/Possible Short-Term Suspension with Mitigating Factors**

# ASSAULT POLICY 4331

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. Students may use force in self-defense only to the extent necessary to get free from the attacker and notify a teacher or administrator. A student who exceeds reasonable force may be disciplined even if he or she did not instigate the fight.

# DRUGS AND ALCOHOL POLICY 4325

Students are prohibited from possessing, using, distributing, selling, conspiring or attempting to distribute or sell, or being under the influence of any of the following substances:

* narcotic drugs;
* hallucinogenic drugs;
* amphetamines;
* barbiturates;
* marijuana;
* anabolic steroids;
* synthetic stimulants, such as MDPV and mephedrone (e.g., “bath salts”), and synthetic cannabinoids (e.g., “Spice,” “K2”);
* any other controlled substances;
* any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or
* any other 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 are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not participate in any way in the illegal sale or distribution of prohibited substances, regardless of whether the sale or distribution ultimately occurs on school property.

As required by policy 4335, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed prohibited substances in violation of this policy.

# WEAPONS, BOMB THREATS AND CLEAR THREATS TO SAFETY POLICY 4333

## Weapons and Weapon-Like Items

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:

1. loaded and unloaded firearms, including guns, pistols and rifles;
2. destructive devices including explosives, such as dynamite cartridges, bombs, grenades and mines;
3. knives, including pocket knives, bowie knives, switchblades, dirks and daggers;
4. slingshots and slungshots;
5. leaded canes;
6. blackjacks;
7. metal knuckles;
8. BB guns;
9. air rifles and air pistols;
10. stun guns and other electric shock weapons, such as tasers; k. icepicks;

l. razors and razor blades (except those designed and used solely for personal shaving); m. fireworks; and

n. any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

Examples of other objects that may be considered weapons are box cutters and other types of utility blades and blowguns.

No student may knowingly or willfully cause, encourage or aid another 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 person with such an item, or who becomes aware that another student or other person intends to possess, handle or use such an item must notify a teacher or the principal immediately.

## Bomb Threats

Students are prohibited from making, aiding and/or abetting in making a bomb threat or **perpetrating a** **bomb hoax** against school system 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 teacher or the principal immediately.

## Terrorist Threats

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or **perpetrating a** **terrorist hoax** against school system 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 teacher or the principal immediately.

## Clear Threats to Student and Employee Safety

Students are prohibited from engaging in behavior that constitutes a clear threat to the safety of other students or employees. Behavior constituting a clear threat to the safety of others includes, but is not limited to:

1. theft or attempted theft by a student from another person by using or threatening to use a weapon;
2. the intentional and malicious burning of any structure or personal property, including any vehicle;
3. an attack or threatened attack by a student against another person wherein the student uses a weapon or displays a weapon in a manner found threatening to that person;
4. an attack by a student on any employee, adult volunteer or other student that does not result in serious injury but that is intended to cause or reasonably could cause serious injury;
5. an attack by a student on another person whereby the victim suffers obvious severe or aggravated bodily injury, such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, or significant bruising or pain; or whereby the victim requires hospitalization or treatment in a hospital emergency room as a result of the attack;
6. any intentional, highly reckless or negligent act that results in the death of another person;
7. confining, restraining or removing another person from one place to another, without the victim’s consent or the consent of the victim’s parent, for the purpose of committing a felony or for the purpose of holding the victim as a hostage, for ransom, or for use as a shield;
8. the possession of a weapon on any school property, including in a vehicle, or at a school event, with the intent to use or transmit for another’s use or possession in a reckless manner so that harm is reasonably foreseeable;
9. taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;
10. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female;
11. the possession, manufacture, sale or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;
12. any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and
13. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

# LEVEL FOUR VIOLATIONS: Specific Consequences Mandated by Law

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis.

For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun that will, is designed to or may readily be converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, an air rifle or an air pistol. For the purposes of this subsection, a destructive device is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine or (6) similar device.

A student may not be suspended for 365 days for a weapons violation except in accordance with this subsection.

# LEVEL FIVE VIOLATIONS: Expulsion

Upon the recommendation of the superintendent, the board may expel a student who is 14 years of age or older for certain types of misbehavior as provided in [policy 4325,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4325) Drugs and Alcohol, [policy 4330,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4330) Theft, Trespass and Damage to Property, [policy 4331,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4331) Assaults, Threats and Harassment, and [policy 4333,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4333) Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety, if the student’s continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to [policy 4260,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4260) Student Sex Offenders, may be expelled if the student’s continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school system.

# IV. SUSPENSION PROCEDURES SCHOOL LEVEL INVESTIGATIONS POLICY 4340

The board is committed to creating a safe, orderly environment for students and employees. Principals are authorized and responsible for investigating conduct that may violate a board policy, school standard, school rule or the Student Code of Conduct.

All employees and students, including students alleged to have engaged in misconduct, are expected to respond fully and truthfully to any questions or issues raised in the course of the investigation and any related proceedings.

Any student who has violated a board policy, school standard, school rule or the Student Code of Conduct must accept the consequences for his or her misbehavior. All consequences must be administered in a fair and nondiscriminatory manner.

The school administrator shall take the following steps in addressing all cases of alleged misbehavior appropriately referred to his or her office:

1. investigate the facts and circumstances related to the alleged misbehavior;
2. offer the student an opportunity to be heard on the matter; and
3. determine whether a board policy, school standard, school rule or the Student Code of Conduct has been violated.

If a violation has occurred, the school administrator shall implement an appropriate consequence in accordance with the school’s plan for managing student behavior, the Student Code of Conduct, or applicable board policy. Parents are to be notified and involved in accordance with [policy 4341,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4341) Parental Involvement in Student Behavior Issues.

When the misbehavior may result in a suspension or an expulsion from school, procedures provided in related board policies also will apply. See [policy 4351,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4351) Short-Term Suspension, and [policy 4353,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4353) Long-Term Suspension, 365-Day Suspension, Expulsion.

A student with disabilities recognized by Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA) will be accorded all rights granted by federal and state laws and regulations (see [policy 4307,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4307) Disciplinary Action for Exceptional Children/Students with Disabilities).

# IN-SCHOOL SUSPENSION

Most disciplinary matters can be handled by the teacher or principal without use of out-of-school suspension. When a student is subject to in-school suspension, after-school detention, or loss of transportation or other privileges, the student shall be told the accusation against the student and be given a chance to respond. The exchange may be informal and need not be in writing. **Notice shall be provided to parents when a student receives a disciplinary referral that results in in-school suspension.**

# REMOVAL OF STUDENT DURING THE DAY Policy 4352

The principal may remove from school grounds a student who has been suspended during the school day, under any of the following circumstances:

1. the parent has been notified and is able to make arrangements for the student to leave the school or agrees to the student’s using public transportation or driving himself or herself home;
2. the parent has been notified and is available to receive the student, and the principal is able to arrange for transportation from the school to the home; or
3. the principal involves law enforcement in the removal of the student from school grounds because such action is necessary to provide a safe, orderly school environment.

# EMERGENCY SUSPENSIONS

In extraordinary circumstances, a principal may suspend a student from school immediately if the student's presence at school creates a direct and immediate threat to the safety of other students or staff, or substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. The principal shall give the student notice of the charges against the student and an opportunity to respond as specified under the procedures for short- or long-term suspension as soon as possible and no later than two days after the emergency suspension.

If the principal determines that emergency circumstances require that a student be suspended immediately and sent home during the day, and if a parent/guardian or other responsible adult designated by a parent/guardian, is unable to come for the student or cannot be reached, the student must remain at school under the principal's supervision until the close of the school day, unless circumstances make it unsafe for the student to remain at school and the principal can arrange for the student to be in a safe setting away from school. The age of the student and the seriousness of the offense should be considered.

# SHORT-TERM SUSPENSION Policy 4351

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from class by the classroom teacher, the principal or other authorized school personnel for the remainder of the subject period or for less than one-half of the school day or (2) the changing of a student’s location to another room or place on the school premises. A student who is placed on a short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the principal.

The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant board policies are followed.

In accordance with G.S. 115C-390.6(e) and 115C-45(c)(1), a student is not entitled to appeal the principal’s decision to impose a short-term suspension to either the superintendent or the board unless it is appealable on some other basis.

## Student Rights During the Suspension

A student under a short-term suspension must be provided with the following:

* the opportunity to take textbooks home for the duration of the suspension;
* upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and
* the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

## Notice to Parent or Guardian

When imposing a short-term suspension, the principal or designee shall provide the student’s parent or guardian with notice that includes the reason for the suspension, the specific Board Policy violated, and a description of the student conduct upon which the suspension is based. The principal or designee must give this notice by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed.

The principal or designee shall attempt to make the initial notice by telephone, but must follow it with timely written notice. The written notice must include all of the information listed above and may be sent by fax, email, or any other method reasonably designed to give actual notice.

If the principal or designee fails to reach the parents by telephone prior to the suspension, he or she shall make every effort to hold a conference with the parent or guardian before the student returns to school.

# LONG-TERM SUSPENSION, 365-DAY SUSPENSION, EXPULSION Policy 4353

## Long-Term Suspension

A long-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for more than 10 school days.

Upon the recommendation of the principal, the superintendent may impose a long-term suspension on a student who willfully engages in a serious violation of the Code of Student Conduct and the violation either (1) threatens the safety of students, staff or school visitors, or (2) threatens to substantially disrupt the educational environment.

If the offense leading to the long-term suspension occurred before the final quarter of the school year, the exclusion must be no longer than the remainder of the school year in which the offense was committed. If the offense leading to the long-term suspension occurred during the final quarter of the school year, the exclusion may include a period up to the remainder of the school year in which the offense was committed and the first semester of the following school year.

## 365-Day Suspension

A 365-day suspension is the disciplinary exclusion of a student from attending his or her assigned school for 365 calendar days. The superintendent may impose a 365-day suspension only for certain firearm and destructive device violations, as identified in policy 4333, Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety.

## Expulsion

An expulsion is the indefinite exclusion of a student from school enrollment for disciplinary purposes. Upon the recommendation of the superintendent, the board may expel a student who is 14 years of age or older for certain types of misbehavior (as provided in [policy 4325,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4325) Drugs and Alcohol; [policy 4330,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4330) Theft, Trespass and Damage to Property; [policy 4331,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4331) Assaults, Threats and Harassment; and [policy 4333,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4333) Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety) if the student’s continued presence in school constitutes a clear threat to the safety of other students or employees. Additionally, a student who is subject to [policy 4260,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4260) Student Sex Offenders, may be expelled if the student’s continued presence in school constitutes a clear threat to the safety of other students or employees. During the expulsion, the student is not entitled to be present on educational property and is not considered a student of the school system.

In support of Policy 4353, students who are long-termed suspended will not be allowed on any school property during the suspension.

# DETERMINATION OF APPROPRIATE CONSEQUENCE POLICY 4353

## Principal’s Recommendation

The principal may impose a short-term suspension or any other consequence that is consistent with [policy 4351,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4351) Short-Term Suspension, [policy 4302,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4302) School Plan for Management of Student Behavior, and the Student Code of Conduct. If the principal determines that a suspension of more than 10 days (either long-term or 365-day) or an expulsion is an appropriate consequence, the principal may recommend the disciplinary penalty based upon a review of the student’s culpability and dangerousness and the harm caused by the student, plus any other mitigating or aggravating factors the principal finds relevant.

## Notice to the Student’s Parent

The principal must provide to the student’s parent written notice of the recommendation for long-term suspension, 365-day suspension or expulsion by the end of the workday during which the long-term suspension or expulsion is recommended when reasonably possible or as soon thereafter as practicable. The notice must be written in plain English and, when appropriate language resources are readily available, also in the parent’s native language. The notice must contain the following ten elements:

1. the notice type, i.e., notice of long-term suspension, 365-day suspension or expulsion;\*
2. a description of the incident and the student’s conduct that led to the recommendation;
3. the specific provision(s) of the Code of Student Conduct that the student allegedly violated;
4. the specific process by which the parent may request a hearing to contest the decision and the deadline for making the request;\*
5. the process by which the hearing will be held, including all due process rights to be accorded the student during the hearing;
6. notice of the right to retain an attorney to represent the student in the hearing process;
7. notice that an advocate, instead of an attorney, may accompany the student to assist in the presentation of the appeal;
8. notice of the right to review and obtain copies of the student’s educational records prior to the hearing;
9. a reference to [policy 4345,](http://policy.chatham.k12.nc.us/mediawiki/index.php/Policy_4345) Student Discipline Records, regarding the expungement of disciplinary records; and
10. the identity and phone number of a school employee whom the parent may call to obtain assistance in receiving a Spanish translation of the English language information included in the document.

 \*This information must be provided on the notice in both English and Spanish.

## EDUCATIONAL SERVICES FOR STUDENTS WITH DISABILITIES DURING LONG-TERM SUSPENSION, 365-DAY SUSPENSION OR EXPULSION

Students with disabilities recognized by the Individuals with Disabilities Education Act will receive educational services during periods of suspension or expulsion to the extent required by Policies Governing Services for Children with Disabilities and state and federal law.

**ALTERNATIVE EDUCATION SERVICES POLICY 4305** Any student who receives a long-term or 365-day suspension must be offered alternative education services unless the superintendent provides a significant or important reason for declining to offer such services.

# V. APPEALS PROCESS

According to School Board Policy 4351, **Short-Term Suspension**, a student is not entitled to appeal the principal’s decision to impose a short-term suspension to either the Superintendent or the Board unless it is appealable on some other basis.

According to School Board Policy 4353, **Long-Term Suspension, 365-day Suspension, Expulsion**, a student may challenge a long-term or 365-day suspension recommended by the principal. The student may request a hearing before the Superintendent within 4 days of receiving notice from the principal of the recommendation for long-term suspension.

According to School Board Policy 4353,Long-Term Suspension, 365-day Suspension, Expulsion, if the student and parent fail to make a timely request for a hearing or if they waive the right to a hearing by failing to appear for a duly scheduled hearing, the superintendent shall review the circumstances of the recommended long-term suspension. Following this review, the superintendent (1) may impose the long-term or 365-day suspension if it is consistent with board policies and appropriate under the circumstances, (2) may impose another appropriate penalty authorized by board policy or (3) may decline to impose any penalty.

If the student or parent requests a postponement of the hearing, or if the request for the hearing is untimely, the hearing will be scheduled, but the student does not have the right to return to school pending the hearing.

According to School Board Policy 4353, a student may appeal to the Board the Superintendent’s decision not to provide alternative education services as permitted by G.S. 115C-45(c)(2) or the Superintendent’s decision to impose a long-term or 365-day suspension. The student must appeal to the board in writing 5 days of receiving the Superintendent’s decision.

According to School Board Policy 4353, a student or parent may appeal to the Board the Superintendent’s recommendation that the student be expelled. The student/parent must request the hearing within 5 days of receiving the Superintendent’s recommendation.

#  VI. STUDENT DISCIPLINE HEARING PROCEDURES POLICY 4370

## Administrative Hearings

The rules set out below will govern hearings before a hearing panel in assessing misbehavior and appropriate consequences. The purpose of the hearing will be to determine the facts relevant to the alleged misbehavior and the credibility of witnesses, based on the evidence presented at the hearing.

1. The hearing will be informal and conducted in private.
2. Prior to the hearing, the student and his or her parents and representative will have an opportunity to review any audio or video recordings of the incident and, consistent with federal and state student records laws and regulations, the information that may be presented as evidence against the student, including statements made by witnesses whose names are withheld in accordance with number 5, below.
3. The hearing must be attended by the superintendent or hearing officer, principal and/or his/her assistant administrators, and any persons the superintendent or hearing officer deems necessary. The student has the right to be present at the hearing, to be accompanied by his or her parents and to be represented by an attorney or non-attorney advocate. The principal may also be represented by an attorney. Witnesses should be present only when providing information.
4. The superintendent or designee, or hearing officer or designee, shall provide for making a record of the hearing, including a tape recording of the hearing, any evidence introduced at the hearing, a copy of the suspension notice, a copy of the notice of appeal and any findings or conclusions made by the superintendent. The student will have the right to make his or her own audio recording of the hearing.
5. The school representative(s) have the burden of proving the misbehavior; the violation of board policy, the Code of Student Conduct, school standards or school rules; and the appropriateness of the recommended consequence for the violation.
6. The school representatives will present the witnesses and documentary evidence against the student first. School officials may withhold witness names or other identifying information if identification of a witness could threaten the witness’s safety.
7. After the school representative(s) have presented their evidence, the student or his or her representative may present evidence relating to the alleged disciplinary infraction, the student’s intent at the time of the incident, any mitigating or aggravating factors involved, the disciplinary and academic history of the student and the potential benefits to the student of alternatives to suspension. Such evidence may include oral testimony by the student or witnesses, written statements and other documents.
8. Both the school representatives and the student or his or her parent or representative may examine the witnesses presented by the other side. The superintendent or hearing officer has the authority to question witnesses and to limit questioning by any person if the questioning is unproductive, unnecessarily lengthy, repetitive, or irrelevant.
9. In reaching a determination in the matter, the superintendent or hearing officer shall consider the documents produced in the hearing, the testimony of the witnesses, and other evidence presented at the hearing. If the superintendent or hearing officer determines that a violation occurred, the superintendent or hearing officer also shall determine the appropriateness of the recommended consequences for the violation. Formal rules of evidence do not apply, and the superintendent or hearing officer may rely on evidence that a reasonably prudent person would consider in the conduct of serious affairs.
10. The superintendent shall render a written decision based on substantial evidence presented at the hearing.
11. Following the hearing, the superintendent shall notify the student and his or her parent of the final decision in accordance with the requirement of policy 4353, Long-Term Suspension, 365-Day Suspension, Expulsion.

# SUPERINTENDENT’S DECISION POLICY 4353

Based on substantial evidence presented at the hearing, the superintendent shall decide whether to uphold, modify or reject the principal’s recommendation. The superintendent shall offer alternative education services to any student who receives a long-term or 365-day suspension unless the superintendent provides a significant or important reason for declining to offer such services.

#  VII. ADDITIONAL POLICIES AND PROCEDURES

## Involvement of Law Enforcement at School

Law enforcement will be notified if the principal has a reasonable belief that an act has occurred on school property involving assault on school personnel, assault of a student resulting in serious personal injury, sexual assault, sexual offense, rape, kidnapping, an adult taking indecent liberties with a minor, assault involving the use of a weapon, possession of a controlled substance in violation of the law, death by other than natural causes, robbery with or without a dangerous weapon, or any other conduct that is required by law or policy to be reported to law enforcement.

In addition, law enforcement will be called in other instances if the principal has reason to believe a crime may have been committed and if the involvement of law enforcement would advance the principal’s efforts to determine whether a crime has been committed, quell a disturbance, or maintain order. School officials shall cooperate at all times with the efforts of law enforcement.

The following six steps should be taken whenever practical in circumstances where law enforcement officers (other than school resource officers) come on campus to interview or to arrest a student:

1. If the law enforcement officers have a warrant for the student's arrest, they must be permitted to arrest the student; however, whenever possible, the arrest should be conducted in the principal's office out of view of other students. Before removing a student from school, the law enforcement officers shall sign a release form in which they assume full responsibility for the student.
2. Law enforcement personnel should not roam about the school until the student is found. They should remain in the administration office while school personnel seek out the student.

1. If possible, the educational program of the student should not be disrupted to allow for law enforcement personnel questioning.

1. Any questioning by the law enforcement officer, if allowed, should be conducted in a private room or area where confidentiality can be maintained.

1. If law enforcement officials are to be allowed to question a student under the age of eighteen, a reasonable attempt shall be made to notify the parents, except in cases of suspected child abuse or child neglect involving the parent. The parents should be given the opportunity to come to the school prior to the questioning.

1. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The school administrator should be present at the interview, but not take part in any questioning. The administrator should at all times remain a neutral observer.

Legal References: OS 115C-36; 114C-47 (18); 115 C-28

# STUDENT AND PARENT GRIEVANCE PROCEDURE POLICY 1740/4010

## 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 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. 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.

## Step 1: Filing a Grievance

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

## Step 2: Principal Conference

The principal shall schedule and hold a meeting with the student and/or parent or guardian within five school days after the grievance has been filed with the principal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student. The principal shall provide a written response to the written grievance within five days of the meeting.

## Step 3: Appeal to the Superintendent

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. The superintendent will review the grievance and conduct any necessary hearing within fifteen school days after receiving the appeal.

## Step 4: Appeal to the Board of Education

If the grievant is dissatisfied with the superintendent’s response to his or her grievance, the grievant may appeal the decision to the board within 10 days of receiving the superintendent’s response. If a hearing is held, the grievant will be provided a 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.

# STUDENT SEARCHES POLICY 4342

## A. Authority to Conduct Searches and Seizures

School administrators have the authority to conduct reasonable searches and seizures in accordance with this policy for the purposes of maintaining a safe, orderly environment and of upholding standards of conduct established by the board or school. This policy does not apply to investigations conducted by law enforcement officials, including school resource officers, or investigations conducted exclusively for the purpose of criminal prosecution.

A search of a student must be justified in its inception if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule.

Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her person or personal effects.

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

## B. Searches of Personal Effects

Any of a student’s personal effects, including but not limited to purses, book bags, outer clothing and wireless communication devices, may be searched when a school official has reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating a specific law or school rule.

### C. Searches of the Person

1. “Pat-down” Searches

A frisk or “pat-down” search of a student’s person is permissible if there are reasonable grounds that the search of the particular student will turn up evidence that the student has violated or is violating a specific law or school rule.

1. Strip Searches

Strip searches are discouraged and are to be used only in very limited circumstances.

### C. Use of Metal Detectors

1. Individual Search Based Upon Reasonable Suspicion A metal detector can be used to search a student’s person and/or personal effects whenever a school official has reasonable suspicion to believe that the student is in possession of a weapon. The search must be conducted by a school official. The search will be conducted in private, when feasible.
2. General Searches

In light of the escalating presence of weapons in schools, the board authorizes school officials to conduct general (suspicionless) searches.

1. Consequences for Failure to Cooperate

A student who refuses to cooperate with a metal detector search as provided in this policy will be subject to disciplinary action, up to and including suspension. Any person who is not a student who refuses to permit a metal detector search at a school-sponsored activity may be denied entry to the activity.

### D. Desk and Locker Searches

Student desks and lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their desks and lockers. Student desks and lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of lockers may be conducted by school authorities for any reason consistent with board policies or school rules at any time, without notice, without consent, and without a search warrant. A student’s personal effects found in a locker, such as backpacks, gym bags or purses, may be searched only pursuant to guidelines for personal searches described above.

## E. Searches of Student Motor Vehicles

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to patrol student parking lots at any time, without notice or consent. The interior of a student’s motor vehicle parked on the school premises may be searched if a school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

## F. Use of Trained Dogs in Conducting Searches

With the prior approval of the superintendent, school officials may use trained dogs in inspections for illegal, unauthorized or contraband materials in school facilities, grounds and school parking lots. Trained dogs may sniff lockers, student motor vehicles and other inanimate objects. Such inspections are not considered searches and do not require notice or consent.

Dogs may not be used for random searches of students or other persons. If a school official has reasonable suspicion that a student possesses illegal, unauthorized or contraband material on his or her person, a dog may sniff the air near the student. Such a search will be conducted in private with the school official and an adult witness present, when feasible.

## G. Seizure of Illegal or Unauthorized Items

If a properly conducted search yields illegal or contraband items, such findings will be immediately turned over to proper legal authorities. If a properly conducted search yields other unauthorized items, school officials shall seize such material and may use it in any related school investigation or disciplinary proceedings. Unauthorized items that are seized will be turned over to the student’s parents after any school investigation or disciplinary proceeding.

# ATTENDANCE POLICY 4400

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

## 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 within three school days of the student’s return after the absence. After five consecutive or 10 accumulated absences in a semester, the principal may also require a written doctor’s excuse for any additional absences attributed to illness.

An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family, which for purposes of this policy, includes, but is not necessarily limited to, grandparents, parents, brothers and sisters;
4. medical or dental appointment (the written excuse for these types of absences should include a doctor’s signature or stamp);
5. attendance at the proceedings of a court or an administrative tribunal if party to the action or under subpoena as a witness;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student’s parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor’s page, with prior approval from the principal;
8. pregnancy and related conditions or parenting, when medically necessary; or
9. visitation with a student’s parent or legal guardian, at the discretion of the superintendent of designee, if the parent or legal guardian (a) is an active duty member of the uniformed services, as defined by policy 4050, Children of Military Families; and (b) has been called

to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

## Excessive Absences

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

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

When a student has been absent from school or a class 10 times in a semester course schedule or 20 times in a year-long course schedule, the principal or designee shall provide the student’s parent or guardian written notice of the absences and a warning that additional absences my result in retention or denial of credit. A student is absent from school if the student is not present for at least half of the school day, whether the absence is excused or unexcused. In grades 9 through 12, five accumulated unexcused tardies will also be counted as an unexcused absence.

Once a student exceeds 10 absences from school or class in a semester course schedule or 20 absences from school or class in a year-long course schedule, the principal shall notify the student’s parent or guardian that the student may be retained or denied course credit.

## TECHNOLOGY RESPONSIBLE USE POLICY 4312

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. 2. Under no circumstance may software purchased by the school system be copied for personal use.

1. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited.
2. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing or considered to be harmful to minors.
3. The use of anonymous proxies to circumvent content filtering is prohibited.
4. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.
5. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).
6. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as the home address or telephone number, of themselves or fellow students. In addition, school employees must not disclose on the Internet or on school system websites or web pages any personally identifiable information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author’s prior consent.
7. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, or computer networks. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.
8. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express written permission of the technology director or designee.
9. Users are prohibited from engaging in unauthorized or unlawful activities, such as “hacking” or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.
10. Users are prohibited from using another individual’s ID or password for any technological resource without the permission from the individual. Students must also have permission from the teacher or other school official.
11. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner’s express permission.
12. Employees shall not use password or user IDs for any data system for an unauthorized or improper purpose.
13. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.
14. Teachers shall make reasonable efforts to supervise a student’s use of the Internet during instructional time.
15. 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.

# STUDENT RECORDS POLICY 4700 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a law that governs the maintenance of student records. State and federal law gives parents (and students over 18 years of age) certain rights concerning the student’s school records. These rights are listed below:

1. You have a right to look at your school records. To look at your records you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 45 days from receiving your request.
2. You have a right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing.
3. You have the right to let other people see your school records; however, the law allows some people to see our records without your consent. For example, a school official that has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. You have a right to file a complaint if you believe the school has violated any of your rights with respect to school records. Send it in writing to the Family Compliance Office in the U.S. Department of Education.
5. You have a right to file a complaint if you believe the school has violated any of your rights with respect to school records. Send it in writing to the Family Compliance Office in the U.S. Department of Education.

# SCHOOL HEALTH INFORMATION

## GARRETT’S LAW (Senate Bill 444) (Information about Flu, Meningitis, and HPV)

Garrett’s Law (Senate Bill 444) is a North Carolina statute enacted in 2004 that mandates that schools provide parents and guardians with information about meningococcal meningitis, influenza, and the vaccines that protect against these diseases. This law was expanded in 2007 to mandate that information also be provided about the human papillomavirus (HPV) and the vaccines available to protect against HPV.

## Influenza (The Flu)

The flu (influenza) is a viral infection that can cause illness with symptoms ranging from mild to severe. Symptoms of the flu include fever, cough, sore throat, runny nose, body aches, chills, fatigue, and headache. Sometimes, vomiting and/or diarrhea can occur, although they are not usually the primary symptoms. The flu is spread through respiratory droplets from a cough or a sneeze, or from droplets on unwashed hands.

It is important to protect yourself and others against the flu and other illnesses by doing the following:

1. Wash hands frequently and thoroughly with soap and water. If soap and water are not readily available, use alcohol-based hand sanitizers.
2. Cover your coughs and sneezes with tissues.
3. Avoid touching eyes, nose, and mouth.
4. Stay away from people who are sick.
5. **Stay home from work or school until 24 hours fever-free (without the use of fever reducing medications). The flu can be especially dangerous in people with chronic health conditions and people with lowered immunity.**
6. Get vaccinated against the flu. Contact your physician or local health department.

For more information and for educational materials about the flu, please go to<http://www.immunizenc.com/FluSeason.htm>

## Meningococcal Meningitis

Meningitis is an infection of the fluid surrounding the brain and spinal cord. It can be caused by a virus or bacteria. Viral meningitis is more common, and people usually recover fully. Bacterial meningitis is rare, but much more serious. Meningococcal disease is a serious bacterial

illness. It is the leading cause of bacterial meningitis in children in the United States. Meningococcal disease can also cause blood infections.

Symptoms of bacterial meningitis include severe headache, high fever, nausea/vomiting, stiff neck, rash, fatigue, and confusion. Not all of these symptoms may be present. Meningitis is spread by close exchange of saliva and respiratory secretions. It can be spread through coughing, sneezing, kissing, and sharing items such as eating utensils, lip balms, drinks, and cigarettes. You can protect yourself against this disease and other illnesses by not sharing food items or utensils, by having good hand washing etiquette, and by covering coughs and sneezes, as stated above. Getting vaccinated is the best way to prevent this disease. A vaccine against meningococcal meningitis, which is recommended for school-aged children, is available through the local health department or private physicians.

For more information and for educational materials about meningococcal meningitis, please go to<http://www.immunizenc.com/Meningitis.htm>

## Human Papillomavirus (HPV)

HPV is a common virus that is spread from one person to another by close intimate contact. It is the most common sexually transmitted virus in the United States. There are many different types of HPV that can infect both men and women, and can raise the risk of cervical cancer in women.

The virus lives in the body and usually causes no symptoms, but some types of HPV can cause visible growths or bumps on the genital area. Other types of HPV can lead to cervical cancer in women. Many people with HPV do not know they are infected, which is why it can be easily passed to others without realizing it. A vaccine is available which can protect females (ages 926) against 4 of the major types of HPV.

For more information and for educational materials about the human papillomavirus (HPV), please go to<http://www.immunizenc.com/HPV.htm>

## BCS Military Opt-Out Request

The federal No Child Left Behind (NCLB) legislation requires that school districts provide military recruiters with secondary school student names and home contact information for recruitment purposes. The legislation also provides parents the option of requesting that a student’s name, address and telephone number not be shared with military recruiters.

Parents and students who choose this option should inform the school in writing within 30 days of the start of school each year that information on their student(s) should not be given to military recruiters.

**Note**: If a parent/guardian or eligible student waits until after this time period has elapsed, Bertie County Schools will honor your request for future disclosures.

**No Consent**: I do **NOT** consent to making my student’s name, address or telephone number available to a representative of the military for recruitment purposes (by providing information below, your child’s name and contact information will not be provided to military recruiters).

(Please print the information below. Information requested is for verification purposes only to ensure that the appropriate student is being removed from the contact list).

Student name: (first) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (middle) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student address:

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

Phone number:

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

Birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please sign and return to your student’s school.

# Parental Request for Non-Consent

Please sign and return the non-consent form to your child’s teacher. There are three different items that require your signature: **photo non-consent, student work products non-consent and** **directory information non-consent.** Please sign for each item that you deny consent.

Return this form to your child’s teacher. Thank you for your assistance.

At various times during the school year, school representatives, Bertie County Schools (BCS), partners/vendors of BCS and a variety of media outlets request permission to film, video tape and photograph in our schools. They subsequently publish, broadcast or use these materials, which often include images and depictions of students, as well as student work products.

If you do not consent and grant permission for your child’s likeness or work products to be used/featured by your school, BCS/its partners or electronic/media, please sign in the appropriate space.

Some of the information in your school records is not confidential and may be released without your consent. This information is known as “directory information.” Directory information includes the following:  Name

* Email address
* 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, certifications and awards received
* Most recent previous school or education institution attended by the student

**If you do not want information released, you must sign the Parent Request for Non-Consent Form.**

# Parental Request for Non-Consent

I do **NOT** give permission for my child to be **filmed, videotaped and/or photographed** for use by the school, BCS/its partners and the media (this will include the school yearbook).

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School Child Attends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

I do **NOT** consent nor allow my child’s **artwork, writing and other creative works** to be sent to the media for publishing or used in any other school system information including print material and/or Internet.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School Child Attends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_

Parent’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

No Directory Information Consent: I do **NOT** consent nor allow the district to release **directory** i**nformation** on my child.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of School Child Attends: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_

Parent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

## Parental Request to Deny Access

You have the option of denying your child’s individual access to the Internet and / or prohibiting them from obtaining a Bertie County Public School System e-mail account. To deny access to one or both services, please complete this form as appropriate, sign, date and return to your child’s school. Parents or legal custodian will be notified when the school receives the signed form.

|  |
| --- |
| **Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Grade: \_\_\_\_\_\_\_\_ School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **I have read the Bertie County Public School System's Acceptable Use Policy.** **I would like to restrict the use of email for my child. Please note that** **I wish to DENY Internet access for my child. Students in grades PK-8 cannot send email outside of the Bertie County Schools Email System.** **Parent Guardian Signature: Check one:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Deny all email access**  **Allow access to email to correspond with BCS teachers,**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **but deny all other access (Grades 9-12)**  **Parent Guardian Signature:**  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

**Contact Information**

Dr. Otis Smallwood, Superintendent

Michael White, Executive Director of Human Resources

Linda Bullock, Executive Director of Curriculum and Instruction and AIG

Steven Harrell, Executive Director of Financial Services

715 US Hwy 13 North - Windsor, NC 27983 - 252-794-3173 - Fax 252-794-9727

|  |  |  |  |
| --- | --- | --- | --- |
|  School Name  |  Address Phone  |   |  Principal  |
|  Askewville Pre-School  Bertie Early College High School  Aulander Elementary  Bertie High   Bertie Middle   Colerain Elementary  West Bertie Elementary  Windsor Elementary     |  121 East Askewville St. Windsor, NC 27893  819 Governors Road Windsor, NC 27983  P.O. Box 310, Hwy.305 Aulander, NC 27805  716 Hwy 13 N Windsor, NC 27983  642 US Hwy 13 N Windsor, NC 27983  202 N. Academy Street Colerain, NC 27924  3743 Governors Road Lewiston, NC 27849  140 Cooper Hill Rd. Windsor, NC 27983   |  794-2260   794-2150   345-3211   794-3034   794-2143   356-4714    344-7621   794-5221    |  |  Bobbi Holley(Director)  Antonio Hoggard  Natasha Stevenson   Jonathan Matthews   Ashley Bradley   Daphane Williams  Towanda Smallwood   Clara Lee    |