



THE WORLD IS OUR FAMILY

CAROLINA INTERNATIONAL SCHOOL
A NORTH CAROLINA PUBLIC CHARTER SCHOOL

Carolina International School
Policy Manual

(amended 9/15/2022)

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SECTION 100: BOARD OPERATIONS

Policy 101: Code of Ethics for School Board Members

The board recognizes that collectively and individually, all members of the board must adhere to an accepted code of ethics in order to achieve the highest quality of education at Carolina International School. The board accepts the code of ethics established by the North Carolina School Boards Association. In accordance with this code, each member of the board will commit to the following:

- exert leadership and direction in reaching the board's educational goals;
- attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;
- endeavor to make policy decisions only after full discussion at publicly held board meetings;
- render all decisions and appeals from administrative decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;
- consider and act on recommendations from the Head of School or his/her designee as to building needs; the annual budget; personnel and other needs necessary to enhance the educational program of the school, and assist in interpreting these needs to the community;
- encourage the free expression of opinion by all board members, and seek systematic communications between the board and students, staff and all elements of the community;
- work with other board members to establish effective board policies and to delegate authority for the administration of the schools to the Head of School;
- communicate to other board members and the Head of School expressions of public reaction to board policies and school program;
- learn about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school boards associations;
- elect the Head of School, support him/her in the discharge of his/her duties, support the employment of those persons best qualified to serve as school staff, and insist on an annual or more frequent impartial evaluation of all staff;
- avoid being placed in a position of conflict of interest, and refrain from using the board member's position on the board for personal or partisan gain;
- take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law; and
- remember always that a board member's first and greatest concern must be the educational welfare of the students attending the public schools.

All board members are expected to sign a code of ethics statement that includes these provisions at the organizational meeting of the board.

Policy 102: Closed Sessions

Closed session will be held only when required to permit the board to act in the public interest as provided by law.

A. Permitted Purposes

By majority vote of its members present, the board may hold or retire to a closed session as permitted by law for the deliberation of the following:

- To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

- To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
- To view a recording released pursuant to G.S. 132-1.4A.

B. Actions Which Must Be Reported or Taken in Open Session

While deliberations may occur in closed session, the following board actions must be taken or reported in open session:

- if the board has approved or considered a settlement in closed session, the terms of that settlement will be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded. The report should be made in open session unless there is a basis for the report to be heard only in closed session; and
- final action making an appointment or discharge or removal by the board having final authority for the appointment or discharge or removal.

C. Reasons Expressly Prohibited for Closed Sessions

The following are expressly prohibited by law as a basis for closed sessions:

- to discuss general policy matters or other issues that would be open merely because an attorney employed or retained by the board is a participant; and

- to consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the board or another body or to consider or fill a vacancy among its own membership.

D. Procedure

The board of education will meet in closed session only upon a motion duly made and adopted in public pursuant to G.S. 143-318.1 l(c). Every motion will cite one or more of the permissible purposes as provided in G.S. 143-318.1 l(a) and in this board policy. A motion based on the need to prevent the disclosure of information that is confidential or privileged will also cite or name the law that renders the information confidential or privileged. A motion based on the need to consider with an attorney employed by the board the handling or settlement of a lawsuit will identify the parties in the lawsuit.

E. Minutes

The board will keep full and accurate minutes of all closed sessions. The minutes of the board will include a general account of the closed sessions so that a person not in attendance would have a reasonable understanding of what transpired. Minutes of closed sessions may be withheld from public inspection pursuant to the open meetings law, for as long as such public inspection would frustrate the purpose of the closed sessions.

Policy 103: Administrative Procedures

The Head of School is responsible for developing administrative procedures necessary to implement board policies.

In developing procedures, the Head of School should consult, as appropriate, with other school personnel, parents, students, the board attorney and other professionals and citizens. The Head of School may establish formal administrative procedures or use less formal documents, such as memoranda, so long as the documents are preserved and disseminated in accordance with board policy. The board may review an administrative procedure at any time, but may direct the Head of School to modify, expand or omit the procedure, only when, in the board's judgment, such procedures are inconsistent with the board's adopted policies.

Policy 104: Board and Head of School Relations

The board recognizes the importance of an effective working relationship between the board and Head of School. The board further recognizes the distinct and separate areas of responsibility of the board and Head of School to the school. The adoption of policies is one of the board's most important functions, and the Head of School is responsible for the administration of the school consistent with the board's policies. The Head of School serves as the chief executive officer of the school.

As chief executive officer of the school, the Head of School will oversee the management of the school. The Head of School will keep the board informed of the operation of the school. In providing information to the board, the Head of School will

- 1) ensure that the board is aware of public events of the school, relevant trends in the school, and important external or internal changes to the school, particularly changes in the assumptions upon which any board policy has been established;
- 2) submit required monitoring data in a timely, accurate and understandable manner, directly addressing issues being monitored pursuant to board policy or state law;
- 3) when beneficial, provide the board with staff, parent and community opinions and concerns to help the board make informed choices; and
- 4) when possible, present information to the board in a concise, understandable format. The Head of School will make recommendations to the board as required by law, board policy and as otherwise determined appropriate by the Head of School. The Head of School also will assist the board in making sound decisions and meeting the requirements of law by providing information and advice regarding all matters which require board action.

No member of the board, including the chairperson, may individually give orders or directives to the Head of School or any other school personnel except as expressly authorized by the board. Requests for information, materials or suggestions by individual board members should be channeled through the Head of School.

It is the duty of the Head of School to perform all duties assigned to that office by state statutes and directives of the State Board of Education. In addition, all acts of the board not in conflict with state or federal law shall be binding on the Head of School or designee.

Policy 105: Duties of Officers

The executive officers of the board will be chairperson, vice-chairperson, secretary, and treasurer.

A. Duties of the Chairperson

The chairperson has the following duties:

- preside at all meetings of the board;
- preserve order at all times;
- appoint committee members and chairpersons;
- serve as ex-officio member of all committees;
- call special meetings; and
- sign official school documents.

The chairperson will perform all duties required of the office by law and execute all documents on behalf of the board.

In order to address the board, a member must be recognized by the chairperson. The chairperson will have the following powers:

- to rule motions in or out of order, including the right to rule out of order any motions patently offered for obstructive or dilatory purposes;
- to determine whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks;
- to entertain and rule on questions of parliamentary procedure;
- to call a brief recess at any time; and
- to adjourn in an emergency.

The chairperson will have a vote on all matters for which a motion is made and will serve as spokesperson of the board for communicating the board's position to the public.

B. Duties of the Vice-Chairperson

In the absence of the chairperson, the vice-chairperson of the board will assume all the rights and responsibilities of the chairperson and will perform other duties assigned by the chairperson.

C. Duties of Board Secretary

The secretary of the board will:

- record all proceedings of the board;
- issue all notices and orders that may be made by the board;
- ensure that the minutes of the meetings of the board are promptly and accurately recorded in the minutes book which will be kept in the office of the Head of School and be open to public inspection during regular business hours;
- manage all correspondence on behalf of the board, unless the board directs otherwise;
- prepare and distribute copies of the agenda as required by law and board policy;
- maintain board members' manuals of policies and administrative regulations in current status;
- advise the board of policies previously adopted which affect items on the agenda
- requiring policy consideration;
- in the absence of the chairperson and vice-chairperson, call the board meeting to order and conduct the election of a chairperson pro tempore; and
- perform other duties as required by state law or board policy.

Policy 106: Parliamentary Procedure

Except as otherwise provided by law or by the policies of the board, meetings of the board will be conducted in accordance with Robert's Rules of Order, Newly Revised and with the rules provided in this policy. The rules in this policy may include modifications to Robert's Rules.

The chairperson is authorized to entertain and rule on questions concerning parliamentary procedure and to seek counsel of the board attorney when necessary to clarify or construe any relevant procedural provision.

Action by the Board

1. **Motions:** The board shall proceed by motion. Anyone, including the chairperson, may make a motion.
2. **Second Required:** A motion shall require a second.
3. **One Motion at a Time:** A member may make only one motion at a time.
4. **Withdrawal of a Motion:** The maker of a motion, with the consent of the member who seconded the motion, may withdraw a motion at any time before a vote.
5. **Substantive Motion:** A substantive motion is out of order while another substantive motion is pending.
6. **Debate:** After a substantive motion is made and seconded, the chairperson shall state the motion and then open the floor to debate on it. The chairperson shall preside over the debate according to the following general Head of Schools:
 - a. The maker of the motion is entitled to speak first
 - b. The chairperson shall recognize a member who has not spoken on the issue before recognizing someone who has already spoken; and
 - c. To the extent possible, the debate should alternate between opponents and proponents of the motion.
7. **Adoption by Majority Vote:** A motion shall be adopted by a majority of the votes cast, unless otherwise required by these rules, board policy or the laws of North Carolina.
8. **Renewal of a Motion:** A motion that is defeated may be renewed at any subsequent meeting, unless a motion to prevent reconsideration has been adopted.

Procedural Motions

In addition to substantive motions, the following procedural motions, and no others, shall be in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority vote for adoption. In order of priority (if applicable), the procedural motions are as follows:

1. **To Adjourn:** The motion to adjourn may be made only when action on a substantive motion concludes. It may not interrupt deliberation of a pending matter.
2. **To Take a Recess.**

3. To Follow the Agenda: This motion must be made at the first reasonable opportunity or it is waived.
4. To Defer Consideration: A substantive motion that has been deferred expires 100 days thereafter, unless the board adopts a motion to revive consideration. The motion to defer consideration replaces the motion to lay on the table in Robert's Rules, and was renamed to avoid confusion. It allows the board temporarily to defer consideration of a proposal. It differs from the motion to lay on the table in that it may be debated and amended. It also differs in that a motion that has been deferred dies if it is not taken up by the board (via a motion to revive consideration) within 100 days of the vote to defer consideration, whereas in Robert's Rules, a motion that has been laid on the table dies at the end of the session in which it was introduced.
5. To Close Debate/Call the Previous Question: This motion is not in order until every member has had an opportunity to speak or until there has been at least 20 minutes of debate, whichever occurs first.
6. To Postpone to a Certain Time or Day: This motion is appropriate when more information is needed or when the deliberations are likely to be lengthy.
7. To Refer to a Committee: Sixty (60) days after a motion has been referred to a committee, the maker of the motion may compel consideration of the matter by the entire board, regardless of whether the committee has reported the matter back to the board.
8. To Amend: An amendment to a motion must be pertinent to the subject matter of the motion, but it may achieve the opposite of the motion's intent. The motion may be amended and an amendment may be amended once. Further amendments may be made to the motion, once the initial amendment is voted upon.
9. To Suspend the Rules: For adoption, this motion requires a two-thirds majority vote of the members present.
10. To Divide a Complex Motion and Consider It by Paragraph.
11. To Revive Consideration: This motion is in order any time for 100 days after a vote to defer consideration. If the motion to revive consideration is not adopted within 199 days of the date on which consideration of the substantive motion was deferred, the substantive motion expires.
12. To Reconsider: This motion must be made by a member who voted with the prevailing side. It must be made at the same meeting as the vote was taken. It may not interrupt deliberation on a pending matter, but is in order at any time before actual adjournment.
13. To Rescind or Repeal: This motion is in order only for those measures adopted by the board that legally may be repealed or rescinded.
14. To Ratify: This motion is used to approve a matter after the fact that the board could have authorized initially.
15. To Prevent Reconsideration for Six Months: This motion is in order immediately following the defeat of a substantive motion and at no other time. For adoption, the motion must receive a two-thirds majority vote of the members present.

Policy 107: Quorum

In order to conduct official business at a regular or special meeting, a quorum of the board must be present.

A quorum is defined as a majority of the members of the board. If a quorum is not present at any meeting, the chairperson will postpone the meeting until such time as a quorum can be present, provided adequate notice is given pursuant to the Open Meetings Law. Proxy voting will not be recognized by the board.

A majority vote of the quorum may pass a resolution, except when board rules require a greater number of votes. A number of votes equal to the majority of the full board is required to change policies or by-laws.

Policy 108: Voting Methods

Voting will normally be by voice vote on all matters coming before the board for action; however, any member may call for a division in which case the vote will be by show of hands. In either event, the minutes will reflect the vote of each member voting and the abstention of any member present but not voting, unless the vote was unanimous.

A member must vote on all issues unless there is a conflict of interest which will be so stated before the vote is taken and the reason recorded in the minutes. A member who wishes to be excused from voting due to a conflict shall inform the chairperson, who shall take a vote of the remaining members present. A member should be excused from voting on matters involving his/her own financial interest or when he/she cannot be impartial as to the issue before the board. In all cases, if a member abstains from voting after failing to be excused by a majority vote of the remaining members, the abstention shall be recorded as an affirmative vote.

No secret ballots are permitted. If the board decides, by majority vote, to vote by written ballot, each member must sign his or her ballot and the ballots must be available for public inspection in the Head of School's office immediately following the meeting and until the minutes are approved at which time they may be destroyed.

Policy 109: Removal From Office

Members of the board of education may be removed by the remaining members of the board if sufficient evidence warrants such action. Causes for action are:

- the member is not capable of discharging, or is not discharging, the duties required by law; or
- the member is guilty of immoral or disreputable conduct. Upon receipt of such knowledge, the board will seek an independent investigation of such charges and if the

charges prove to be true, the accused member will be given the opportunity for a due process hearing with proper notice.

Policy 110: Role of Board Members in Interacting with the Public and Schools Role of Board Members in Handling Complaints

An individual board member who receives a complaint or inquiry concerning a school matter will refer the complainant to the appropriate school employee and will, when appropriate, advise the complainant of the procedures in place for making such complaints. The board member also may refer the complainant to the Head of School who will determine an appropriate means of responding to the complaint. The board attorney also may be notified of the complaint.

Individual board members will refrain from taking individual action with regard to such complaints other than referring them to the proper school employee. The Head of School is responsible for advising the board member of the disposition of any complaint so referred.

Role of Board members in Meeting with Citizens

The board encourages citizen participation in the public schools. Board policies provide procedures for such citizen participation.

Individual board members should inform any citizen or group of citizens with whom they meet that in such meetings the board members act only as individuals and not for or on behalf of the board, unless the board members have been so authorized by official board action. In addition, individual board members should attempt to avoid situations in which citizens could interpret the board members' presence as being officially representative of the board. Individual board members also should refrain from meeting with groups of school employees to discuss matters relating to employment or conditions of work without specific authorization by official board action.

When a board member receives a request to meet informally with any citizen group about school matters, the board member should inform the board chairperson and the Head of School of the request.

Board Members' Visits to Schools

Board members are encouraged to visit the school in order to inform themselves and to gain a clearer understanding of its daily operation. Board members should notify the Head of School's office of an intent to visit the school and should follow all procedures established for visitors to the school. Policy questions arising from such visits should be directed to the Head of School.

In matters relating to the education of their own children, board members act as parents, rather than board members, and have the same rights and responsibilities as other parents. In the same

manner as other parents, board members should confer with the individual teacher or Head of School about matters arising out of their children's participation in the school.

Policy 111: Hearings Before the Board

The board is guided by generally accepted standards of fairness in establishing processes for hearings before the board. Given the board's considerable responsibilities for overseeing the educational program and operations of the schools, the board also strives to be efficient in carrying out its various functions, including conducting hearings.

Unless other hearing processes are required by law or board policy, the following procedures will apply in board hearings. The board reserves the right to modify the procedures described in this policy as necessary in any particular hearing in order to be fair, efficient, meet legal requirements or for any other reason the board deems sufficient.

1. A hearing will be open to the public unless a closed session is permitted by law. It is the express policy of the State and this board to make hearings open to the public except for certain purposes specified in the Open Meetings Law.

Grievance appeals pursuant to board Policy 427, Student and Parent Grievance Procedures, and Policy 70 I, Grievance Procedure for Employees, typically will be heard in closed sessions in order to present the disclosure of confidential information. Closed sessions will be conducted in accordance with board Policy 212, Compliance with the Open Meetings Law. The board will consider requests made by a parent, student or employee to conduct a hearing in open session that is permitted by law to be held in closed session. However, the board will make the final determination of whether a hearing will be held in open or closed session.

1. The Head of School is responsible for providing sufficient notice of the time and place a hearing will be held and the nature of the hearing that will be available. In order to resolve complaints expeditiously, board hearings will be scheduled as promptly as possible and notice given to the parties. The Head of School should provide as much notice as is feasible given the particular circumstances.
2. Individual hearings will be held unless the board determines that a group hearing would be a more effective process for hearing and addressing the matter. Where two or more individuals share the same or similar concern or are involved in the same matter to be heard by the board, the board may consider whether to conduct a group hearing. The board may consider factors such as generally accepted standards of fairness, the need for efficiency and the ability to prevent the disclosure of confidential information. The board will consider requests for group or individual hearings and will make the final determination.

3. Unless otherwise required by law, the board may designate panels of two or more board members to hear and act on behalf of the board. The Head of School will confer with the chairperson of the board to determine whether the full board or a panel of the board will conduct a hearing. The board also may establish a panel to hear certain types of appeals, such as student grievances.
4. All parties involved in the hearing may submit written position statements and will be given the opportunity for a limited oral presentation. Written statements may be submitted at the hearing or in advance of the hearing unless otherwise specified. All parties will be given the opportunity to orally address the board as well. The board may establish time limitations for oral presentations for different types of hearings or may set the time limitation for a particular hearing. Unless a different time frame is established in the notice, applicable board policies or at the hearing, each party will be offered 15 minutes to present his or her position to the board.
5. The board may limit oral presentation to be made by the parties themselves: other witnesses may be excluded. Any individual intending to be represented by legal counsel must notify the Head of School in advance of the hearing.

The board believes that in most instances, the position of the parties can be presented fairly by permitting the parties to speak before the board. The board may designate types of hearings in which parties may or may not be represented by legal counsel. Any individual intending to be represented by legal counsel must notify the Head of School in advance of the hearing so that there will be an opportunity to clarify whether legal counsel may be used and to provide the Head of School and board the opportunity to be represented by legal counsel. If necessary, the meeting may be rescheduled so that the board and/or superintendent can secure legal counsel for the hearing.

1. Legal evidentiary rules do not apply to information considered by the board. The board may consider any information that a reasonably prudent person would consider in conducting the serious affairs of a business.
2. In reviewing any appeal of a decision of school personnel, the board will determine whether the administrative record as a whole provides sufficient evidence to justify the decision of the Head of School. New evidence will not be permitted unless necessary to prevent a threat of substantial unfairness.

The board will review the administrative record, including any administrative proceedings, and will provide an opportunity for the Head of School and the party contesting the decision to a limited oral presentation of their positions. The submission of documentary evidence and presentation of additional witnesses will be allowed at the discretion of the board.

1. The Head of School is responsible for making a record of the hearing as required by law. At a minimum, the board record will incorporate the administrative record provided to

the board for review and any written documents submitted by the parties. The record also will provide the decision of the board and the basis for the decision when such information is required or specified in law or board policy.

Policy 112: Compliance with the Open Meetings Law

The board affirms the public policy of this State that hearings, deliberations and actions of public bodies be conducted openly.

Applicability

All "public bodies" holding official meetings must comply with the requirements of the open meetings law in Article 33C of Chapter 143 of the General Statutes. The term "public bodies" includes the board, any committees of the board, school improvement teams and, as defined by law, any other committee of two or more members that exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative or advisory function, unless the committee or group is solely comprised of professional staff.

Compliance

The Head of School or designee will provide required notice and record and maintain minutes of all official meetings of the board, board committees or committees appointed by the board. The Head of School or designee will be responsible for compliance with the open meetings law by school improvement teams or any other public bodies at the school level. The Head of School or designee will make copies of the open meetings law available to any public bodies associated with the school. The board and other public bodies of the school are encouraged to consult the local board attorney to obtain advice on complying with the legal requirements of the open meetings law.

1. Notice

Notice will be given in accordance with law for all regularly scheduled meetings, emergency meetings, and any other meetings, such as public hearings, work sessions, electronic meetings or retreats.

a. Regular Meetings

A schedule of regular meetings of the Carolina International School Board of Head of Schools is adopted annually and publicized by the Head of School. If the scheduled meeting is changed, notification of such meeting will be made by the Head of School at least seven (7) calendar days prior to each meeting and shall include the time, purpose and location of the meeting.

Such notice should be:

- delivered to each board member;
- posted at the door of the usual meeting room of the board; and

- mailed or delivered to all representatives of the media and any other individuals who have requested notification of board meetings.

b. Special Meetings

An official meeting of the Carolina International School Board of Head of Schools held at a time and place other than that shown on the schedule of regular meetings adopted by the board shall require written notice at least forty-eight hours before the time of the meeting. The notice shall state the time, purpose and location of the meeting and shall be:

- delivered to each board member;
- posted at the door of the usual meeting room of the board; and
- mailed or delivered to all representatives of the media and any other individual who has requested notification of board meetings.

c. Emergency Meetings

Notice of an emergency meeting of the Carolina International School Board of Head of Schools shall be given to each board member and to representatives of the media and other individuals who have requested notification of board meetings. Board members may be notified via telephone, in writing or via electronic means. When possible, board members should be notified at least three hours prior to such meeting. Immediately after board members have been notified, representatives of the media and other individuals who have requested notification of emergency meetings shall be given notice either by telephone or the same method used to notify the board.

d. Recessed Meetings

Notice of a recessed session of an official meeting of the board shall be made during the official meeting. No further notice is required.

e. Public Hearing

Notice of a public hearing shall be given a minimum of seven (7) calendar days prior to the hearing or as otherwise provided by law. Written notice stating the purpose, location and time of the hearing shall be:

- posted at the door of the usual meeting room of the board; and
- mailed or delivered to all representatives of the media and any other individual who has requested notification of board meetings.

2. Minutes

For all official meetings, whether held in open or closed session, minutes will be recorded and maintained in accordance with all legal requirements. The minutes shall contain an abstract of relevant discussions and the decisions of the board during all official meetings. A record of all motions made and seconded, including the names of the mover and seconder, and the disposition of each motion shall be recorded in the minutes. In case

of a split vote, the minutes shall include the number of members voting for or against the motion and the names of those voting for or against or abstaining from the vote.

Before becoming the official minutes of a board meeting, the minutes shall be approved as soon as possible at a succeeding regular board meeting. Each board member shall be sent a copy of the open session minutes of board meetings at least three (3) days prior to the meeting at which they are to be approved. The approved minutes shall be signed by the Head of School and the chairperson and filed in the Head of School's office as a permanent record of official board proceedings. Minutes of board meetings are public documents, unless otherwise protected by confidentiality laws, and, therefore, are open to inspection by the public at reasonable times during normal business hours.

For the purpose of preparing board minutes, the Head of School or his/her designee may electronically record the open sessions of official board meetings. The Head of School or designee shall be the custodian of all such recordings and shall retain such recordings in a safe and secure place, until such records are destroyed as provided below. The Head of School may allow or permit removal of such recordings only in furtherance of the proper purposes of the board or pursuant to legal requirements. A recording shall not be a substitute for the minutes required to be kept of each official board meeting. The Head of School or his/her designee shall destroy such recordings once the minutes are approved, consistent with G.S. 132-3 and Department of Cultural Resources guidelines.

3. Closed Sessions

Closed sessions will be held only when required to permit the board to act in the public interest and as permitted by law. A motion to go into closed session must be made and adopted in open session in accordance with the requirements of G.S. 143-318.1 l(c) and Policy 202, Closed Sessions.

Policy 113: Adding Members to the Board of Head of Schools

The board recognizes the value of forming a board of Head of Schools that includes diverse skills and expertise, along with a long-term commitment to Carolina International School. The board will attempt to add new members who can offer unique and valuable qualities to the board's overall composition.

As stated in the Carolina International School Bylaws, the board can be from 7 to 15 members. The following procedure will be used to add new members:

1. If there are openings on the board, the board should identify the types of expertise that are needed to better serve the overall needs and goals of the school. Board members may

seek qualified nominees that address these needs, but are not limited to just those areas of expertise.

2. Any member of the board may submit a nomination for the board's consideration. Nominees should demonstrate an understanding of and commitment to the mission and programs of Carolina International School. They may be asked to serve on one of the board's standing or ad hoc committees so that board members and other CIS supporters can get better acquainted with them.
3. Nominees will be discussed at a board meeting and a vote taken on acceptance to the board. By majority vote, new members will be added to the board.

SECTION 200: EDUCATIONAL PROGRAMS

Policy 201: Student Participation in Community Activities

The board encourages students to participate in community activities that enhance the student's educational program and learning. The Head of School may excuse a student from school to take part in community activities that provide a valid educational opportunity to the student. The Head of School must have granted prior approval for the student's absence to participate in the activity.

Students taking part in approved activities should conduct themselves in an appropriate manner. The Head of School shall use the following criteria to determine those community activities in which students may be excused to participate.

- The activity should contribute to the students' understanding of and participation in community, state, regional or national life.
- The activity should be appropriate for the age group that is to participate in the activity.
- The activity must be one that cannot reasonably be held at a day or time that would not require students to be absent from school.
- The school will not be responsible for coordinating, organizing or assisting with a community activity, unless the school has co-sponsored the activity and has agreed to provide such assistance.

The school board and school personnel are not responsible for any community activity in which students might participate.

Policy 202: Adherence to the 10/20 Day Rule

Exceptions to the 10/20 day rule are allowed in individual cases where circumstances are in the student's best interest to be removed from a course requiring an EOC assessment. These cases should be evaluated individually, and consideration should be given to ensure the school's accountability is not being compromised. Some examples of acceptable individual student withdrawals after the 10/20 days of enrollment include the following:

Transfer student inappropriately placed in an EOC course. If a student transfers into a school and his or her records do not arrive until after the 10/20 days respectively to inform a proper placement decision, the school has the latitude to withdraw the student if the student was inappropriately placed in an EOC course.

The student is withdrawn from a course to enroll in a higher-level course. Occasionally, a student may be better served to withdraw from an EOC course and enroll in a higher-level course. In such cases, the student takes the appropriate test for the higher-level course; the school remains accountable through the higher-level course. Students must not be withdrawn from an EOC course and enrolled in a higher-level course within the last six weeks of the course.

There is a valid medical reason for removing a student from an EOC course. In rare cases, an individual student may be deemed medically fragile because of a significant medical emergency or condition, such as an accident, that incapacitates the student for an extended period of time. In such instances, it may be in the student's best interest to be withdrawn from a course.

SECTION 300: STUDENTS

Policy 301: Assignment to Classes

The Head of School has the authority to assign students to classes. The Head of School is encouraged to seek input from the professional staff in making the decisions. The Head of School will consider written requests by parents for assignment or reassignment that provide a compelling reason for the request. However, any individual request must be balanced against the welfare of other students and the efficient operation of the school.

Policy 302: Immunization Requirements for School Admission

The board requires all students to meet the eligibility requirements for school admission established by the State and the board, including immunization. Within 30 calendar days of their first enrollment date, all pupils must show evidence of immunization against tetanus, diphtheria, whooping cough, red measles, German measles (rubella), poliomyelitis and any other diseases required by law or state health regulations.

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

The Head of School is required to refuse admittance to any child whose parent or guardian does not present a medical certification of proper immunizations within the allotted time. Exception to the immunization requirement is made only for religious reasons or for medical reasons approved by a physician.

Policy 303: Attendance

Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily.

A. Attendance Records

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

B. Student Attendance accounting

- a. To be counted present for the school day, a student must be in attendance for at least one-half of the school day. This shall include attendance at official school activities at a place other than school, with the approval of the Head of School. For a middle or high school student to be counted present in a class, he/she must be present for at least one-half of the class periods that school day.
- b. A student shall be in his/her assigned area at the beginning of the school day and the beginning of each class, or he/she will be recorded as tardy. A student will be given one absence when he/she has accumulated a combined total of four tardies, check-ins, and/or check-outs.

C. Excused Absences

- a. When a student must miss school, a written excuse signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be excused for the following reasons:
 - i. personal illness or injury which makes the student physically unable to attend school;
 - ii. isolation ordered by the State Board of Health;
 - iii. death in the immediate family;
 - iv. emergency medical or dental appointment or such an appointment which has been approved in advance by the Head of School;
 - v. participation under subpoena as a witness in a court proceeding;
 - vi. observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the Head of School; or
 - vii. participation in a valid educational opportunity, such as travel, with prior approval by the Head of School.
- b. A Head of School may require any additional documentation deemed necessary to verify an absence. Failure to comply will result in the absence being recorded as unexcused. Extended illnesses generally require a statement from a physician.
- c. Any absence not meeting the requirements of an excused absence, as provided above, shall be considered an unexcused absence.

D. Make Up Work

- a. In the case of excused absences and out of school suspensions, the student will be permitted to make up his or her work. The teacher will determine what work is to be made up, and the teacher and/or administration will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. A grade of zero will be given for all assigned make-up work that is not completed and returned to the teacher.

E. School-Related Activities

- a.** All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the Head of School. The following school-related activities will not be counted as absences from either class or school:
 - i.** field trips sponsored by the school;
 - ii.** school-initiated and scheduled activities;
 - iii.** CIS-related organized or supervised athletic events requiring early dismissal from school;
 - iv.** in-school suspension.
- b.** Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

F. Excessive Absences

- a.** Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. The Head of School will notify parents and take all other steps required by the compulsory attendance law, G.S. 115C-378, for excessive absences.
- b.** To receive credit for courses, students must not have excessive absences. At the elementary level, more than ten (10) absences a semester or 20 absences a year are considered excessive. At the middle school level, more than ten (10) absences in a course per semester or 20 absences a year are considered excessive. At the high school level, more than eight (8) absences in a course during each ninety-day session are considered excessive. If a student has excessive absences, as provided in this section, the Head of School or a committee established by the Head of School will consider whether the student's grades should be reduced because of the absences. The Head of School or committee will review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work.
- c.** A committee may recommend to the Head of School and the Head of School may make any of the following determinations:
 - i.** the student will be retained;
 - ii.** the student will not receive a passing grade for the semester;
 - iii.** the student's grade will be reduced;
 - iv.** the student will receive the grade otherwise earned; or

- v. the student will be given additional time to complete the missed work before making a determination of the appropriate grade.
- d. The Head of School shall notify the parent/guardian in writing of a decision to retain the student, deny course credit or reduce a grade.

G. Right to Appeal Retention/Denial of Course Credit

- a. Students whose academic standing is adversely affected by the minimum attendance requirements may appeal the decision to the Head of School pursuant to Policy 427, Student and Parent Grievance Procedure.

H. Students with Special Needs

- a. In applying this policy, teachers and administrators shall make reasonable accommodations for students who are absent or tardy because of the student's disabilities or special needs. Students with documented, chronic health problems will be exempted from the policy if absences are excused.

Policy 304: Parental Involvement

The board recognizes the critical role of parents in the education of their children and in the schools. Each parent is encouraged to learn about the educational program, the educational goals and objectives of the school and his or her own child's progress. The board also encourages parents to participate in activities designed by the school to involve them, such as parent conferences, in order to encourage effective communication.

The school shall develop a parental involvement plan as a part of the school improvement plan. This plan should include, at a minimum, the board directives provided below. The school shall conduct an annual meeting with parents to discuss the school's parental involvement plan and this policy. The Head of School and office staff shall provide direction and assistance on parental involvement. This policy applies to the parents, legal guardians and legal custodians of students who are under 18 years old and are not married, including those served in the exceptional children program.

A. Parent Communications and Conferences

The board encourages regular contact with parents by school personnel for commendation as well as for notification of concerns. The Head of School will plan for periodic communications with parents. Teachers are responsible for scheduling conferences with parents.

B. Annual Notification

The school must ensure that parents are effectively notified, in an appropriate language where practical, each year of the following:

- The school's parental involvement plan;
- Parent rights related to student records (Policy 432, Student Records);

- Student behavior policies and school standards and rules (Policy 416);
- Sexual Harassment Complaint Procedure for Students (Policy 424);
- Student and Parent Grievance Procedure (Policy 427);
- Grading practices that will be followed at the school and the means for computing the grade point averages that will be used for determining class rank
- A description of the curriculum being offered;
- Shared Accountability Standards;
- Performance standards of the board and school;
- Sports and extracurricular activities available for students;
- Supportive services available to students, including guidance and health services;
- How to reach school officials in emergency situations during non-school hours; and
- Opportunities for parents to be involved in the school.

C. Opportunities to Withhold Consent

As a part of the annual notification described above, parents will be effectively notified that parental consent may be withheld for the following:

- Release of student Head of School information about his or her child for school purposes or to outside organizations;
- Student's participation in curriculum related to
 - a. prevention of sexually transmitted diseases, including Acquired Immune Deficiency Syndrome (AIDS),
 - b. the avoidance of out-of-wedlock pregnancy,
 - c. abstinence until marriage or
 - d. comprehensive sex education. A copy of the materials that will be used in these curricula will be available in the school media center during the school year and other times that the media center is available to the public. To meet any review periods required by law, materials also may be made available for review in the school office.
 - e. Student's use of guidance programs for individual counseling, small group counseling related to addressing specific problems, or referral to community resources. Parental notification and permission is not required for large group sessions, initial consultations intended to identify the student's needs, or counseling where child abuse or neglect is suspected.

Any parent or legal guardian wishing to withhold consent must do so in writing after receiving notice. Otherwise, consent to the programs or activities is presumed. After the annual notification, the school is not required to provide further notice to the parent as to the manner in which student Head of School information is used, the curriculum is provided, or the guidance programs are made available.

D. Parental Permission Required

Written parental permission is required prior to the following activities:

- medicines administered to students by employees of the school (Policy 611, Administering Medicines to Students);
- any release of student records that are not considered Head of School information unless the release is allowed or required by law;
- off campus trips;
- participation in sports or high risk extracurricular activities;
- parental permission as required by law for certain health services.

E. Annual Review

The board shall review this policy annually to determine its effectiveness. Parents shall be invited to provide input as part of this review.

Policy 305: Accountability

Carolina International School will participate in North Carolina's Annual Statewide Testing Program and will implement all procedures governing this program as described in the State Board of Education Policy GCS-A-001. Carolina International School's Board of Directors will be responsible for ensuring compliance with state requirements.

The Student Testing and Accountability policy will apply to all eligible students enrolled at Carolina International School, and to all Carolina International School faculty, staff, and volunteers involved with implementation of the testing program.

The following describes the method of implementation for Carolina International School's policy on Student Testing and Accountability. The below reflect state requirements and/or best practices at the time of initial policy approval. Student Testing and Accountability Procedures will also be included in the school's Operations Manual. Procedural updates and/or changes will be reflected in the Operations Manual.

The following assessments will be administered on an annual basis and in accordance with the state testing calendar, as directed by the state:

- A. Benchmark reading assessments (Grades K – 3) given three times yearly: Beginning of Year (BOY), Middle of Year (MOY), and End of Year (EOY); additionally, Progress Monitoring assessments shall be given between each benchmark according to the state progress monitoring schedule.
 - a. Beginning of Grade Reading Assessment (Grade 3).
 - b. End of Grade assessments (Grades 3 - 5) in ELA/Reading and Mathematics, and Science (Grade 5).
 - c. Alternate assessments as required for students with Limited English Proficiency/and students with disabilities.

- B. All school personnel shall comply with the North Carolina Testing Code of Ethics.

Anyone who has knowledge of a violation of the Testing Code of Ethics must report the violation to the Testing Coordinator and/or the Head of School immediately.

- C. The Testing Coordinator is responsible for ensuring compliance with all protocol and procedures for test security, as set forth by the State Board of Education and Department of Public Instruction in the Testing Security Protocol and Procedures.
- D. Test security measures include but are not limited to:
 - a. Storing all test materials in a secure, locked location. This shall be a closet, room, or cabinet that cannot be removed.
 - b. Access to testing material is limited to school personnel with a legitimate need, generally only the Head of School and the Testing Coordinator. Any further access shall be pre-approved, in writing, by the Head of School.
 - c. Access is defined as handling materials, but not reviewing tests or analyzing test items. Test booklets or questions are not to be copied or paraphrased in any way for any reason without permission of the test publisher.
 - d. Test materials must be carefully counted and distributed according to the instructions provided with the test.
 - e. Any breach in security, loss of materials, failure to account for materials or any other deviation from required security procedures is to be reported immediately to the Head of School or the Testing Coordinator.
 - f. School personnel responsible for editing and scoring tests must strictly follow directions provided by the test publisher and the Testing Coordinator. No alterations to student responses may be made in the editing process.
- E. The Head of School, in collaboration with the Testing Coordinator, will determine accommodations and/or alternate assessments for students with disabilities and students with Limited English Proficiency, in accordance with State policy and regulations governing such testing and accountability.
- F. The Testing Coordinator will oversee provision of the accommodations/alternate assessments.
- G. Carolina International School recognizes the value of testing within the framework of a balanced assessment model. The school will at all times strive to create a climate in which tests are recognized as important, but which minimizes the stress often associated with such tests. Therefore, these guidelines are established to allow a common sense approach, and appropriate time allocation, for preparation and taking of standardized tests.
 - a. No more than two days of instructional time per year is to be devoted to taking of practice tests that do not have the primary purpose of assessing current student learning.
 - b. All annual assessments of student achievement adopted by the State Board of Education will be administered within the final ten instructional days of the school. Exceptions will be permitted to accommodate a student's Individualized Education Program and Section 504 plans.

H. Roles/Responsibilities:

- a. Board of Directors: Responsible for ensuring compliance with state testing and reporting requirements.
 - b. Head of School: Responsible for implementation of the Carolina International School Student Testing and Accountability policy and procedures.
 - c. Testing Coordinator: Responsible for coordination and management of annual statewide testing program, including:
 - i. Organizes and monitors the administration of formalized tests and testing accommodations.
 - ii. Consults with data processing on computer hardware and software issues and concerns.
 - iii. Attend training sessions provided by the Department of Public Instruction on the subject of proper test administration, scanning and scoring answer sheets, and required processing of test materials.
 - iv. Coordinates and implements training and professional development for staff of school-wide and state assessments, ensuring adherence to established policies, procedures, and standards; resolves problems as non-routine situations arise.
 - v. Orders test materials for the school; verifies shipments; repacks and ships materials while ensuring the security of test forms and related materials; properly secures all test materials at the school.
 - vi. Maintains and logs distribution of all test materials.
 - vii. Collaborates with other Carolina International School personnel to ensure timely compliance with reporting and accountability requirements.
 - viii. Understands and complies with state policy regarding testing code of ethics (Policy ID GCS-A-010).
- I. The roles and responsibilities of other personnel and/or volunteers involved with the testing program will be identified in the Student Testing and Accountability Procedures document maintained in the Carolina International School Operations Manual.

Policy 306: Student Fees

The board will hold student fees to a minimum.

The Head of School is required to submit a list of any fees to the board chairperson prior to the August board meeting. The chairperson will ensure that student fees, including those for graduation, the school annual or supplies for elective classes, are consistent among the different levels of the school. The board must approve all fees. The schedule of approved fees and charges will be presented to the Head of School of the Office of Charter Schools.

Any fees imposed will be waived or reduced for students who demonstrate real economic hardship. The Head of School will be responsible for establishing procedures to review requests for fee waivers or reductions.

As provided in board Policy 404, Parental Involvement, each Head of School will publish or post the schedule of fees and notify students and parents of the availability of and the process for requesting a fee waiver or reduction.

Policy 307: Student Insurance Program

Membership in a group accident insurance program is paid for students each year through the school. Purchase of this insurance will constitute an agreement between the student and/or parent and the insurance company, not with the school. The school does not assume any contractual responsibility for expenses not covered by insurance.

Students who choose to participate in programs which may have a higher risk of physical injury than most school activities, including off-site internship programs, education courses that involve the use of shop, football and other interscholastic sports, are required to have accident insurance through the group plan or comparable coverage. The Head of School may designate other activities requiring accident insurance, including particular school trips. If a student participates in an activity requiring accident insurance, his/her parents may waive coverage under the group plan by signing a waiver agreement stating that the student has comparable insurance coverage and by furnishing proof of such coverage.

Policy 308: School Uniforms

A safe and disciplined learning environment is essential to operating successful schools. To this end, the board authorizes the school to implement a school uniform program in which students are required to wear uniforms at school during the regular school day. The board believes that there are valid pedagogical reasons for the school to choose to adopt a uniform policy, including the following:

- minimize disruptive behavior,
- increase school safety,
- de-emphasize socioeconomic differences,
- allow for easy identification of intruders on campus,
- allow students to better focus on instructional objectives of the school,
- favorably impact student attitude,
- promote harmony among students and
- enhance the image of the school.

The wearing of a uniform should not prohibit students from wearing particular attire that is part of their religious practice.

The Head of School and board will work with the parents organization to develop the school uniforms plan, including:

1. An explanation of the educational value of uniforms for the particular school;

2. A process by which the school will choose uniform colors;
3. A plan for providing uniforms to students who cannot purchase uniforms due to financial hardships which recognizes that no student shall be denied uniforms, denied attendance at school or otherwise penalized for failing to wear a uniform based on inability to pay;
4. A process to ensure that wearing uniforms will not substantially burden the exercise of a student's sincerely held religious belief;
5. A plan for involvement of parents in implementation of the uniform plan; and
6. A procedure for evaluating the uniform plan.

Policy 309: Release of Students from School

The safety of students is a paramount concern of the board and the school. The Head of School or Head of School's designee will make reasonable efforts to determine that any person appearing at a school and requesting permission to take a student from the school is properly identified before the student is released to him or her.

Except in the most extreme circumstances, custody of a student will not be relinquished to any person without the prior approval of the parent or guardian having physical custody. However, if the parents are divorced or separated, the student may be released to either parent, unless the school has been provided with a copy of a court order or agreement that specifies otherwise.

If the Head of School or designee judges that the student's health or safety may be harmed by releasing the student, the Head of School will contact law enforcement and/or the department of social services as appropriate.

Policy 310: Student Behavior Policies

A. Purpose

All decisions related to student behavior are guided by the board's educational objectives to teach responsibility and respect for cultural and ideological differences and by the board's commitment to create safe, orderly and inviting schools. Student behavior policies are provided in order to establish expected standards of student behavior; principles to be followed in managing student behavior; consequences for policy violations; and required procedures for addressing misbehavior.

B. Principles

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

- a. Student behavior management strategies should complement other efforts to create a safe, orderly and inviting environment.

- b. Responsibility, integrity, civility and other standards of behavior should be integrated into the curriculum.
- c. Disruptive behavior in the classroom will not be tolerated.
- d. Consequences for unacceptable behavior should help a student learn to comply with rules, to be obedient at a minimum, and when able, to learn to accept responsibility and develop self control.
- e. Appropriate strategies and consequences are to be utilized in consideration of age, developmental appropriateness, and students with disabilities.
- f. When feasible, consequences for unacceptable behavior should take into account differences in how individual students respond to discipline strategies.

C. Applicability

Students must follow all board and school behavior policies in all of the following circumstances:

- a. before, during or after school hours while in any school building or on any school premises owned, leased or used by the school;
- b. while on any bus or other vehicle as part of any school activity;
- c. while waiting at any bus stop;
- d. during any school function, extracurricular activity or other activity or event;
- e. when subject to the authority of school personnel; and
- f. any time or place when the student's behavior has a direct and immediate effect on maintaining order, safety, health and discipline in the schools.

D. Communication of Policies

Board policies related to student behavior are codified in Section 409. At the beginning of each school year, the Head of School is responsible for providing each student and his or her parent(s) or guardian with a copy of the student behavior policies and any other school rules and procedures. Students enrolling during the school year and their parent(s) or guardian(s) shall receive a copy of the information upon enrollment.

Policy 311: Disruptive Behavior

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

Head of Schools and teachers have full authority as provided by law to establish and enforce standards and rules as are necessary to create orderly schools and classrooms. Site-based policies and standards cannot be in conflict with board policies.

Prohibited Behavior

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

- intentional verbal or physical acts which result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
- appearance or clothing which
 - violates a reasonable dress code adopted and publicized by the school,
 - is substantially disruptive,
 - is provocative or obscene or
 - endangers the health or safety of the student or others;
- use of personal wireless communication devices during the school day including, but not limited to, cellular telephones, paging devices, two-way radios, personal digital devices, and similar objects;
- possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful;
- engaging in behavior which is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;
- failing to observe established safety rules, standards and regulations, including on the bus and in hallways;
- giving, aiding, advising or causing to be given a false fire or other safety alarm or interfering with, damaging, defacing or injuring any part of any fire-alarm, fire-detection, smoke-detection, fire-extinguishing or other safety system; and
- interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

Consequences

Consequences for engaging in prohibited behavior will be provided in accordance with the school's student behavior management plan (see board Policy 416, School Plan for Management of Student Behavior). For repeated or serious violations of this policy, the Head of School may suspend a student from school for up to ten days. As necessary, the Head of School may request the assistance of law enforcement officials to enforce the order.

Policy 312: Tobacco Products

The board is committed to creating safe, orderly, clean and inviting schools for all students and staff. Smoking is prohibited for all persons (students, staff, parents, guests) anywhere on the CIS campus. The board also supports state laws that prohibit the selling or distribution of tobacco products to minors and federal law prohibiting smoking in all school buildings.

Prohibited Behavior

In support of the board's commitments and state and federal law, students are prohibited from using or possessing any tobacco product (1) in any school building, school vehicle or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips.

Students are also prohibited from possessing, distributing or displaying any tobacco paraphernalia including, but not limited to, pipes, rolling papers, matches and lighters.

Consequences

Consequences for engaging in prohibited behavior will be provided in accordance with the school's student behavior management plan (see Policy 416, School Plan for Management of Student Behavior). In providing consequences for violation of the policy, school officials are encouraged to identify programs or opportunities for students to gain a greater understanding of the health hazards for the tobacco user and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

Policy 313: Drugs and Alcohol

Unauthorized or illegal drugs and alcohol are a threat to safe and orderly schools and will not be tolerated.

Prohibited Behavior

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

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

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Possession or use of prescription and over the counter drugs are not in violation of this policy if possessed and used in accordance with board Policy 611, Administering Medicines to Students. The Head of School may authorize other lawful uses of substances otherwise prohibited by this policy, such as for approved school projects.

Consequences

The Head of School must report to the appropriate law enforcement agency any student who has used or possessed the substances prohibited by this policy. In addition, school sanctions will be as outlined below.

1. Kindergarten and Elementary Schools

Head of Schools in the elementary grades are expected to use good judgment and reasonable discretion in applying board policies and in determining the appropriate consequences for violation of board policies, school standards or rules.

2. Middle and High Schools

An appropriate consequence for a student who has been found to have sold or otherwise transmitted prohibited substances is presumed to be suspended for the remainder of the school year. Depending upon the circumstances, a student may be permanently expelled (see board Policy 421, Long-Term Suspension, 365 Days Suspension, Expulsion).

Any other violation of this policy may result in long-term suspension up to the remainder of the school year or expulsion.

The Head of School or Head of School's designee must approve any consequence for violations of this policy, including any recommendations for suspension or expulsion. A student re-entering school following treatment for substance abuse should be identified by the school as highly at-risk and provided a transition/support plan developed collaboratively by staff, parent(s) and, when appropriate, the student. The transition/support plan must include periodic monitoring. The Head of School is responsible for ensuring that this policy is fairly applied throughout the school.

Policy 314: Theft, Trespass and Damage to Property

The board will not tolerate theft, trespass and/or damage to property by any student. Any student exhibiting such behavior will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. The Head of School is responsible for ensuring that consequences for prohibited behaviors are uniformly applied throughout the school. Except where certain consequences for misbehavior are required by law,

Head of Schools in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules.

A. Theft

a. Prohibited Behavior

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

b. Consequences

Violation of this policy may result in long-term suspension, 365 days suspension or expulsion. The procedures for suspension or expulsion are provided in board Policy 42I, Long-Term Suspension, 365 Days Suspension, Expulsion. A determination of the appropriate consequence will be made in accordance with the provisions of that policy. Placement in an alternative educational setting may be made instead of suspension.

B. Damage to Property

a. Prohibited Behavior

Students are prohibited from damaging or attempting to damage any school property or private property at any time when board policies are applicable as defined in board Policy 409, Student Behavior Policies. Prohibited acts include, but are not limited to, vandalism, arson and damage or misuse of a computer that results in the alteration or destruction of programs or files.

b. Consequences

Violation of this section may result in long-term suspension, 365 days suspension or expulsion. The procedures for suspension or expulsion are provided in board Policy 421, Long-Term Suspension, 365 Days Suspension, Expulsion. A determination of the appropriate consequence will be made in accordance with the provisions of that policy. Placement in an alternative educational setting may be made instead of suspension.

C. Trespass

a. Prohibited Behavior

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

- i.** a student not enrolled in the school who is on the school campus without the knowledge and consent of the school officials;
- ii.** any student who loiters at the school after the close of the school day without specific need or supervision; or

- iii. any student who has been suspended from school who appears on the property of the school during the suspension period without the express permission of the Head of School.
- b. Consequences
Consequences for engaging in prohibited behavior will be provided in accordance with the school's student behavior management plan (see board Policy 416, School Plan for Management of Student Behavior).

Policy 315: Assaults, Threats, and Harassment

The board will not tolerate assaults, threats, or harassment from any student. Any student exhibiting such behavior will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. The Head of School is responsible for ensuring that consequences for prohibited behaviors are uniformly applied throughout the school. Except where certain consequences for misbehavior are required by law, Head of Schools in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules.

A. Assault, Injury

- a. Prohibited Behavior
Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight. A student who is physically attacked may use reasonable force in self-defense, but only to the extent necessary to free him/herself from the attack and notify school authorities. A student who exceeds this reasonable use of force may be disciplined, even though he/she may not have provoked the fight.
- b. Consequences
 - i. General Consequences
Violation of this section may result in long-term suspension, 365 days suspension or expulsion. The procedures for suspension or expulsion are provided in board Policy 421, Long-Term Suspension, 365 Days Suspension, Expulsion. A determination of the appropriate consequence will be made in accordance with the provisions of that policy.
 - ii. Consequences for Physical Assaults of Adults and Students
Any student who is found by the Head of School to be at least 13 years of age and to have physically assaulted and seriously injured school students or personnel or other adults who are not teachers must suspend the student for no less than 300 days but no more than 365 days. A student may also be expelled for assaultive conduct when his/her behavior constitutes a

clear threat to the safety of others. The Head of School shall make recommendations to the board the recommended length of the suspension, within the limits established by law.

This section applies to behavior that occurs on school property, including school buses and bus stops, or at a school-sponsored or school-related event. The Head of School may suspend the student for up to 365 days. A student may also be expelled for assaultive conduct when his/her behavior constitutes a clear threat to the safety of others. The Head of School will make recommendations regarding placement decisions and the recommended length of the placement or suspension, within the limits established by law.

B. Threatening Acts

a. Prohibited Behavior

Students are prohibited from directing toward any other person any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence or disruption. Students also are prohibited from attempting to blackmail or extort money or objects through the use of threats.

b. Consequences

Violation of this section may result in long-term suspension, 365 days suspension or expulsion. The procedures for suspension or expulsion are provided in board Policy 421, Long-Term Suspension, 365 Days Suspension, Expulsion. A determination of the appropriate consequence will be made in accordance with the provisions of that policy. Consequences for bomb threats are addressed in Policy 415, Weapons, Bomb Threats and Clear Threats to Safety.

C. Harassment

a. Prohibited Behavior

Students are prohibited from engaging in or encouraging any form of harassment against students, employees or any other individuals on school grounds, school buses, bus stops, or at school-related functions. Harassment is unwanted, unwelcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

b. Consequences

Complaints of harassment will be investigated pursuant to Policy 427, Student and Parent Grievance Procedure or Policy 424, Sexual Harassment Complaint Procedure for Students. Incidents of misbehavior that do not rise to the level of

harassment may violate board Policy 418, Integrity and Civility, which establishes an expectation that students will demonstrate civility and integrity in their interactions with others. The consequences for harassment will be decided and will be more severe than for violation of the standards of integrity.

Policy 316: Weapons, Bomb Threats and Clear Threats to Safety

The board will not tolerate the presence of weapons, bomb threats or actions that constitute a clear threat to the safety of students and employees. Any student violating this policy will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. The Head of School is responsible for ensuring that consequences for prohibited behaviors are uniformly applied throughout the school. Except where certain consequences for misbehavior are required by law, the Head of School in working with the elementary grades is expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules.

A. Weapons and Weapon-Like Items

a. Prohibited Behavior

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, without limitation, all of the following:

- loaded or unloaded firearm, including a gun, pistol or rifle;
- explosives, including a dynamite cartridge, bomb, grenade or mine;
- knife, including a pocket knife, bowie knife, switchblade, dirk or dagger;
- slingshot or slungshot;
- leaded cane;
- Blackjack;
- metal knuckles;
- BB gun;
- air rifle or air pistol;
- stun gun or other electric shock weapon;
- ice pick;
- razor or razor blade;
- Fireworks;
- laser pointers;
- mace or pepper spray; and

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

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above. A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a teacher or the Head of School immediately.

b. Consequences

i. General Consequences

Violation of this section may result in long-term suspension, 365 days suspension or expulsion. The procedures for suspension or expulsion are provided in board Policy 420, Long-Term Suspension, 365 Days Suspension, Expulsion. A determination of the appropriate consequence for firearms/explosives violations will be made in accordance with the provisions of that policy.

ii. Consequences for Firearms/Explosives Violations

As required by law, a student who brings or possesses a firearm or powerful explosive on school property or at a school-sponsored curricular or extracurricular activity must be suspended for 365 days, unless the Head of School recommends and the board approves a modification. A firearm includes any gun, rifle, pistol or other weapon used for firing a projectile by means of an explosive charge. Models or facsimiles of firearms are also subject to disciplinary action because of the disruptive effect they might have in the educational setting, including but not limited to a BB gun, stun gun, air rifle or air pistol. A powerful explosive includes a dynamite cartridge, blasting cap, trinitrotoluene (TNT), nitroglycerin, grenade or mine. A student who brings a firearm or powerful explosive to school also shall be referred to the criminal justice or juvenile justice system.

B. Bomb Threats

a. Prohibited Behavior

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school 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 Head of School immediately.

b. Consequences

As required by law, the board shall suspend for 365 days any student who:

- makes a false report that there is a bomb or bomb-like device located on school property or at a school-related or school-sponsored activity; or
- conceals, places or displays a device on school property or at a school-related or school-sponsored activity with the intent to cause others to believe the device is a bomb.

A student who violates this section will be referred to the criminal justice and/or juvenile justice system.

C. Clear Threats to Safety of Students and Employees

a. Prohibited Behavior

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:

- i.** theft or attempted theft by a student from another person by using, or threatening to use, a weapon;
- ii.** the intentional and malicious burning of any structure or personal property, including vehicles;
- iii.** an attack, or threatened attack, by a student against another person wherein the student uses a weapon or displays it in a manner found threatening to that person;
- iv.** an attack by a student on any employee, adult volunteer, or another student which does not result in serious injury but which is intended to cause or reasonably could cause serious injury;
- v.** an attack by a student upon 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, significant bruising or pain, or the victim requires hospitalization or treatment at a hospital emergency room as a result of the attack;
- vi.** any intentional, highly reckless or negligent act that results in the death of another person;
- vii.** confining, restraining, or removing another person from one place to another, without the victim's consent, or the consent of the victim's

- parents, for the purpose of committing a felony, or for the purpose of holding the victim as a hostage or for ransom or for use as a shield;
- viii. possession of a weapon on any school property, including in vehicles;
- ix. the 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;
- x. 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 or buttocks of the male and female;
- xi. the possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the General Statutes;
- xii. any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that threatens the safety of other persons; and
- xiii. any other behavior that demonstrates a clear threat to the safety of others in the school environment.

b. Consequences

i. General Consequences

Violation of this section may result in long-term suspension, 365 days suspension or expulsion. If the incident is of a serious nature (i.e., weapons, bomb, fire, etc.), law enforcement officials will be contacted. The procedures for suspension or expulsion are provided in board Policy 421, Long-Term Suspension, 365 Days Suspension, Expulsion. A determination of the appropriate consequence will be made in accordance with the provisions of that policy.

ii. Expulsion

Upon the recommendation of the Head of School, the board may expel a student who is fourteen years of age or older if the student's behavior indicates that his or her continued presence in school constitutes a clear threat to the safety of other students or employees. In determining whether expulsion is appropriate, the board will consider the culpability of the student, the dangerousness of the student and the harm caused by the student, in accordance with Policy 421, Long-Term Suspension, 365 Days Suspension, Expulsion.

Policy 317: School Plan for Management of Student Behavior

Carolina International School has developed a plan for managing student behavior which incorporates effective strategies consistent with the purpose and principles established in board Policy 408, Student Behavior Policies. Carolina International School encourages positive,

innovative and constructive methods of correcting and managing student behavior in an effort to avoid repeated misbehavior and suspension.

Components of the Plan

The plan address

1. the process by which student behavior will be addressed, including any use of a disciplinary committee and the means by which students at risk of repeated disruptive or disorderly conduct are identified, assessed, and assisted;
2. positive behavioral interventions and possible consequences that will be used; and
3. parental involvement strategies.

1. Possible Consequences

Consequences for violating board policies or school standards or rules may include, but are not limited to, the following:

- parental involvement;
- isolation or time-out for short periods of time;
- behavior improvement agreements;
- individual or small group sessions with the school counselor;
- peer mediation sessions;
- in-school suspension;
- detention before and/or after school or on Saturday;
- community service;
- restitution;
- exclusion from extracurricular activities; or
- out-of-school suspension or expulsion.

The parent or guardian is responsible for transportation as may be required to carry out the consequence. If a parent or guardian is unable to provide transportation, another consequence will be substituted.

The board prohibits corporal punishment, believing that other consequences are more appropriate and effective for teaching self-control. No employee, student teacher or volunteer may use corporal punishment with any student. Reasonable force necessary to protect oneself or others is not considered corporal punishment.

Removal from the classroom for a long period of time, including in-school or out-of-school suspension should be avoided unless necessary to ensure a safe, orderly environment that is conducive to learning. The Head of School is authorized to remove students in accordance with board policies for disruptive or criminal conduct or for other behavior that interferes with a safe, orderly environment.

2. Parental Involvement

The behavior management plan should identify when parents will be notified or involved in issues related to their child's behavior. (See board Policy 417, Parental Involvement In Student Behavior Issues.)

Process for Developing and Evaluating the Plan

The Head of School will use a team approach to develop and evaluate the school's plan to manage student behavior. On at least an annual basis, the plan should be evaluated based upon data on disciplinary actions taken and the impact on student academic performance. The Head of School will report on at least an annual basis to the board on the effectiveness of the plan in minimizing classroom disruptions, referrals to the Head of School's office and use of out-of-school suspension. The report also will address the plan's effect on academic performance.

The Head of School also is encouraged to consider, develop and propose new and alternative discipline programs to the board.

Policy 318: Parental Involvement in Student Behavior Issues

The board recognizes the need for parents and guardians to work with the schools in helping students learn and practice acceptable standards of behavior. School employees are to encourage parents to participate in discussions on effective strategies for correcting misbehavior and appropriate consequences for violations of board policy or school standards or rules.

Schools are expected, as a part of their student behavior management plan, to identify strategies that involve parents. At a minimum, the plan must provide for inviting parents to conferences whenever there are repeated violations of board policy, school standards or rules or whenever there is a serious violation that may result in removing the student from his or her regular educational environment for any extended period of time. Parents also have the right to inspect or obtain copies of student records as provided in board Policy 4, Student Records.

If the Head of School is considering imposing a short-term suspension or recommending long-term suspension or expulsion, the Head of School is required to make the following efforts to notify and involve the parent

- before or as soon as reasonably feasible after imposing any suspension, notify the parent of
 - the nature of the misbehavior,
 - the board policy, school standard, or rule that was violated, and
 - the consequence that may be or has been imposed;

- maintain documents and relevant information received about the misbehavior for review with the parent, taking into account the rights of other students or staff that may be involved;
- make reasonable efforts to communicate with the parent before or at the time the student returns to school after any suspension;
- make available a copy of this policy and all other applicable board policies, school standards and rules; and
- advise the parent of the right to appeal the action of the Head of School (Policy 422).

All records of parental contact should be maintained in the student's records and will be retained at least through the school year.

Policy 319: Integrity and Civility

All students are expected to demonstrate integrity, civility, responsibility and self control. This expectation is directly related to the board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological differences. Integrity, civility, responsibility and self control also are critical for establishing and maintaining a safe, orderly and inviting environment.

Prohibited Behavior

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

- cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work, such as preparing a paper, doing homework, providing test answers or taking a test on another's behalf;
- plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work;
- violating copyright laws, including unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
- forging, including falsifying any document issued by or submitted to a teacher, administrator or other school official;
- bribery or intentionally losing for material gain, including arranging, encouraging, aiding in, offering or accepting an offer to influence the performance of any player or participant (including coaches and officials) in any athletic, extracurricular or school- related event or the outcome of such event;
- cursing or using vulgar, abusive or demeaning language or gestures towards another person;
- hazing, including playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity;

- inappropriately or improperly using school computers or computer accounts including:
 - accessing or attempting to access a computer without authorization;
 - exceeding authorized access which includes doing any of the following without authorization:
 - communicating, delivering, transmitting, or viewing school programs or files except as authorized,
 - obtaining, transmitting, altering, or destroying information contained in school, personnel, student or any other person's files or programs, and
 - introducing any program or file to a system computer;
 - using school computers or accounts to send, receive, or access profane, obscene, pornographic, or abusive materials;
 - using school computers or accounts to communicate threats, extortion, or slander; and
 - using school computers or accounts to violate copyright laws or license agreements; and
 - encouraging another student to violate any board policy or administrative rule.

Consequences

Consequences for engaging in prohibited behavior will be provided in accordance with the school's student behavior management plan (see board Policy 416, School Plan for Management of Student Behavior). For repeated or serious violations of this policy, the Head of School may suspend a student from school for up to ten days or recommend long-term suspension to the board.

Policy 320: Removal of Student During the Day

The Head of School is authorized to impose out-of-school suspensions from school in accordance with board policy. The Head of School may remove a student from school grounds who has been suspended during the school day, under any of the following circumstances:

- the parent or guardian is notified and the parent or guardian is able to make arrangements for the student to leave the school or agrees to the student using public transportation or driving himself or herself home;
- the parent or guardian is notified and is available to receive the child and the school is able to provide transportation from the school to the home; or
- the Head of School involves law enforcement in the removal of the student from school grounds because removal is necessary to provide a safe, orderly school environment.

If none of these circumstances exist, the suspension will begin on the next school day.

Policy 321: Short-Term Suspension

A short-term suspension is the denial to a student of the right to attend school and to take part in any school function for any period of time up to and including ten (10) school days. A short-term suspension does not include the removal of a student from class by the classroom teacher, Head of School or other authorized school personnel for the remainder of the subject period or school day and/or changing the student's location to another room or place on the school premises.

The Head of School 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. Prior to imposing a short-term suspension, the following rights will be afforded to the student:

- the student will be informed of the charges against him or her; and
- the student will be given the opportunity to raise and to explain any defense felt to be available.

Any student suspended in accordance with this policy will be given the opportunity to take any exams missed and make up work missed and receive credit for the work.

Multiple short-term suspensions for students with disabilities will be addressed in accordance with the Procedures Governing Programs and Services for Children with Special Needs and other applicable state and federal law.

Short-term suspensions shall be reported to the Head of School or designee and attendance counselor.

Policy 322: Long-Term Suspension, 365 Days Suspension, Expulsion

A. Definitions

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period in excess of ten (10) school days, up to the remainder of the school year. A long-term suspension may be imposed by the Head of School after receiving approval from the board.

A 365 day suspension is a denial to a student of the right to attend school and to take part in any school function for a full 365 days. The Head of School may impose a 365 day suspension only for weapons and bomb threat violations, as defined in board Policy 415, Weapons, Bomb Threats and Clear Threats to Safety or for certain types of assaults, described in board Policy 414, Assaults, Threats and Harassment. Modifications in the 365 day suspension may be made by the board upon the recommendation of the Head of School.

An expulsion is the permanent removal of a student from school and all the rights and privileges related to school attendance. A student who is 14 years of age or older may be expelled for misbehavior. An expulsion must be approved by the board prior to its implementation.

B. Determination of Appropriate Consequence

The Head of School may impose a short-term suspension or any other consequence consistent with board Policy 420, Short-Term Suspension, and Policy 428, School Plan for Management of Student Behavior. If the Head of School determines that a suspension beyond ten (10) days is an appropriate consequence, the Head of School will propose the length of the suspension based upon a documented review of the student's culpability, dangerousness and the harm caused by the student.

- a.** Culpability of Student - The culpability of the student for his or her behavior will be assessed by considering criteria such as:
 - i.** the student's age;
 - ii.** the ability to form intent to cause harm that occurred or could have occurred; and
 - iii.** evidence of the student's intent in engaging in the conduct.
- b.** Dangerousness of the Student - The dangerousness of the student will be assessed by considering criteria such as:
 - i.** student discipline record or criminal record related to anti-social behavior or drugs and alcohol;
 - ii.** whether any weapon was involved and the capacity to inflict serious injury or death with it; and
 - iii.** any evidence of the student's capability to cause the harm intended or that occurred.
- c.** Harm Caused by the Student - The severity of harm caused by the student will be assessed by considering criteria such as whether any of the following occurred:
 - i.** anyone was physically injured or killed;
 - ii.** anyone was directly threatened or property extorted by the use of a weapon;
 - iii.** anyone was directly harmed, emotionally or psychologically;
 - iv.** school property or personal property of others was damaged; or
 - v.** students, school employees or parents were aware of the presence of a weapon or other behavior.
- d.** After considering the above factors, the Head of School shall state the nature of the offense, the substance of the evidence involved, and the length of suspension recommended. If a 365 day suspension for weapons is recommended, the Head of School must identify the type of weapon involved and the specific evidence that substantiates that the student brought the weapon onto campus. If expulsion is

recommended, the Head of School will identify the basis for determining that there is clear and convincing evidence that the student's continued presence in school constitutes a clear threat to the safety of other students or employees. The Head of School also must consider and make a recommendation about any counseling or other program that should be a part of the consequence for violation of the board policy, school standards or rules. The Head of School must send a copy of the report by certified mail or in person to the parent or guardian.

- e. The Head of School and board shall consider these same factors if a suspension or expulsion is appealed.

C. Educational Services for Children with Exceptionalities

- a. If discipline which would constitute a change in placement is contemplated for any student with an IEP, the following steps shall be taken:
 - i. not later than the date on which the decision to take such action is made, the parents of the student with a disability shall be notified by the school of that decision and provided the procedural safeguards notice described in 34 CFR §300.504; and
 - ii. the IEP team shall meet and review the relationship between the child's disability and the behavior subject to disciplinary action.
- b. If, upon review, it is determined that the child's behavior was not a manifestation of his or her disability, then the child may be disciplined in the same manner as a child without a disability, except as provided in 34 CFR §300.530(d), which relates to the provision of services to students with disabilities during periods of removal.
- c. If, upon review, if it is determined that the child's behavior was a manifestation of his or her disability, then the child may not be disciplined further in connection with that incident. A functional behavioral assessment shall be conducted if needed and a behavioral intervention plan either created or, if one already exists, revised. The school will then implement this plan. Parents may request a hearing to challenge the manifestation determination. The child will remain in his or her current educational placement pending the determination of the hearing.
- d. If a parent requests a hearing or an appeal to challenge the interim alternative educational setting or the manifestation determination resulting from a disciplinary action relating to weapons or drugs, the child shall remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the period provided for in the disciplinary action, whichever occurs first, unless the parent and school agree otherwise.

Policy 323: Appeals of Long-Term or 365 Day Suspensions

A parent/guardian may request an administrative hearing to contest a long-term suspension recommended by the Head of School by submitting a written notice to the Head of School within

five school days. The hearing should be held within ten (10) school days of the Head of School's receipt of the hearing request. The hearing will follow the procedures set forth in Board Policy 428, Student Discipline Hearing procedures, and the Head of School or designee will issue a decision to the parent/guardian in writing.

A parent/guardian may challenge a long-term or 365 day suspension approved by the Head of School, by appealing to the Grievance Committee in writing within five (5) school days of receiving the Head of School's decision. The Head of School will inform the board chairperson of the request for an appeal and arrange in a timely manner a hearing before the board. The suspension need not be postponed pending the outcome of the appeal. The hearing will be conducted pursuant to board Policy 428, Student Discipline Hearing Procedures.

The appeal will be from the Head of School's decision and on the record made in any administrative hearing. The board will review the Head of School's decision to be sure that

1. there was a reasonable basis for determining that the student engaged in the specified misbehavior;
2. that a board policy, school standard or rule was violated;
3. that the consequence for the violation was reasonable; and
4. procedures required by board policy were followed. The board, at its discretion, may request additional information or evidence.

Policy 324: Prohibition Against Discrimination and Harassment

The board believes that all employees and students should be free of unlawful discrimination, including harassment, as a part of a safe, orderly and inviting working and learning environment. The board commits itself to nondiscrimination in all its educational and employment activities. The board expressly prohibits unlawful discrimination or harassment, including on the basis of race, color, national origin, sex, pregnancy, religion, age or disability. The board also prohibits retaliation against an employee or student who has exercised any rights made available through state or federal law. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

A. Application of Policy

All persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school must comply with all applicable federal and state laws and regulations regarding nondiscrimination. Visitors also are expected to comply with applicable laws, including the prohibition against harassment of students or employees.

B. Discrimination Complaint Procedures

a. Students

Students and parents are encouraged to submit any complaints of discrimination or harassment, other than sexual harassment, through the grievance procedure established in Policy 427, Student and Parent Grievance Procedure. The complaint procedure for sexual harassment is established in Policy 424, Sexual Harassment Complaint Procedure for Students.

b. Employees

Employees are encouraged to submit any complaints of discrimination or harassment, other than sexual harassment, through the grievance procedure established in Policy 701, Grievance Procedure for Employees. The complaint procedure for sexual harassment is established in Policy 702, Sexual Harassment Complaint Procedure for Employees.

c. Notice

The Head of School or designee is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, including sexual harassment. The school will investigate complaints of discrimination and harassment and will take reasonable steps to eliminate the discrimination or harassment.

d. Coordinator

The Head of School or designee will serve as the "Title IX coordinator" (for sex discrimination), "Section 504 coordinator" (for discrimination on the basis of disability) and the "ADA coordinator" (also for discrimination on the basis of disability) in a manner intended to ensure that employees, applicants, students, parents and other individuals who participate in the school's program are aware of the coordinators. The purpose of the coordinator position is to provide additional protection of nondiscrimination rights. The coordinator either must (1) implement a resolution to a discrimination complaint, to the extent a resolution can be reached and the coordinator has the authority to implement corrective action or, if a designee, (2) notify the Head of School that intervention by other school officials is required to resolve the situation.

e. Records

The Head of School or his or her designee shall maintain confidential records of complaints or reports of discrimination which identify the names of any individuals accused of discrimination and the resolution of such reports or complaints. The Head of School also shall maintain records of training, corrective action or other steps taken by the school to help provide an environment free of discrimination and harassment.

f. Diversity Programs

The board is committed to promoting the worth and dignity of all individuals regardless of race, color, religion, national origin, sex, pregnancy, age or disability. The board directs the Head of School to establish training and other

programs to help eliminate unlawful discrimination and to foster an environment of understanding and respect for all individuals.

g. Evaluation

The Head of School is required to evaluate the effectiveness of efforts to correct or prevent discrimination and will share these evaluations periodically with the board.

Policy 325: Sexual Harassment Complaint Procedure for Students

The board takes seriously all complaints of discrimination. Students and parents are encouraged to submit any complaints of discrimination on the basis of race, religion, national origin, disability or sex (except sexual harassment) through the grievance procedure established in board Policy 426. The process provided in this policy is available for students who believe that they may have been sexually harassed. The Head of School shall establish administrative regulations, rules or procedures for the implementation of this policy.

A. Informal Resolution

- a.** The board acknowledges that reports of harassment, including sexual harassment, may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the Head of School or other appropriate personnel must notify the complainant of his or her option to request formal procedures at any time and must make a copy of this policy and other relevant policies available. In those circumstances where informal procedures fail or are inappropriate or where the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedure.

B. Definitions

- a.** Accused harasser: the employee, student or visitor alleged to have harassed the complainant. Complainant: the parent and/or student reporting a complaint that the student was harassed. Days: the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. After May 1, time limits will consist of all weekdays (Monday-Friday) so that the matter may be resolved before the close of the school term or as soon thereafter as possible.

Investigator: the school official responsible for investigating and responding to the complaint.

C. Timeliness of Process

- i.** The number of days indicated at each level should be considered a maximum. Every effort should be made to expedite the process. Failure by the investigator at any step to communicate a decision within the specified time limit will permit the complainant to appeal the complaint to the next step unless the investigator has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation or report. The investigator will make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.
- ii.** Failure by the complainant at any step to appeal a grievance to the next step within the specified time limit will be considered acceptance of the decision at that step, unless the complainant has notified the investigator of a delay, the reason for the delay and the investigator has consented in writing to the delay.

D. General Requirements

- a.** No reprisals or retaliation of any kind will be taken by the board or by an employee of the school against any complainant or other student or employee on account of his or her participation in a complaint filed and decided pursuant to this policy, unless the complainant or participating student or employee knows or has reason to believe that the report is false or knowingly provides false information. A student or employee who retaliates against or otherwise subjects a complainant or participant to adverse consequences shall be subject to disciplinary action as provided in section F, below.
- b.** All meetings and hearings conducted pursuant to this policy will be private, including the grievance process.
- c.** The board and the school will consider requests to hear complaints as a group, but the board has the discretion to respond to the complainants individually.
- d.** The complainant may have a representative, including an attorney, at any stage of the complaint.

E. Process for Complaint

- a. Reporting Complaint**
 - i.** A complaint must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the complaint. For a complaint submitted after 20 days which claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the Head of School or designee will determine whether the complaint will be investigated after considering factors such as the reason

for the delay; the extent of the delay; the effect of the delay on the ability of the school to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students and parents should recognize that delays in reporting may significantly impair the ability of the school to investigate and respond effectively to such complaints.

- ii.** A parent or student should report complaints of harassment to any of the following individuals:
 - 1.** Head of School, principal, or assistant principal at the school;
 - 2.** a guidance counselor; or
 - 3.** a teacher
 - 4.** In all cases, the complainant may report to a person of the same gender and shall not be required to report to the alleged offender.
 - iii.** A student does not have to report an incident of harassment to trigger an investigation if a school official knows or, in the exercise of reasonable care, should have known about the harassment. Any employee, including a teacher or counselor, who has reason to believe that a student may have been harassed, including any employee who has witnessed possible harassment or has received reports by the victim or other individual, will notify, within 24 hours, the Head of School, unless the Head of School is the accused harasser, in which case the board will be notified. An employee who fails to report possible harassment of a student may be subject to disciplinary action. The Head of School or his/her designee will promptly investigate any reports and take appropriate action. The process provided in the policy will be used if at any time a complaint is made by a parent or student. Failure to appropriately investigate and/or address claims of sexual harassment will result in disciplinary action. All reports and resolutions, regardless of whether this policy is used, will be maintained in accordance with Policy 425.
 - iv.** The investigator will explain the process of investigation to the complainant and inquire as to any proposed corrective action.
- b. Investigation**
- i.** The investigator will impartially, promptly and thoroughly investigate the complaint. The investigator will interview
 - 1.** the student who is the victim of the alleged harassment;
 - 2.** the accused harasser; and
 - 3.** any other individuals, including other possible victims of harassment, who may have relevant information.
 - ii.** Information will be shared only with individuals who need the information in order to appropriately investigate and address the complaint. Any

requests by the complainant for confidentiality will be evaluated within the context of the legal responsibilities of the school.

- iii.** In assessing whether the conduct complained of was sexual harassment, the investigator will consider all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and other relevant circumstances. If the alleged harasser is a student, the investigator also will consider the age and other relevant circumstances (e.g., developmental status) of the alleged harasser.

c. Investigator's Report

- i.** The investigator will make a written report of the findings of the investigation. The investigator will notify the complainant of the results of the investigation within 15 days of receiving the complaint, unless additional time is necessary to conduct an impartial, thorough investigation. The report will specify:
 - 1.** whether the complaint was substantiated;
 - 2.** whether the alleged offender violated relevant law or board policy by his or her actions (regardless of whether the complaint as submitted is substantiated); and
 - 3.** if the investigator determines that sexual harassment has occurred, the investigator also will specify:
 - a.** reasonable, timely, age-appropriate effective corrective action intended to end the harassment and prevent it from recurring;
 - b.** as needed, reasonable steps to address the effects of the harassment on the complainant; and
 - c.** as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.
 - 4.** Information regarding disciplinary action imposed on the accused harasser will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the student harasser not to have contact with the complainant).
 - a.** The investigator will submit the full report and investigative findings to the Head of School.
 - b.** If the corrective steps involve actions outside the scope of the investigator's authority, the Head of School will delegate to the appropriate individual the responsibility for taking the corrective steps.
 - c.** The accused harasser will be informed of the results of the investigation in regard to whether the complaint was

substantiated, whether the accused harasser violated relevant law or board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the accused harasser in accordance with board policy. The accused harasser may appeal any disciplinary action or consequences in accordance with board policy and law.

F. Appeal of Investigator's Report

- a. If the complainant is dissatisfied with the results of the investigation, the complainant may appeal the decision to the Head of School. The appeal must be in writing within five days of receiving the investigator's report. The Head of School may review the documents, conduct any further investigation necessary or take any other steps the Head of School determines to be appropriate in order to respond to the complaint. The Head of School will provide a written response within ten days after receiving the complaint, unless further investigation is necessary.
- b. If the complainant is dissatisfied with the Head of School's response, the complainant may appeal the decision to the board within five days of receiving the Head of School's response. The board may review the documents, direct any further investigation be conducted before making a determination, or take any other steps the board determines to be appropriate in order to respond to the complaint. The board will hold a hearing pursuant upon request of the complainant or in the board's discretion. The board will provide a written response within 30 days after receiving the complaint, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

G. Disciplinary Action

- a. Any employee or student within the school who violates this policy or any applicable rules or procedures shall be subject to disciplinary action. An employee shall be subject to disciplinary action up to, and including, termination. A student shall be subject to disciplinary action up to and including expulsion.

H. Records

- a. Records will be maintained.

Policy 326: Student Discipline Records

The Head of School will retain in the student's file for the current school year all records related to violations of board policies, school standards or rules. At the end of the school year and after giving notice to parents, discipline records may be removed except

1. notice of any suspension for a period of more than ten days,
2. notice of any expulsion under G.S. 11 SC-391 and the conduct for which the student was suspended or expelled, or
3. any records that need to be maintained in order to be able to serve the student appropriately or to protect the safety of others.

Any records regarding suspension or expulsion will be expunged from the record if the student

1. graduates from high school or
2. is not suspended or expelled again during the two-year period commencing on the date of the student's return to school after the expulsion or suspension, unless the records must be maintained in order to serve the student appropriately.

Confidential student records concerning conduct that posed a significant safety risk to the student or others in the school community may be disclosed to teachers and school officials, who have legitimate educational interests in the behavior of the student.

As required by law, the Head of School will maintain the following data on each student suspended for more than 10 days or expelled: race, gender, age, the duration of the suspension and whether the student had multiple suspensions.

The Head of School also will insure that records are maintained from the board's consideration of 365 days suspensions and expulsions, including information required by G.S. 115C-391(d).

Policy 327: Grievance Committee policy and procedure

If a parent or student has a question on School academic programs, policies, or procedures, they should first speak with their classroom teacher. If the question is not resolved, the teacher or parent can speak with the Head of School or Assistant Head of School.

If the question or concern is still not resolved, the parent or student may write to the **School Grievance Committee**. This committee, composed of parents, a teacher, the Assistant Head of School, and a Board member will meet to make the best collective determination about the area of concern and provide the decision in writing to the parent or student.

Grievance Committee procedure:

1. Issue is brought to the School Grievance Committee.
2. The Committee discusses and decides what research must be conducted into the issue and what individuals need to be involved.
3. The Committee carries out their investigation, meets again to share the information, and decides on a course of action to recommend to the Head of School and/or the Board.

4. The Head of School and/or Board decides on and guides the implementation of a course of action to resolve the situation. The party who brought the issue is given a written description of the Committee's recommendation and the action being taken.

Policy 328: Student and Parent Grievance Procedure

A. Options for Resolving Complaints

The board strives to resolve concerns and complaints whenever possible. To this end, the board has provided opportunities for students and parents to express their concerns through processes established in board policies. While the board encourages informal resolutions, the board recognizes that students and parents may want a more formal process for certain types of complaints or if an informal process was not satisfactory. This policy provides a complaint procedure that can be used as described below.

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

B. Definitions

Days: The working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following the receipt of the grievance.

Grievance: a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age or disability also may be submitted as a grievance.

Grievant: the parent or student or group of parents or students submitting the grievance.

Official: the school official hearing and responding to the grievant.

C. Timeliness of Process

The number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official will make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays are not permitted that interfere with the exercise of any legal rights.

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

D. General Requirements

- a.** No reprisals of any kind will be taken by the board or by an employee of the school against any grievant or other student or employee on account of his or her participation in a grievance filed and decided pursuant to this policy.
- b.** All meetings and hearings conducted pursuant to this policy will be private.
- c.** The board and school will consider requests to hear grievances from a group of grievants, but the board has the discretion to respond to individual grievants.
- d.** The grievant may have a representative, including an attorney, at any stage of the grievance.

E. Process for Grievance

- a.** Reporting Grievance
 - i.** A grievance must be filed as soon as possible but no longer than 20 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after 20 days which claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the Head of School or designee will determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students and parents should recognize that delays in reporting may significantly impair the ability of the school to investigate and respond effectively to such complaints.
 - ii.** A student who has a grievance must provide the following information in writing to the Head of School: (1) the name of the school employee or other individual whose decision or action is at issue; (2) the specific decisions(s) or actions at issue; (3) any board policy or law that the parent or student believes has been misapplied, misinterpreted or violated; (4) and the specific resolution desired. If there is not a specific decision at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established by the board is appropriate and the Head of School will address the concern following that board policy.

- iii.** Even if the Head of School is the employee whose decision or action is at issue, the student will submit the grievance first to the Head of School in order for the Head of School to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the Head of School's designee.
- b.** Investigation
 - i.** The Head of School will schedule and hold a meeting with the student within 5 school days of receiving the request. The student may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the student.
 - ii.** The Head of School will conduct any investigation of the facts necessary before rendering a decision.
- c.** Response by Head of School
 - i.** The Head of School will provide a written response to the written grievance within 10 days of the meeting. The response will include the Head of School's decision regarding resolution of the grievance and the basis for the decision. In responding, the Head of School cannot disclose information about other students or employees that by law is considered confidential.
 - ii.** A copy of the grievance and the Head of School's response will be filed with the Head of School.
- d.** Response by Board
 - i.** If the grievant is dissatisfied with the Head of School's decision, the grievant may appeal the decision to the board. The appeal must be made in writing within five days of receiving the Head of School's decision.
 - ii.** The board may review the written documents and respond or the board may schedule and hold a conference with the grievant and Head of School, and any other individuals the board determines to be appropriate within 10 school days after receiving the appeal. The student may be accompanied by a parent, legal guardian or other person who is in a position of loco parentis to the student.
 - iii.** The board will provide a written response within 15 days after receiving the appeal. In responding, the board cannot disclose information about other students or employees that by law is considered confidential.
- e.** Hearing by Board
 - i.** If the grievant is dissatisfied with the board's response, the grievant may appeal the decision to the board within five days of receiving the board's response.
 - ii.** A hearing will be conducted before the board.

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

F. Special Circumstances

- i. **Discrimination on the Basis of Sex**

Sexual harassment complaint procedures are established in board Policy 424. For other complaints of discrimination on the basis of sex, if the grievant is dissatisfied with the Head of School's written response, the grievance may be appealed to the board chairperson, who will review the written documents and may conduct any factual inquiry and hold a conference as necessary to make a determination of whether there was discrimination on the basis of sex. The board chairperson will provide a written response within 15 days of receiving the grievance unless additional time is necessary to complete any investigation. The Head of School or designee also will be notified so that responsibility for the corrective steps can be delegated to the appropriate individual.

- ii. **Discrimination on the Basis of Disability**

If the student alleged discrimination on the basis of a handicapping condition or disability and the student is dissatisfied with the Head of School's written response, the grievance may then be appealed to the Section 504/Americans With Disabilities Act ("504/ADA") coordinator. The 504/ADA coordinator will review the written documents and may conduct any factual inquiry and hold a conference as necessary to make a determination of whether there was a discrimination on the basis of disability. The 504/ADA coordinator will provide a written response within 15 days of receiving the grievance unless additional time is necessary to complete any investigation. If the corrective steps involve actions outside the scope of the 504/ADA coordinator's responsibilities, the Head of School or designee also will be notified so that responsibility for the corrective steps can be delegated to the appropriate individual. If still not satisfied, the student may appeal the 504/ADA coordinator's response to the Head of School and board as provided in this policy.

- iii. **Appeal of Head of School's Decision**

If a student wants to initiate a formal grievance in regard to a certain decision made by the Head of School that directly and specifically affects the student, the general process described in

this policy will be used except the grievance will be submitted directly to the Grievance Committee.

G. Records

Records of discrimination complaints will be maintained as required by state and federal law.

Policy 329: Student Discipline Hearing Procedures

The following rules will govern hearings held by the Head of School in assessing misbehavior and appropriate consequences.

- A. The hearing will be informal and will be conducted in private.
- B. The hearing may be attended by the Head of School or designee, and administrative assistants, along with the student, the student's parents and, if desired, a representative and any persons the Head of School or designee deems necessary.
- C. The Head of School or other representatives of the school have the burden of proving the misbehavior, the violation of board policy or school standards or rules and the appropriateness of the recommended consequence for the violation.
- D. The school representatives present first the witnesses and documentary evidence against the student. Next, the student or his or her representative may present evidence, including any documents and witnesses. Witnesses should be present only when giving information.
- E. Both the Head of School or school representative and the student or his or her representative may examine the witnesses presented by the other side. The Head of School or designee has the power to limit questioning by any person, if such questioning is unproductive, unnecessarily lengthy, repetitive or irrelevant.
- F. The Head of School or designee may consider the school records of the student, as well as documents produced in the hearing and the testimony of any witnesses. Formal rules of evidence do not apply and the Head of School or designee may rely on evidence that a reasonably prudent person would consider in the conduct of serious affairs.
- G. The Head of School or designee will provide for making a record of the hearing, including any findings or conclusions made by the Head of School or designee.

Board Hearings

Appeal of Head of School's Decision

The board will review any records created on the Head of School's decision and the record created from any administrative hearing held. The Head of School's decision will be reviewed pursuant to board Policy 422, Appeals of Long-Term Suspensions.

The board will provide the opportunity for a hearing which follows the rules established for administrative hearings, except the Head of School or designee will represent the school and the board or a panel of the board is the decision maker. If a hearing has been held at the

administrative level, the hearing rules may be modified at the board's discretion to limit presentations of testimony to the student, student's parent and representative and the school's representative. The student and the Head of School may be represented by legal counsel. The board also may limit documentation to the records and evidence produced at the administrative hearing, unless there is a substantial threat of unfairness.

Board Decision on 365 Days Suspension or Expulsion

The board will provide an opportunity for a hearing to review the Head of School's recommendation for 365 days suspension or expulsion. The rules established for the administrative hearing will be followed except the Head of School or designee will represent the school and the board or panel of the board and will be the decision maker. The student and Head of School may be represented by legal counsel. The board may request additional records or witnesses. A decision will be made on the Head of School's recommendation following the standards established in board Policy 421, Long-Term Suspension, 365 Days Suspension, Expulsion.

Policy 330: School Safety

Safe schools are critical to creating a learning environment where students can succeed. Staff and students share in the responsibility to take reasonable precautions and safety measures to create and maintain safe schools. The following safety measures must be implemented at each school.

A. Supervision of Students

Students must be reasonably supervised while in the care and custody of the school system: during school hours, while in class, between classes, on the playground, during recess or lunch periods, during authorized school field trips, and on school buses.

B. Care of School Buildings and Grounds

The Head of School is required to inspect school buildings, playgrounds, equipment and buses for health, fire and safety hazards on a regular basis and as required by law. Any staff who observe any potential hazards must promptly notify the Head of School. The Head of School must notify the board of major repairs needed in order to meet safety standards. Proper signs indicating potential danger are to be posted.

The Head of School must provide to local law enforcement and emergency management agencies copies of floor plans of all school buildings and site plans showing campus boundaries and access points.

C. Use of Security Equipment

The board authorizes the use of detection or surveillance equipment to safeguard facilities and to protect staff and students. The use of such equipment shall be

consistent with Policy 901, Use of Security Equipment, and any administrative procedures established by the Head of School.

D. Establishing Processes to Address Potential Safety Concerns

1. Safe Schools Plans

The school shall have a safe school plan that establishes procedures for addressing school safety.

The safe schools plan should be integrated into the school improvement plan.

2. School Rules and Training

Rules are to be made for the school to help prevent accidents in buildings, on school grounds or on the playgrounds. Staff training is to include instruction on being alert and able to recognize and respond to behavior, information and related indicators which warn of impending problems. In addition, as a part of instruction, school personnel must teach and review with students safety procedures and precautions for handling chemicals or potentially dangerous equipment and for responding to threats to school safety. The school shall practice emergency drills on a regular basis and as required by law.

3. Reporting Suspicious Behavior

Students should notify any staff member of any acts of violence or any unusual or suspicious behavior that may endanger safety. Ongoing student education efforts will aim at minimizing any fear, peer pressure, embarrassment or other impediments to students reporting potential problems. Staff must report immediately to the Head of School any student's information or their own observation of unusual or suspicious behavior or acts of violence. The Head of School is required to investigate and act upon any reports of such behavior including, when appropriate, reporting criminal activities to law enforcement.

4. Student Behavior Standards

Students are expected to meet behavior standards set forth in board policies and outlined in the Student-Parent Handbook.

Policy 331: Return to Learn (i.e., Concussion)

The purpose of this policy is to protect Carolina International School students and athletes while participating in any and all physical activities sponsored by and through the school, including but not limited to recess, P.E. class, field day, games or other extra-curricular activities. Carolina International School seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed students are

identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

- A. All appropriate staff shall attend a yearly in-service meeting in which procedures for managing physical activity-related concussions are discussed.
- B. A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity is not knocked out or loses consciousness.
- C. The following are common signs and symptoms of physical activity-related concussion:
 - a. Student appears dazed or stunned.
 - b. Confusion.
 - c. Forgets plays.
 - d. Unsure about game, score, opponent.
 - e. Moves clumsily (altered coordination).
 - f. Balance problems.
 - g. Personality change.
 - h. Responds slowly to questions.
 - i. Forgets events prior to hit.
 - j. Forgets events after the hit.
 - k. Loss of consciousness (any duration)
- D. Symptoms can include:
 - a. Headache.
 - b. Fatigue.
 - c. Nausea or vomiting.
 - d. Double vision, blurry vision.
 - e. Sensitive to light or noise.
 - f. Feels sluggish.
 - g. Feels "foggy."
 - h. Problems concentrating.
 - i. Problems remembering.
- E. These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, game, or practice and shall not return to play until cleared by a written statement from a licensed medical provider.
- F. The following situations indicate a medical emergency and require activation of the Emergency Medical System:
 - a. Any student with a witnessed loss of consciousness (LOC) of any duration should

- be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
 - b. Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
 - c. A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
 - d. Deterioration of neurological function.
 - e. Decreasing level of consciousness.
 - f. Decrease or irregularity in respirations.
 - g. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding.
 - h. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation.
 - i. Seizure activity.

- G. A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

- H. Guidelines and procedures for coaches and teachers supervising contests and games include the following:
 - a. Recognize concussion
 - i. All educators and agents of Carolina International School should become familiar with the signs and symptoms of concussion that are described above.
 - ii. Carolina International School staff shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.
 - b. Remove from activity
 - i. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by a written statement from a licensed medical provider.
 - ii. When in doubt, sit 'em out.
 - c. Refer the athlete/student for medical evaluation
 - i. Carolina International School is responsible for notifying the student's parent(s) of the injury.
 - 1. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport.
 - 2. A medical evaluation is required before returning to play.
 - d. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to MD),
 - i. Carolina International School staff should insure that the student will be with a responsible individual, who is capable of monitoring the student

- and understanding the home care instructions, before allowing the student to go home.
- ii. Carolina International School staff should continue efforts to reach a parent.
 - iii. If there is any question about the student's status, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A Carolina International School staff member should accompany the student and remain with the student until a parent arrives.
 - iv. Carolina International School administration shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.
 - e. Carolina International School should seek assistance from coaches, teachers, administration, or other appropriate individuals, if available, at a host school or other site during an away contest if the injury occurs during a formal athletic contest.
- I. Return to learn and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
- a. Asymptomatic at rest and with exertion (including mental exertion in school)
AND
 - b. have written clearance from the student's primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician if diagnosed with a concussion).
- J. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by the student's teacher and administrative staff, who must have a specific plan to follow as directed by the student's physician.)
- K. Progression is individualized and will be determined on a case-by-case basis. Factors that may affect the rate of progression include previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
- L. Stepwise progression as described below:
- a. Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
 - b. Return to school full-time.
 - c. Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point, the student may begin walking or riding an exercise bike. No weight lifting.
 - d. Running in the gym or on the field. No helmet or other equipment.

- e. Non-contact training drills in full equipment. Weight training can begin.
- f. Full contact practice or training. Participation in regular P.E. and recess activities.
- g. Play in game (intramural students). Must be cleared by a physician before returning to play.
- h. The student should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, the student must stop the activity, and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.
- i. Parents or Legal Guardians of Carolina International School students ARE REQUIRED to complete a Concussion & Head Injury Information Release Form and turn it in to the school prior to the student participating in any intramural sports activity.

Policy 332: Student Searches

A. Authority to Conduct Searches and Seizures

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

Reasonable suspicion that a student has unauthorized or illegal materials is generally required before an individual may be singled out for a search. 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.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules published and made available to the student.

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

B. Personal Searches

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material and that the material could be found on the student's person or in the personal effects, given its size or shape.

If a frisk or "pat down" search of a student's person is conducted, it must be conducted in private by a school official of the same sex and with an adult witness present. Strip searches are prohibited.

C. Use of Metal Detectors

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 or security officer. The search will be conducted in private, when feasible, with an adult witness present.

The school is authorized to conduct general searches of students and their personal effects with a metal detector before a student can gain entry to the school campus or any school-sponsored extracurricular activity. The search must be conducted in accordance with procedures established by the Head of School or his or her designee. Prior to initiating general searches, the school must:

- a. substantiate to the Head of School the need for general searches based upon a pattern or expectation of violence or disruption; and
- b. provide written notice, if feasible, to students and parents of the school policy governing general searches, but not of specific times or places where searches will be conducted. Any search conducted pursuant to this policy must be conducted by a school official.

D. Locker Searches

Student 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 lockers. Student 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. The use of a locker constitutes consent for school authorities to conduct unannounced and random searches. 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 may be 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 Head of School or designee, school officials may use trained dogs in inspections for illegal, unauthorized or contraband materials in school facilities, grounds and school parking lots. All dogs must be accompanied by a qualified and authorized trainer who will be responsible for the dog's actions and who can verify the dog's reliability and accuracy in sniffing out contraband. 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.

Policy 333: Student Records

A. FERPA Annual Notification

At the beginning of each school year, the Charter School shall make available to each student's parent or guardian a listing of the rights under the FERPA on the school's web page.

B. The notice must include a statement that the parent/guardian or eligible student has a right to:

- a.** Inspect and review the student's education records;
- b.** A specification of the intent of Charter School to limit the disclosure of student education records or personally identifiable information contained in a student's education record except:
 - i.** by prior written consent of the student's parent(s)/guardian(s) or the eligible student;
 - ii.** as directory information, provided the Act has also given notice to the types of personally identifiable information is has designated as directory information and the Charter School has given the parent(s)/guardian(s) or eligible students an opportunity to refuse to let the Charter School designate any or all of those types of information about the student as directory information;
 - iii.** to another school district in which a student seeks or intends to enroll,

- upon request by such school district and in accordance with law;
 - iv. to individuals employed by the Charter School either as an administrator, advisor, instructor, or supporting staff member including health or medical staff and law enforcement unit personnel, school board members when acting as a corporate entity in the discharge of statutory duties and responsibilities, and individuals with whom the Charter School has contracted to perform a special task (i.e., the school attorney, auditor, medical consultant or therapist) who have a legitimate educational need for access to such records as set forth in the Charter School policy in accordance with law;
 - v. as otherwise expressly permitted by law.
 - c. Challenge the contents of the student’s education records and ask for their amendment to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; notice of any decision by the Charter School not to amend a student’s education records as requested by the parent(s)/guardian(s) or eligible student and of the right of the parent(s)/guardian(s) or eligible student to a hearing regarding the denial of such a request for amendment;
 - d. File a complaint with the U.S. Department of Education alleging failure of the Charter School to comply with FERPA and its regulations; and
 - e. Obtain copies of this policy and its accompanying regulation, as well as the locations where copies may be obtained.
 - i. When student records are inspected by parent(s)/guardian(s) or eligible students, appropriate school personnel must be present where necessary to prevent any misinterpretation or misunderstanding of records. Employees may inspect the records of their children under the supervision of an appropriate member of the professional staff; however, such staff member should not be under the direct evaluation of the parent employee who is viewing his/her child’s records.
 - ii. Under no circumstances may student records be removed from school premises.
 - iii. The School shall arrange to provide translation of this notice to non-English speaking parent(s)/guardian(s) and eligible students in their native language.

C. Release of Records to Others

Student records will be released promptly when a student transfers to another school, and in other circumstances specifically permitted by law. Written permission by a parent, guardian or eligible student is required for the release of a student's records in any other circumstance.

Head of School information on students may be utilized by the school after providing proper notice and the opportunity to object to the parent, guardian or eligible student (board Policy 404, Parental Involvement). The following information is considered to be Head of School information:

- Student's name;
- a. Address;

- b. telephone listing;
- c. date and place of birth;
- d. participation in officially recognized activities and sports;
- e. weight and height of members of athletic team;
- f. dates of attendance;
- g. diplomas, certification and awards received;
- h. most recent previous school or education at institution attended by the student;
and
- i. pictures or videos taken on buses, school grounds, in school buildings and at school activities unless the picture or video may reveal confidential information about a student.

Head of School information is considered a public record and shall be released in the same manner as other public records pursuant to board Policy 514, Public Records. Neither parental nor student permission is required for the release of Head of School information.

Students with recognized exceptionalities will be accorded all rights in regards to their records as provided by state and federal law, including the Individuals with Disabilities Act.

Records cannot be withheld from a valid request by a parent, eligible student or school for any reason, including in order to collect fines assessed to the parent or student.

C. Confidentiality

Per NC 1501-4.3 Confidentiality of Personally Identifiable Information, Carolina International School will protect the confidentiality of any personally identifiable information collected, used, or maintained. (Authority: 20 U.S.C. 1412(a)(8); 1417(c); 34 CFR 300.123)

D. Retention of Student Records

The School shall adhere to North Carolina's Protective Provisions and Maintenance of Student Records (G.S. 115-C402).

E. Copying Fees

Copies of records may be provided for a fee of ten cents (\$0.10) per page. However, if a parent or eligible student is financially unable to pay the prescribed fee, a copy of the record will be provided at no cost.

F. Surveys, Evaluation

No student will be required, as a part of any applicable program, to submit to a survey, analysis or evaluation that reveals information concerning:

- a. political affiliations;
- b. mental or psychological problems potentially embarrassing to the student or the student's family;
- c. sex behavior and attitudes;
- d. illegal, antisocial, self-incriminating and demeaning behavior;
- e. critical appraisals of other individuals with whom respondents have close family relationships;
- f. legally recognized privileged and comparable relationships, such as those of lawyers, physicians and ministers; and/or religion;
- g. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Policy 334: Student Internet Use

Access to the Internet is a privilege provided to students solely to support student education, research, and career development, and is therefore subject to certain restrictions as may be set forth by the Board of Head of Schools or the Head of School. This regulation applies to all student users and includes all aspects of student Internet and network use, including student created web pages. Violation of any provisions of these regulations may result in cancellation of the student's use of the Internet at CIS.

I. Access to Information

The Internet provides access to computer systems located all over the world. The school shall inform student users and the parents or guardians of minor students that CIS cannot completely control the content of the available information. The information accessed by students may be controversial and offensive to certain students and parents. However, the benefits from the valuable information and interaction available to students outweigh the disadvantages of the possibility that students may find inappropriate material. CIS does not condone the access to or use of such information and takes precautions to inhibit access to them. The responsibilities accompanying freedom of speech and access to information will be taught to all student users. Parents are encouraged to instruct their children regarding materials that the parent does not want the student to access. However, CIS does not agree to enforce parental restrictions that go beyond those imposed by the school.

II. Goals and Accessibility

The purpose of student use of the Internet is:

- A. To support the implementation of the school's curricula and the North Carolina Standard Course of Study;

- B. To enhance learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking;
- C. To promote the broadening of awareness and deepening of understanding of other cultures around the world;
- D. To encourage appropriate career development; and
- E. To promote life-long learning.

III. Access to Information

Students will be able to access information that may include:

- A. Information, news, and resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of other sources;
- B. Public domain and shareware software.
- C. Telecommunications with individuals and groups around the world.

IV. Acceptable Uses

A. Purposes of Use

All uses must have an educational purpose or further student career objectives and comply with the student behavior guidelines of Carolina International School. Students may also, under the direction of appropriate staff, create and maintain school web pages and create student web pages.

B. "Netiquette" Rules

Students must be taught the importance of discretion and appropriate, safe behavior when using the Internet at CIS to access information over the Internet. Users must abide by CIS Internet etiquette ("netiquette") rules. These rules include, but are not limited to the following:

1. Students must be polite; rudeness will not be tolerated;
2. Students must use appropriate language; use of profanity, vulgarities, abusive or inappropriate language will not be allowed;
3. In any electronic communications, students must not reveal personal information about others, such as full name, personal address, or phone numbers;
4. Personal identification information should be released with discretion, and only when its release supports a student's education or career development as set forth in section VII, below, CIS is not responsible for any damages or injuries suffered as the result of a student releasing personal identification information.
5. Students shall not take any actions that may disrupt the CIS Internet network;

6. Students shall not encourage or commit unlawful acts or use the CIS network to promote illegal activities.
7. These policies apply to any computer use at CIS, i.e., media center, classrooms, and portable computer stations.

V. Unacceptable Uses

Transmission of material in violation of any federal or state law or regulation or CIS policy or regulation is prohibited. Unacceptable uses include, but are not limited to the following:

- A. Violating copyright laws, including duplication of software or plagiarism;
- B. Forwarding personal communications without the author's prior consent;
- C. Accessing or using threatening or obscene material;
- D. Accessing child pornography;
- E. Accessing by minor users of material that is harmful to minors;
- F. Unauthorized access ("hacking") into computer systems or networks; 1
- G. Distributing material protected by trade secret;
- H. Utilizing the CIS Internet network for commercial purposes;
- I. Providing political or campaign information or lobbying for a political cause or candidate unless directly connected to an instructional activity;
- J. Using discriminatory, defamatory, offensive, or harassing statements or language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs;
- K. Sending or soliciting abusive or sexually oriented messages or images;
- L. Operating a business for personal gain, sending chain letters, or soliciting money for any reason.
- M. Posting personal information about students or staff without proper authorization;
- N. Knowingly introducing or attempting to introduce viruses into the network.

VI. Monitoring and Filtering

CIS personnel will monitor the online activities of students. CIS will maintain centralized software in order to provide Internet control and filtering. The Internet technology protection package is intended to allow valuable online Internet access while, to the extent possible, inhibiting access to content that is obscene, pornographic, harmful to minors, or whose purpose is to promote, encourage or provide the skills to commit illegal activities, including gambling, use of illegal drugs, hate speech, or criminal skills. The protection package is also intended to prohibit access to sites for online merchandising, alternative journals, and games. CIS will update the program on a regular basis.

VII. Privileges

As stated above, the use of the CIS Internet network is a privilege, not a right. Inappropriate use or other violation of the provisions of this regulation will result in limitation or cancellation of user privileges and possible disciplinary actions. Activity by users is not confidential or private. Any disciplinary actions for violations of this regulation will be taken according to the rules set forth in the Student Code of Conduct, contained in the Student-Parent Handbook.

VIII. Disclaimer

The board will not be responsible for any damages suffered, including loss of data resulting from delays, nondeliveries, service interruptions, or students' mistakes or negligence, costs incurred by students or students' parents, or the accuracy or quality of information received from the Internet. The user accepts personal responsibility for any information obtained via the CIS network.

IX. Security

Security on the CIS computer system is a high priority. Attempts to tamper with the program, individual accounts, software or networking facilities, access the system in the name of another user, or to share a password will result in cancellation of user privileges. Electronic mail is not guaranteed to be private; system operators have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities, and disciplinary action will follow.

X. Vandalism

Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet. This includes, but is not limited to uploading, creating, or transmitting computer viruses. Vandalism of computer systems, including unauthorized access, is a violation of the criminal law.

XI. Agreement

All students must sign the CIS Internet Use Agreement Form located in the Forms Notebook, prior to accessing the CIS Internet network. In addition, a parent or guardian must sign the CIS Internet Use Agreement Form for Parents, before a student under age 18 may be allowed to access the CIS Internet network.

NOTE: The term "harmful to minors" means any picture, image, graphic image file or other visual depiction that: 1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a

lewd exhibition of the genitals; and 3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Legal Reference: Children's Internet Protection Act - 47 U.S.C. § 254 (h), 20 U.S.C. § 9134, N.C.G.S. § 14-190.1

SECTION 400: COMMUNITY RELATIONS

Policy 401: Parent Organizations Principles

The board encourages the development of parent organizations and their participation in activities that support the goals of the board and the schools. The board also supports parent organizations as an effective means of actively involving parents in the school. The Head of School and school officials are expected to educate such organizations on the goals of the board and the school, especially as they relate to improving student success. The Head of School and school officials also are expected to help such organizations in identifying opportunities to assist the school in meeting these goals.

Conditions for Establishing Parent Organizations

Parent organizations, including PTAs, PTSOs and booster clubs, are not considered a part of the school. However, because these organizations and their activities reflect upon the school, all parent organizations must accept the following conditions in order to operate on behalf of the schools.

- All parent organizations must provide the Head of School with a document describing the purpose of the organization and the general rules and procedures by which it will operate. Any modifications also must be shared in writing with the Head of School.
- Parent organizations must obtain prior approval from the Head of School for (1) any fund-- raising event, (2) any purchase for the school, (3) any function involving the participation of students, or (4) any event which is likely to reflect upon the school. Fund-raising events involving the participation of students must be consistent with Policy 513, Collections and Solicitations.
- Parent organizations are responsible for maintaining their own financial records. Employees of the school are not permitted to routinely manage the affairs of parent organizations during the workday. Annual financial statements will be submitted to the Head of School within 60 days of fiscal year end in prescribed format provided by the school.
- Parent organizations are expected to take into account the cultural diversity and economic differences of students and parents in planning various functions.

The Head of School will approve the establishment of parent organizations. Parent organizations which fail to meet board policies will be disapproved by the Head of School.

Donations to the School

Any item that a parent organization proposes to contribute to the school must meet all legal requirements, including safety codes. Before accepting any such donation, the Head of School must ensure that funding is available to install and maintain all donated equipment, such as playground or technical equipment. All items donated become the property of the school. While

the intent of the donation will be considered, the school reserves the right to modify the use if the needs of the students or the school change.

Policy 402: The School and the Community

The board recognizes that the public schools are an integral part of the community and that the public has a vested interest in having students develop into productive members of the workforce and society. The board encourages the community to be involved in the schools and to help the schools in attaining board and school goals for student success. The board has established its commitment to the community in various policies, including:

- Public Records Policy;
- Compliance with the Open Meetings Law;
- Community Use of Facilities (Policy 503); and
- Visitors to the Schools (Policy 504).

All administrators also are expected to demonstrate a commitment to working with the community. Administrators will communicate to the public the goals and objectives of the schools and the progress of the schools in meeting those objectives. Administrators also should identify appropriate opportunities for community input.

Policy 403: Community School Programs

The board supports the principles of the Community Schools Act by encouraging greater community involvement in school activities and increased utilization of school facilities. The board recognizes learning as a lifelong process and encourages the participation of citizens and organizations in the development of a community education program. A community schools program provides an excellent framework to enhance educational, social, cultural, recreational and enrichment programs for meeting individual and community needs.

In support of the community schools program, the board encourages the use of designated school facilities for planned, organized activities that benefit the community and that are compatible with state and federal laws and regulations and the educational program of the school.

Policy 404: Visitors to the School

The board encourages the community and parents to be involved in and support the schools and the educational program. To encourage involvement, the following opportunities are provided to visit the schools:

- visitors are welcome at the schools to observe and learn about the educational program;
- all schools are encouraged to hold at least one open house each school year;
- visitors are encouraged to use facilities made available to the public, such as the media centers or meeting space, as provided in board policy 503, Community Schools Program; and

- visitors are invited to attend public events, such as athletic events, musical programs, and dramatic productions.

While visitors are welcome, the paramount concern of the board is to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. The Head of School may establish and enforce reasonable rules to address this concern. In addition, the following requirements apply:

- All school visitors must report immediately to the administrative office at the school for permission to be in the school and receive permission to be in the school. Each Head of School is responsible for ensuring that signs are posted in the school to notify visitors of this requirement.
- All invitations for visitors to appear before classes or assemblies must be approved by the Head of School. The appearance of political candidates or anyone speaking on their behalf at assemblies or meetings with students or employees during the school day is prohibited. This does not preclude the study of political campaigns or election issues by students and teachers as a valuable learning experience.
- If any school employee becomes aware that an individual is in a school without having received permission, the employee must either direct the individual to the administrative office or notify the Head of School, depending on the circumstances.
- Students should notify any staff member of any unusual or suspicious behavior by visitors or others. Staff must inform the Head of School immediately of any student's report of suspicious behavior or their own observation of such behavior.
- Any individual who disrupts the educational environment, acts in a disorderly manner, damages school property or violates board policy or law, may be requested to leave. Such individuals also may be prosecuted and may be prohibited from attending any other events sponsored by the school for the remainder of the year. Failure to reply with requests to leave school grounds or other restrictions imposed by school staff may result in the filing of trespass charges against the offending individual.
- Licensed motor vehicles are permitted on the school grounds in approved areas only. For special events, restricted areas may be approved for parking. Unlicensed motor vehicles and other modes of transportation deemed inappropriate for use on school grounds or disruptive by the Head of School are prohibited on school grounds.

Policy 405: School Volunteers

The board recognizes the valuable contributions which school volunteers can make to the learning process and educational goals of the school. Instructional programs are enhanced through the participation of community members, local business and industry, and parents of the students. These volunteers contribute time, resources, and expertise and provide needed support to help ensure educational success for all children. The board encourages community volunteer support and involvement in the schools through parent organizations, the community schools

program, Adopt-A-School programs and other avenues of community/school cooperation that help students better learn and reach their full potential.

The school will notify parents of their right to take four hours of paid leave from their jobs every year in order to volunteer in the schools as stated in G.S. 95-28.3.

The school will develop and implement plans for utilizing school volunteers. The school will identify its own needs and recruit volunteers as determined by the Head of School and staff and/or parent coordinator(s), based upon the following board goals:

- to develop more community involvement in our schools and broader support for school programs and needs, involving parents and other citizens;
- to give more individual help to students who need improvement in levels of achievement;
- to offer enrichment opportunities to students utilizing community resources in the classroom, after school or during the summer; and
- to relieve teachers of non-teaching chores and assist other school personnel in their duties so that educators have the opportunity to work more with students.

The Head of School and his or her designees will be responsible for the implementation and supervision of school volunteer programs. School volunteer programs must provide the following:

- Completing full background check completed for those instances when they are directly coming in contact with students, including the following types of activities:
 - Sponsoring, advising, or coaching a student club, activity, academic team, or sports team,
 - Working with or supervising students without a staff member present,
 - Chaperoning any field trips or overnight travel with students.
- Other visitors and volunteers will be checked through the office's current system each time they interact with the students.
- reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students; and
- adequate training of volunteers, including familiarizing volunteers with applicable laws, board policies, administrative procedures and school rules.

All school volunteers will be expected to be professional and dependable in their volunteer activities.

Policy 406: Emergency Closings

The Head of School is responsible for developing and administering procedures for the temporary closing of a school because of inclement weather or any other unforeseen occurrence which presents a threat to the safety of students, staff or property. The Head of School is responsible for ensuring that the community is notified as soon as feasible.

Policy 407: Participation in Research Projects

The board encourages agencies and individuals to conduct research on issues related to the effective operation of schools and student performance. The school may assist in research projects when the research results ultimately may benefit students.

The Head of School may approve a request for participation in a research project if the project's purpose and methodology are compatible with the goals and objectives of the board and school and do not disrupt instructional time. The Head of School is encouraged to involve school administrators, teachers and parents in making this assessment. The Head of School will report on approved research projects at the regularly scheduled board meeting.

Any project involving the survey of students will be in compliance with applicable federal regulations.

Policy 408: Relationship with Other Governmental Agencies

Productive working relationships with other governmental agencies are critical to the school's efforts to provide safe, orderly and inviting learning environments where students can succeed in the educational program. These relationships also are important for coordinating services so that all of the needs of children can be met by the various agencies in an efficient and effective manner.

All administrators are expected to promote and maintain productive working relationships with other governmental agencies. Any contracts or specific agreements regarding working relationships with other governmental agencies must be approved by the board.

Policy 409: Relationship with Law Enforcement

The board recognizes the importance of law enforcement authorities in providing a safe school. The board desires an effective working relationship with law enforcement. To this end, the Head of School is expected to communicate the needs of the school and work with law enforcement officials in developing joint programs and in establishing protocols for handling particular situations. The Head of School shall establish procedures for school contacts with law enforcement agencies.

The Head of School will ensure that local law enforcement and emergency management agencies have copies of floor plans of all school buildings and site plans showing campus boundaries and access points.

Law enforcement officials are not to be used in conducting administrative investigations, including investigations to determine whether student behavior policies have been violated.

School officials are expected to cooperate in criminal investigations while minimizing disruptions to the educational environment. If law enforcement officers need to come to a school for official business, they first should contact the Head of School's office. When law enforcement officers must interview or arrest a student or employee at school, all attempts should be made to avoid disrupting the educational program and to avoid embarrassing the student or employee before other students or teachers. In addition, the Head of School shall make a reasonable attempt to notify a student's parents (except in cases of suspected child abuse or neglect by the parent) and give them an opportunity to be present at the time of questioning. Except in unusual circumstances or in cases of suspected child abuse or neglect by the parent, school officials shall not permit any student to be interrogated on school grounds about non-school related matters without permission from the student's parent or guardian. If a student is to be taken from the school, the Head of School or designee must be notified and must make a reasonable attempt to contact a student's parents.

Policy 410: Public Information Program

An effective communications program is a necessary component of the school's organization and operation. Therefore, the Head of School and designees will organize, maintain and operate a public communications program.

Program Goals and Objectives

The mission of the public information program shall be to communicate to the public that the board members and personnel of Carolina International School:

- serve the best interests of students, personnel, parents and taxpayers and recognize the school's responsibility to the community;
- continually endeavor to develop a program of education that challenges all students; and
- strive to keep the public informed and to build goodwill, understanding and confidence in Carolina International School.

The school's public information program will do the following:

- provide information to the public about the policies of the board and the goals, accomplishments and needs of the school;
- help citizens understand the educational program through a variety of informal and formal methods of communication, such as meetings, letters, brochures, publications, conferences, personal contacts, public appearances and the use of mass media;
- serve as a clearing house to receive from the community suggestions and criticism relative to the improvement of Carolina International School; and
- communicate with community leaders, civic groups, school and citizen committees and leaders of government so that the community understands the goals and objectives of the school and the board.

Communications with the Public

The board and administration will maintain lines of communication with the public through the use of the following:

- regularly-organized parent and teacher conferences and meetings;
- normal channels of communication with teachers, Head of Schools, staff and board members; and
- open meetings of the school board.

Policy 411: News Media Relations

The news media can be an important means of communicating information about the schools to the community. The Head of School is responsible for establishing an effective working relationship with the news media. The news media should be notified whenever necessary to relay information to the public, such as when there are emergency school closings. The Head of School also is expected to identify opportunities to educate the news media regarding the goals of the board and schools, especially as they relate to student success and the educational program. The Head of School also should inform the news media of the results of the schools' efforts to increase student success.

The Head of School may designate a spokesperson to provide information to the news media. The school will respond to the media's requests for information in compliance with the board policy on public records.

The board policy on visitors to the school, Policy 504, applies to news media. News media are expected to cooperate with the schools in their efforts to provide a safe, orderly and inviting learning environment in which disruptions to instructional time are minimized. The Head of School may require news media to leave or prevent news media from entering school grounds if the news media's presence interferes with these efforts.

Policy 412: Advertising in the School

In order to maintain an educational environment conducive to learning and to minimize interruptions to instructional time, non-school groups or individuals may not advertise, market or promote products, services, programs or activities on school grounds during the instructional day or at school activities.

The board recognizes that permitting limited advertising at certain school facilities and in certain school-sponsored publications is necessary to provide additional funds for valuable student activities which supplement the regular school curriculum. The board does not intend, by permitting some advertising, to open its school facilities, including school publications, for unlimited access by the general public. It is, therefore, the policy of school board that advertising

be permitted only in the following places: (1) school-owned athletic-fields; (2) scoreboards; (3) theaters; (4) auditoriums; (5) cafeterias; (6) academic, athletic, dramatic, artistic, musical and extracurricular programs; (7) school yearbooks; (8) school newspapers; and (9) student handbooks. With the exception of temporary signs and banners announcing school-related events, no advertising is permitted at the front of any school building. With the exception of scoreboards, no advertising shall be permanently affixed to school property. The board expressly reserves the right to prohibit advertising which does not serve the best interests of Carolina International School. The board will not discriminate on the basis of viewpoint.

Nothing in this policy is intended to restrict or prohibit the sale of advertisements to defray the cost of producing school publications such as newspapers and annuals. The Head of School has the authority to approve the placement of advertisements by commercial and nonprofit organizations in school publications. The board reserves to itself the right to cancel any advertisement in its publications that the board deems inappropriate.

This policy shall not apply to boards or banners that are for recognition of donations or sponsorships.

Policy 413: Collections and Solicitations

The board is committed to minimizing disruptions to instructional time and the educational environment. Outside organizations or sales representatives will not solicit employees or students during working hours or the school day unless prior written approval is granted by the Head of School. Employees and students will not be required to make a contribution under any circumstance.

The Head of School or designee must approve all distributions of fliers or other materials to employees and students by any organization in connection with their fund drives.

Students, school organizations, teachers or other school personnel may not sell commercial products during the instructional school day and must obtain approval from the Head of School for such sales during non-instructional hours. Students in kindergarten through 5th grades may not conduct fund-raising activities in which students are asked to solicit money, orders or pledges.

Excluded from this policy are board-approved student fees, PTA or booster organizations' approved projects, cafeteria operations and faculty and staff projects that do not involve students and are initiated by and for the members. Provided, however, that such projects may not involve activities in which students in kindergarten through 5th grade are asked to solicit money, orders or pledges.

Policy 414: Public Records

The board is committed to providing proper and legal access to public records and public information. All employees will comply with the public records law and this policy.

A. Requests for Public Records

All requests for examining or obtaining copies of public records should be in writing. Any denial of a public records request will be made in writing with the basis for the denial.

Information will be made available to the requester concerning the cost of producing records and how to appeal a denial of a public records request. The Head of School may issue additional guidelines consistent with this policy to further clarify the process for requesting public records.

B. Designation of Records Officer

The Head of School will designate a records officer or otherwise ensure that the duties of a records officer are met. The duties of the records officer will include the following:

- a.** determining whether records are public or confidential by law, with assistance from the local board attorney, as necessary;
- b.** determining the most cost-effective means of storing and retrieving public records that are related to confidential information;
- c.** providing training, consultation and guidelines to school officials who respond to or are otherwise involved in public records requests;
- d.** determining the actual cost of providing copies of public records in the various forms, such as paper or diskette, in which the school is capable of providing the records;
- e.** determining the cost of a request for copies of public records when a special service charge is applicable or when the school is voluntarily creating or compiling a record as a service to the requester; and
- f.** reviewing appeals of any denial of a request for public records.
- g.** reviewing all electronic data-processing systems being considered for lease or purchase to ensure that it will not impede the school's ability to permit public inspection and examination of records.

C. Fees for Copies of Public Records

When appropriate, the fee for public records will be ten (10) cents per copy for forms the school is capable of providing. (See subsection above or Designation of Records Officer.)

D. Communication

This policy, administrative guidelines, information on the actual cost for producing public records, information on how to reach the records officer and any computer database indexes should be made available to employees and individuals requesting public records.

SECTION 500: SUPPORT SERVICES

Policy 501: Support Services

The board recognizes that an effective educational program must be supported by services that assist students in taking advantage of educational opportunities. The board also recognizes the need for services which help the school use resources necessary for an educational program in an effective and efficient manner.

Policy 502: Transportation Services

The board may enter into contracts with public or private carriers in accordance with G.S. 115C-253 and any other applicable law.

The board may purchase or lease student transportation vehicles in accordance with law and board policy. Any such vehicle must meet federal safety standards. All titles will be issued to the board of education. Sufficient liability coverage must be maintained in accordance with board Policy 810, Insurance.

The board will research the possibility of the Cabarrus County School district providing transportation services to the school.

Policy 503: Student Transportation Services

Carolina International School will encourage parents to provide transportation for their children to school. The school will take an active role in promoting and helping to organize carpooling.

The school board will research the possibility of acquiring school bus service by the Cabarrus County School District. Alternative transportation services will also be considered so that any student wanting to attend Carolina International School has that opportunity.

If the board elects to provide school transportation services for eligible students, the goals of the transportation services would be as follows:

- providing transportation to and from school to eligible students;
- making safety a priority by maintaining quality transportation equipment and vehicles;
- teaching and expecting students to act in a safe and orderly manner while using school transportation;
- planning and providing efficient and economical transportation services;
- using transportation services to support the types of learning opportunities available to students;
- working effectively with students, parents, private contractors and other governmental agencies in providing transportation services; and

- providing courteous service to students and responding promptly and courteously to requests by parents and students.

Policy 504: Use of Student Transportation Services

The utilization of transportation services is a privilege, not a right. Student transportation services will be made available in a manner consistent with board goals. The first priority is to provide transportation to and from school to eligible students.

Other transportation services may be made available as funding permits and in accordance with the legal requirements and board policy, including the following:

- state operated school buses may be used for instructional programs directly related to the curriculum when the trip and use of the bus are approved in accordance with board policy;
- school buses may be used only for purposes expressly allowed by G.S. 11 SC-242;
- school buses may not be used for athletic activities or extracurricular activities;
- activity buses and other vehicles meeting federal safety standards may be used for approved school-related activities as local funding permits;
- as funding permits, the board encourages the Head of School and Head of Schools to provide transportation services to enable students at risk of not meeting promotion standards to take advantage of additional or enhanced opportunities for learning.

Policy 505: Use of Computers

The board and Head of School will strive to make computers available to all students and to personnel who would be assisted by them. All computers are under the control of the board, including hardware, software and data and word processing files stored on the computer. No personal software or files are to be kept on the computers. Personal software or files are not to be used on the computer unless sufficient steps, as defined by the Head of School or designee, have been taken to protect the computer from viruses or any other potential damage.

All laws, including copyright laws, will be complied with in the use of computers. Under no circumstance may software purchased by the school be copied for personal use.

To encourage the effective use of computers in the classroom, the Head of School is encouraged to work with teachers and Head of Schools in developing administrative procedures for making computers available to teachers for training purposes. Such administrative procedures may provide for allowing staff or students to take computers home as a regular part of instructional planning or professional development. No device may be attached to or removed from any local or wide area network connection without the authorization of the school's Technology facilitator or the Head of School.

Policy 506: Use of Equipment, Materials and Supplies by Nonschool Groups

Members of the community may utilize resources in the media centers whenever the centers are open to the public. Students and school-related functions have priority over community members and nonschool-related functions.

Members of the community and nonschool groups may request the loan of school property. Requests will be reviewed by the Head of School or designee. Property will be loaned or rented only if the following conditions are met: (1) the use will have no or minimal effect on the useful life of the item; (2) the group's use of the property will not interfere with use for school purposes; and (3) any other conditions required by the Head of School. Unless authorized by the Head of School or designee, school property may not be taken off school grounds.

Any agreement to loan or rent the property must be in writing. The agreement must specify that the individual or group receiving the loan or rent will be responsible for the proper care and preservation of the property and will compensate the school for any loss in value as it is determined by the Head of School or designee. The agreement also must stipulate that no liability will attach to the board, individually or collectively, and that the board will be held harmless for personal injury suffered by the use of school property pursuant to such agreements. A reasonable use fee may be set by the Head of School or designee and may be included in the agreement. The Head of School is authorized to enter into such written agreements on behalf of the board.

Policy 507: Organization of Purchasing

The purchasing function will be organized by the Head of School in a manner intended to help meet the purchasing goals of the board. The purchasing function includes the following responsibilities:

- making purchases for all departments in accordance with applicable laws and regulations, including board policy, the Head of School's directives, good purchasing practices and ethical principles;
- establishing and enforcing a system for approving and accounting for purchases;
- maintaining appropriate records on price quotations of supplies most frequently purchased;
- maintaining other supplemental data to assist in making purchases at the most economical prices possible;
- establishing a practical degree of standardization of equipment, supplies and materials with sufficient flexibility to meet unique needs of schools and departments;
- supervising the receiving of all materials;
- maintaining lists of potential bidders for various types of materials, equipment and supplies;
- providing information regarding bidding opportunities to vendors;

- providing information and service to schools and departments that wish to make purchases; and
- maintaining current information on all applicable laws, regulations, board policies and administrative procedures.

Policy 508: Student Food Services

The board recognizes the importance of students maintaining proper nutrition so that they are ready and able to take advantage of educational opportunities.

The goals of the student food services program are as follows:

- operating the food services program efficiently so that earnings may be used to reduce the cost of food, or serve better food;
- enhancing students' ability to learn by providing nutritional meals at school;
- encouraging life-long healthy eating habits consistent with the health education curriculum;
- offering students a variety of nutritional foods; and
- providing courteous service to students, employees and authorized visitors.

Policy 509: Nutritional Standards for Food Selection

School policies for lunch are adopted and align with the SBE-approved plan and are adopted and meet the requirements under NC GS 115C-218.75(a).

A. Foods Other than the School Lunch Progra

Competitive food sales, including food and beverages from vending machines, outside suppliers, or any other items sold separately from the school lunch program will be controlled to ensure that they do not encourage poor eating habits or negatively affect the ability of the school to provide a nutritious lunch at the lowest possible cost. The Head of School or designee will establish nutritional standards for non-cafeteria or competitive foods to protect the health of students.

Policy 510: Student Health Services

The school will provide health services to students as required by law. The school will

- administer drugs or medication prescribed by a doctor upon the written request of the parents;
- give emergency health care when reasonably apparent circumstances indicate that any delay would seriously worsen the physical condition or endanger the life of the pupil;
- and perform any other first aid or life saving technique in which training has been provided. A registered nurse also will be available to provide assessment, care planning and on-going evaluation of students with special health care service needs in the school setting.

The Head of School or designee may develop procedures for providing these health services and meeting the following board requirements:

- The Head of School must determine at the commencement of each school year prior to the beginning of classes, and thereafter as circumstances require, which employees will participate in the health services program. This information must be shared with all personnel who have a need to know.
- Any employee designated to provide health care services must be appropriately trained.
- Health manuals prepared by state departments will be followed in developing appropriate procedures and for determining which tasks must be performed by registered nurses, so long as these references are consistent with the law and are not unnecessarily burdensome.
- Procedures must be consistent with all related board policies.
- Procedures must be consistent with state and federal law for disabled students, including the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The Procedures Governing Programs and Services for Children with Special Needs will be followed, as applicable, for children with recognized exceptionalities.
- Parental consent will be obtained as required by law. Parents must be notified of their rights in accordance with Policy 404, Parental Involvement.
- Health professionals should be consulted in the development of health services. Opportunities also should be provided for input from staff, parents and students on the health services provided at the school.
- Per NC GS 115C-218.75, Carolina International School will provide parents and legal guardians with the following:
 - Information about meningococcal meningitis and influenza and their vaccines at the beginning of every school year. This information shall include the causes, symptoms, and how meningococcal meningitis and influenza are spread and the places where parents and guardians may obtain additional information and vaccinations for their children.
 - Information about cervical cancer, cervical dysplasia, human papillomavirus, and the vaccines available to prevent these diseases. This information shall be provided at the beginning of the school year to parents of children entering grades five through 12. This information shall include the causes and symptoms of these diseases, how they are transmitted, how they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and the places where parents and guardians may obtain additional information and vaccinations for their children.
 - Students in grades seven through 12 with information annually on the preventable risks for preterm birth in subsequent pregnancies, including induced abortion,

smoking, alcohol consumption, the use of illicit drugs, and inadequate prenatal care.

- Students in grades nine through 12 with information annually on the manner in which a parent may lawfully abandon a newborn baby with a responsible person, in accordance with G.S. 7B-500.

Carolina International School will also:

- Ensure that the guidelines for individual diabetes care plans adopted by the State Board of Education under G.S. 115C-12(31) are implemented in charter schools in which students with diabetes are enrolled, and that charter schools otherwise comply with G.S. 115C-375.3.
- To provide the school with a supply of emergency epinephrine auto-injectors necessary to meet the requirements of G.S. 115C-375.2A.
- Adopt a policy against bullying or harassing behavior, including cyberbullying, that is consistent with the provisions of Article 29C of this Chapter and will, at the beginning of each school year, provide the policy to staff, students, and parents as defined in G.S. 115C-390.1(b)(8).
- Develop and operate an anonymous tip line in accordance with G.S. 115C-105.51.
- Implement the rule addressing student awareness of child abuse and neglect, including sexual abuse, adopted by the State Board of Education under G.S. 115C-12(47).
- Adopt and implement a child sexual abuse and sex trafficking training program in accordance with G.S. 115C-375.20.
- Adopt a school-based mental health plan, including a mental health training program and suicide risk referral protocol, in accordance with G.S. 115C-376.5.
- Implement the requirements of State Board of Education Policy SHLT-003, which includes the following:
 - A document with information on child abuse and neglect, including age-appropriate information on sexual abuse, must be provided by PSUs to students in grades six through 12 at the beginning of each school year;
 - A display to be posted in visible, high-traffic areas throughout each public secondary school;
 - The document and display shall include, at a minimum, the following information:
 - Likely warning signs indicating that a child may be a victim of abuse or neglect, including age-appropriate information on sexual abuse.
 - The telephone number used for reporting abuse and neglect to the department of social services in the county in which the school is located.
 - A statement that information reported pursuant to sub-subdivision b. shall be held in the strictest confidence, to the extent permitted by law,
 - Available resources developed pursuant to G.S. 115C-105.51, including the anonymous safety tip line application.

Policy 511: Administering Medicines to Students

The board recognizes that students may need to take medication during school hours. To minimize disruptions to the school day, medicines should be taken at home rather than at school

whenever feasible. The school is not required to administer any medication that could be taken at home.

Employees are authorized to administer drugs or medication when all of the following conditions have been met:

1. The student's parent or legal custodian has made a written request that the employee administer the drug or medication to the student and has given explicit written instructions describing the manner in which the drug or medication is to be administered.
2. A physician has prescribed the drug or medication for use by the student (for over-the-counter medications as well as medications available only by a physician's prescription);
3. A physician has certified that administration of the drug or medication to the student during the school day is necessary (for over-the-counter medications as well as medications available only by a physician's prescription); and
4. The employee administers the drug or medication pursuant to the written instructions provided by the student's parent or legal custodian.

The Head of School shall develop regulations for the implementation of this policy. The regulations must address whether and under what circumstances students will be allowed to possess and self-administer prescription or non-prescription drugs. These regulations and a copy of this policy must be made available to all students and parents each school year. The Head of School's regulations must encompass the following requirements:

1. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medicine.
2. Students with special needs will be afforded all rights provided by federal and state law. Students with disabilities also will be accorded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
3. No student can possess, use or transmit any drug or counterfeit drug prohibited by board Policy 412, Drugs and Alcoholic.
4. The board generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medicines maintained by the school for a student must be kept in a locked and secure place.
5. Any school personnel who will be administering medicines must be appropriately trained.
6. Only drugs clearly prescribed or intended for the student may be administered by school personnel. If school personnel have concerns regarding the appropriateness of a drug or dosage for a student, written confirmation should be obtained from the student's doctor or another doctor prior to administering the medicine or allowing a student to self-administer a medicine.

7. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medicines to his or her child at any time while the child is on school property.
8. Written information maintained by the school or school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action up to and including dismissal.

The board does not assume any responsibility for the administration of drugs or medication to a student by the student, the student's parent or legal custodian or any other person who is not authorized by this policy to administer medications to students.

Policy 512: First Aid/Emergency Health Care

The board recognizes its responsibility to provide a safe environment for students, including the duty to provide appropriate medical assistance to students who become injured or ill during the school day or while participating in a school activity. Board employees are authorized to give emergency health care to a student when reasonably apparent circumstances indicate that any delay in rendering emergency health care would seriously worsen the physical condition or endanger the life of the student. Employees also are authorized to perform any other first aid or life saving techniques in which the employee has been trained in a program approved by the school. Prior to the beginning of classes each school year, the Head of School shall ensure that adequate staff members are in place to serve as "first responders" and to be trained in first aid and CPR. These persons should be notified immediately whenever a student becomes ill or injured at school or while participating in a school activity.

The Head of School or his/her designee is responsible for determining the appropriate action to take in the event a student becomes ill or is injured while at school. In the event that a student is injured or seriously ill, the Head of School or his/her designee shall determine if immediate medical attention is required. If necessary, the Head of School or his/her designee shall make provisions for the student to remain at school or shall contact parents or guardians of the child to discuss alternate provisions. At the beginning of each school year, it is the responsibility of the parent or guardian to make sure that school officials are aware of any specific health conditions or concerns and any necessary emergency care requirements for a student. If a student has a health condition which requires special treatment in certain defined emergency circumstances, written protocols with precise instructions signed by the attending physician and agreed to by the parent/guardian member must be on record.

Policy 513: Contracts with the Board

The board is the sole agency authorized to execute formal contracts between the school and any firm or person offering to provide materials, equipment or services to the school. Creditors are

on notice that the board may choose not to honor contracts made without proper authorization by designated school officials.

A. Authorization to Enter into Contracts

No contract requiring the expenditure of funds may be agreed upon unless the budget resolution adopted pursuant to board policy authorizes the expense and there is a sufficient unencumbered balance to pay the amount to be disbursed.

The Head of School, with appropriate involvement of the finance officer, will establish any procedures necessary to ensure fiscal accountability and reporting by Head of Schools who enter into contracts.

B. Contract Forms

Any contract forms developed for use by the school must be reviewed by the board attorney.

C. Lease Purchase Contracts

Any request to enter lease purchase contracts must be approved by the Head of School in consultation with the Board of Head of Schools, after considering the principle and amount of interest.

The board treasurer will provide the board with periodic reports on lease purchase contracts, including the amount of the principle, interest paid and the amount of the outstanding obligation.

D. Other Applicable Policies and Laws

All contracts involving construction or repair work or purchase of apparatus, supplies, materials or equipment must be undertaken in compliance with applicable North Carolina law and standard practices.

Policy 514: Purchasing

The board is committed to using its authority to purchase goods and services in a manner most likely to help students succeed. The board, Head of School and any other employees authorized to participate in purchasing decisions or the purchasing process will strive to meet the following goals:

- obtaining the maximum benefits from all school monies to further the educational goals of the board;
- conducting all purchasing activities according to applicable laws, rules and regulations, good purchasing practices and ethical principles;
- providing a climate of fair and open competition for all qualified vendors;

- requiring satisfactory and proper performance of all contractual obligations of vendors; and
- providing prompt and courteous service to school personnel, governmental entities and vendors.

Policy 515: Ethics and Purchasing

The board is committed to conducting the purchasing function in an ethical manner. The board's purchasing goals and principles will not be compromised by individuals motivated by personal gain.

The school board and its officers, agents and employees are subject to the laws governing conflicts of interest in furnishing supplies to the board and the use of confidential information. No board member or officer, agent or employee involved in the purchasing function will accept gifts, trips or meals from contractors, subcontractors or suppliers except gifts or favors of nominal value or meals furnished at banquets.

The school's cost estimate for any public contract is confidential prior to bidding or other competitive purchasing processes. The identity of contractors who have obtained proposals for bid purposes for a public contract is confidential until the bids are opened in public and recorded in the board minutes. Any employee who divulges confidential information to any unauthorized person will be subject to disciplinary action.

The Head of School or his or her designee is responsible for ensuring that all affected personnel are aware of board policy requirements and applicable laws. Any individual aware of any violation of this policy or applicable laws should report such violation to the Head of School, or, if it involves the Head of School, to the board chairperson.

Policy 516: Local Purchasing Requirements for Equipment, Materials and Supplies

All purchases of equipment, materials and supplies will be made in accordance with laws and applicable policies and procedures. All employees involved in purchasing are expected to be familiar with these requirements.

When competitive bidding is not required, purchases should be made under conditions which foster competition among potential vendors. Purchase decisions should be made after considering price, quality, suitability for specified need and timeliness of delivery and performance. The board will not enter into a contract with any supplier or contractor when performance on any previous contract has been found to be unsatisfactory by the Head of School or the board.

Records of all informal bids will be kept and will be available for public inspection. Such records should include the date the bid is received, from whom it is received, and for what item.

Policy 517: Participation by Historically Underutilized Businesses

The board affirms the State's commitment to encourage participation of historically underutilized businesses in the school's purchase of goods and services. The board prohibits discrimination against any person or business on the basis of race, color, ethnic origin, sex, disability or religion.

The board has adopted the following percentage goals for participation in the school's contracts by women and minority-owned businesses: 10 percent for participation by minority-owned, female-owned, disabled-owned, disabled business enterprises or non-profit work centers for the blind and severely disabled in the total annual value of all purchases of goods and services.

School Good Faith Efforts

The board has adopted the following guidelines to ensure that the school will make good faith efforts to reach diverse suppliers of goods and services and to encourage participation in the school's purchasing progress by such suppliers. The school will:

- make information about the school's purchasing procedures and bidding process readily available;
- advertise for bids in media that reaches minority businesses;
- ensure access to bidding documents needed for making bids on projects;
- request Head of School information of businesses owned and controlled by minorities, women, disabled persons and nonprofit work centers for the blind or severely disabled by contacting the Division of Purchase and Contracts at the State Department of Administration;
- participate in purchasing seminars for all prospective vendors or, in particular for minority-owned, female-owned, disabled-owned, disabled business enterprises, and non-profit work centers for the blind or severely disabled;
- where allowed by law, permit performance guarantees rather than performance bonds for contracts for goods and services.

Policy 518: Child Find

In accordance with NC 1501-2.9 Child Find, the LEA will have in effect policies and procedures that ensure that:

- All children with disabilities ages three through twenty-one residing in the LEA, including children who are homeless children or are wards of the State, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated; and
- A practical method is developed and implemented to determine which children are currently receiving needed special education and related services.

Policy 519: Homebound Services

- A. To be eligible for Homebound Services,
 - a. The student must be enrolled in Carolina International School.
 - b. A documented medical condition must prevent the student from attending school.
 - c. A written recommendation for homebound services from the student's treating physician may be submitted. The recommendation should include the following elements:
 - i. A diagnosis of the medical condition;
 - ii. An explanation detailing the reasons why the treating physician is of the opinion that the medical condition prevents the student from physically attending school;
 - iii. If applicable, a statement regarding any medical barriers that the student may face with completing assignments at home; and
 - iv. An opinion as to the estimated amount of time the student will be unable to physically attend school.
- B. Carolina International School reserves the right to obtain updated medical statement when necessary. This information may be needed to determine whether homebound services need to be extended beyond the initially approved length of time.
- C. The determination as to whether homebound services are warranted is a decision that is made by the students Section 504 Team. In making this determination, full consideration will be given to any written recommendation received from the treating physician. However, a recommendation for homebound services by a treating physician does not guarantee homebound placement.
- D. In the event that Carolina International School staff determines additional information is needed from the treating physician in order to make a decision regarding the request for homebound services, school team members may ask for parental consent for release of confidential information to permit them to contact the treating physician to obtain more information regarding the medical statement and the physician's recommendations, as well as possible strategies that may be utilized to successfully maintain the student in a school environment. Carolina International School staff may also wish to contact the treating physician to request recommendations or strategies that will facilitate the student's reentry to school.
- E. For students with a Section 504 Plan, staff may initiate consideration of homebound placement for a student or a parent may request that his/her child be considered for homebound placement by his or her Section 504 Team by contacting the school Head of School or Section 504 Coordinator and submitting the written recommendation for homebound placement from the student's treating physician.
- F. Upon receipt of information suggesting that homebound services are warranted, including any written recommendation from the student's treating physician, the Section 504 Coordinator shall schedule the Section 504 Team meeting.

- G. Once a mutually agreed upon date to meet has been identified by the Section 504 coordinator, the Section 504 coordinator will send the Parent Notification of a Section 504 Team Meeting to the parent.
- H. The Section 504 Team meets to review information, including medical documentation regarding the need for the student to be served in the homebound setting. Based on the information, the Section 504 Team must determine whether the homebound setting is the appropriate placement and the student's least restrictive environment.. The team completes the Documentation of Section 504 Eligibility form with its decision and supporting statement. At the meeting, the parent must be presented with a copy of the Parent-Student Rights & Procedure Safeguards (8201), and the Section 504 coordinator must document that the parent has received these safeguards.
- I. If the Section 504 Team’s decision is that the student is eligible for homebound placement:
 - a. The team reviews any existing Section 504 plan to determine which may be implemented at home. The Section 504 Team determines the amount of services to be provided to the student based on the best available data.
 - b. Section 504 Team develops a new or revised Section 504 plan, using the Accommodation-Intervention Plan Section 504. Include in the plan:
 - i. Amount of time and number of sessions needed to meet the student’s needs
 - ii. Arrangements for testing
 - iii. Time frame to complete assignments
 - iv. How communication will be established between home and school/Homebound teacher
 - v. Related services provisions, if appropriate
 - vi. What courses/subjects will be taught
 - vii. The Section 504 Team signs the revised plan in the appropriate section.
- J. Upon completion of the Accommodation-Intervention Plan Section 504, the parents are provided with a copy of all paperwork.
- K. After a copy is made for the Homebound Program, the original packet is returned to the student's folder.
- L. Within two school days of the Section 504 Team’s decision, the Section 504 Coordinator will inform the Head of School of the Section 504 Team’s decision and the need for the school to identify a school staff member and who will provide the homebound services.
- M. The homebound teacher’s name and contact information, if known at the time, will be indicated on the student’s Accommodation-Intervention Plan Section 504 in the “Other” section. The homebound teacher that serves the student, along with related services personnel as needed, shall be responsible for implementing the Section 504 Plan, and assisting with any reevaluation procedures that come due while the student is on

homebound.

- N. A meeting of the Section 504 Team may be called at any time to review the student's homebound progress and reassess the student's placement. However, the homebound placement shall be reviewed, at a minimum, at the end of every grading period by the Section 504 Team to determine its continued appropriateness. A Homebound Services Review Form will be used to document the review of the student's placement. The decision as to when the student is ready to reenter school shall be made by the student's Section 504 Team through a Section 504 meeting.
- O. If the Section 504 Team is considering changing the student's placement to a less restrictive setting in advance of the recommendations of the treating physician, the team may request an additional written statement documenting that the student has medical clearance to return to school.
- P. If the Section 504 Team is considering maintaining the student on medical homebound beyond the initial determination of the Section 504 Team, the team may request a subsequent written recommendation from the treating physician that provides updated information regarding the physician's recommendations and timeframe for homebound services. Any additional documentation from the student's treating physician must be included in the student's Section 504 file.
- Q. If the Section 504 Team's decision is that the student is not eligible for homebound placement:
 - a. The Section 504 Team documents its decision on the Documentation of Section 504 Eligibility form and provides a parent with a copy of Parent-Student Rights & Procedural Safeguards.
 - b. Regular school attendance rules apply.
 - c. Any existing Section 504 Plan for the student may be revised by the team to accommodate the student in the school setting.
- R. Homebound Services will be structured as follows:
 - a. The school is notified when homebound services begin and end.
 - b. Books and assignments are provided by the school.
 - c. Work is returned to the school for grading and credit.
 - d. A designated adult must be present with the homebound teacher in the home during instructional sessions, regardless of the student's age.
- S. Under state law, pregnant students may receive homebound services to the extent necessary. If a student has an at-risk pregnancy, she is eligible for homebound services for four or more weeks prior to the estimated delivery date and two additional weeks after a normal vaginal delivery. If the student's delivery is complicated, she receives the amount of homebound services that the physician prescribes. If the student has an uneventful pregnancy and then delivers by C-Section, the student receives four or more weeks of homebound services after delivery as verified by the physician.

- T. The School Section 504 Coordinator and Section 504 Team will:
- a. Convene a Section 504 Team meeting.
 - b. Review or obtain medical information, including any doctor's statement and contact the student's physician if additional information is needed.
 - c. Determine if the student is eligible for Homebound Services.
 - d. Submit homebound eligibility paperwork (i.e., Doctor's statement, eligibility form, name and contact of teacher and/or service provider(s), and copy of Section 504 Plan) to the Executive Director or designee.
 - e. Sends instructional log(s) to the teacher and service provider(s).
 - f. Reviews instructional logs submitted by the Homebound Services teacher.
 - g. Processes timesheets for Extended Employment from the Homebound Services teachers.
 - h. Processes the mileage reports from the Homebound Services teachers.
 - i. Locates teacher(s) and/or service provider(s) from the central Homebound Services pool if a school staff member from the child's school is not available.
- U. The Homebound Teacher / Related Service Provider(s) will:
- a. Contact the student's parent/guardian to establish a schedule to meet with the student.
 - b. Request assignments and materials from the student's teacher(s).
 - c. Provide the student with instruction/services.
 - d. Return completed assignments to student's teacher(s) for grading.
 - e. Submit instructional logs to the 504 Services Coordinator.
 - f. Submit mileage reports electronically to Homebound Services Coordinator.

Policy 520: Related Services

Per NC 1500-2.31, the school will provide related services, which includes transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education. Related services include, but are not limited to, speech-language pathology and audiology services, interpreting services, psychological services, physical and occupational therapy, recreation, including therapeutic recreation, early identification and assessment of disabilities in children, counseling services, including rehabilitation counseling, orientation and mobility services, and medical services for diagnostic or evaluation purposes. Related services also include school health services and school nurse services, social work services in schools and parent counseling and training.

SECTION 600: PERSONNEL POLICIES

Policy 601: Grievance Procedure for Employees

It is the policy of the board, in keeping with the ultimate goal of serving the educational welfare of children, to develop and practice reasonable and effective methods of resolving difficulties which may arise among employees. The intent is to reduce potential areas of grievances and to establish and maintain recognized channels of communications between staff and administration. The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems which arise from time to time and affect employees.

A. Informal Resolution

It is desirable for an employee and his or her immediate supervisor to resolve problems through free and informal communication. In those circumstances where informal procedures fail or are inappropriate or where the employee requests formal procedures, a grievance will be processed pursuant to the steps set forth below.

B. Definitions

Days: The working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the aggrieved employee's employment calendar. In counting days, the first day will be the first full working day following receipt of the grievance.

Grievance: a formal written claim by an employee against another employee or the school that:

- a. there has been a violation, misapplication, or misinterpretation of state or federal law or regulation, school board policy or administrative procedure;
- b. an employee has been subject to discrimination on the basis of race, religion, sex, national origin, age or disability; or
- c. there exists a physical condition which jeopardizes an employee's health or safety, or which interferes with an employee's ability to discharge his or her responsibilities properly and effectively.

The term "grievance" will not apply to any matter for which the method of review is prescribed by law, for which there is a more specific board policy providing a process for addressing the concern, or the board is without authority to act.

Grievant: The employee(s) making the claim.

Official: The person hearing and responding to the grievant.

Parties in Interest: The grievant and the person against whom the grievance is filed.

C. Timeliness of Process

The time limits contained herein are not absolute, but represent guidelines or usual practice. Circumstances and events may dictate a delay in the complaint process. Failure to adhere to these time limits shall not constitute grounds for setting aside a decision made pursuant to these procedures. Failure by the official at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the official has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The official will make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays may not impermissibly interfere with the exercise of any legal rights.

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

D. General Requirements

- a.** All parties in interest and their representatives in any grievance filed pursuant to this policy will conduct themselves in a professional manner at all times during the investigation and hearing of the grievance.
- b.** No reprisals of any kind will be taken by the board or by an employee of the school against any party in interest or other employee on account of his or her participation in a grievance filed and decided pursuant to this policy.
- c.** Each decision will be in writing, setting forth the decision and reasons therefore, and will be transmitted promptly to all parties in interest.
- d.** All meetings and hearings conducted pursuant to this policy will be private.
- e.** The board and school will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to respond to individual grievants.
- f.** The board and administration will cooperate with the employee(s) and his or her representative in the investigation of any grievance and will furnish the employee or his or her representative information pertinent to the grievance without cost to the grievant employee or the employee against whom the grievance is filed.
- g.** The employee may have a representative, including an attorney, at any stage of the grievance.
- h.** Should, in the judgment of the Head of School or designee, the investigation or processing of any grievance require the absence of the grievant and/or representative from regular work assignments, such absences will be excused without loss of pay or benefits.
- i.** The person(s) hearing the grievance, in his/her discretion, may request or provide for the presentation of additional information relevant to the grievance and may

allow the parties to present documents and/or witness testimony relevant to the grievance.

E. Process for Grievance

a. Reporting a Grievance

- i. A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted 20 days after a violation is claimed, the Head of School or designee will determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, employees should recognize that delays in reporting may significantly impair the ability of the school to investigate and respond effectively to such complaints.
- ii. All grievances will be in writing and the written statement of grievance will remain the same throughout all steps of the grievance procedure. The written grievance will name the employee(s) against whom the grievance is filed and will set forth the facts constituting the grievance and the specific laws, regulations, policies, procedures or physical conditions involved. The Head of School shall make available to employees forms for use in making a written grievance.
 1. The employee(s) will present the grievance in writing to the Head of School or designee.

b. Level One -- Response by Head of School or Designee

- i. A meeting between the grievant and Head of School or designee will take place at a mutually agreed-upon time within five days after receipt of the grievance.
- ii. The Head of School or designee will conduct any investigation of the facts necessary before rendering a decision.
- iii. The Head of School or designee will provide the grievant with a written response to the grievance within 10 days after the meeting.
- iv. In the event the Head of School or designee determines at the outset that review by the Head of School or designee is inappropriate, the formal grievance will be investigated and a response given at level two of appeal provided below.

c. Level Two -- Response by Board

- i. If the grievant is dissatisfied with the Head of School or designee's response, the grievant may appeal in writing the decision the board for

review, within five days of receipt of the response. An employee whose immediate supervisor is the Head of School shall request a Level Two appeal conference with a member(s) of the board.

- ii. The board member(s) will arrange for a meeting with the employee(s) and the Head of School or designee who made the decision at Level One. The meeting shall take place within five days of the receipt of the appeal.
- iii. The board member(s) will conduct any investigation necessary before arriving at a decision. The board member(s) will provide the aggrieved employee(s) with a written decision within 10 days after the meeting.
- iv. If deemed necessary, a hearing before the board will be conducted pursuant to the Policy on Hearings Before the Board.
- v. The board will provide a final written decision within 30 days of receiving the appeal unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

F. Special Circumstances

a. Discrimination on the Basis of Sex

Sexual harassment complaint procedures are established in board Policy 702. For other complaints of discrimination on the basis of sex, if the grievant is dissatisfied with the Head of School's written response, the grievance may be appealed to the board chairperson who will review the written documents and may conduct any factual inquiry and hold a conference as necessary to make a determination of whether there was discrimination on the basis of sex. The board chairperson will provide a written response within 15 days of receiving the grievance unless additional time is necessary to complete any investigation.

b. Discrimination on the Basis of Disability

If the employee alleged discrimination on the basis of a handicapping condition or disability and the employee is dissatisfied with the Head of School's response, the grievance may then be appealed to a board member pursuant to the Section 504/Americans With Disabilities Act ("504/ADA"). The board member(s) will review the written documents and may conduct any factual inquiry and hold a conference as necessary to make a determination of whether there was a discrimination on the basis of disability. The board member(s) will provide a written response within 15 days of receiving the grievance unless additional time is necessary to complete any investigation.

G. Records

Records on discrimination grievances will be maintained.

Policy 602: Sexual Harassment Complaint Procedure for Employees

The board takes seriously all complaints of discrimination. Any employee with a complaint of discrimination or harassment, other than sexual harassment, is encouraged to notify school officials and seek either an informal resolution or submit a grievance in accordance with Policy 701, Grievance Procedure for Employees. The Head of School shall establish administrative regulations, rules or procedures for the implementation of this policy.

A. Informal Resolution

The board acknowledges that reports of harassment, including sexual harassment, may be addressed informally through such methods as conferences or mediation, and the board encourages the use of such procedures to the extent possible. If an informal process is used, the school official responding to the complaint must notify the complainant of his or her option to request formal procedures at any time and must make a copy of this policy and other relevant policies available. In those circumstances where informal procedures fail or are inappropriate or where the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedure.

B. Definitions

Accused harasser: the employee, student or visitor alleged to have harassed the complainant.

Complainant: the employee complaining of being sexually harassed.

Days: the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the aggrieved employee's employment calendar. In counting days, the first day will be the first full working day following receipt of the grievance.

Investigator: the school official responsible for investigating and responding to the complaint.

C. Timeliness of Process

The number of days indicated at each level should be considered a maximum. Every effort should be made to expedite the process. Failure by the investigator at any step to communicate a decision within the specified time limit will permit the grievant to appeal the grievance to the next step unless the investigator has notified the grievant of the delay and the reason for the delay, such as the complexity of the investigation or report. The investigator will make reasonable efforts to keep the grievant apprised of progress being made during any period of delay. Delays may not impermissibly interfere with the exercise of any legal rights.

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

D. General Requirements

- a.** No reprisals or disciplinary action of any kind will be taken by the board or by an employee of the school against any party in interest or other employee on account of his or her filing of a complaint or participation in an investigation of a complaint filed and decided pursuant to this policy, unless the employee reporting the harassment or a participating employee knows or has reason to believe the report is false or knowingly provides false information. An employee who retaliates against or otherwise subjects a complainant or participant to adverse consequences shall be subject to disciplinary action as provided in section F, below.
- b.** All meetings and hearings conducted pursuant to this policy will be private.
- c.** The board and school will consider requests to hear grievances from a group of grievants, but the board and officials have the discretion to respond to individual complainants.
- d.** The complainant may have a representative, including an attorney, at any stage of the complaint.
- e.** Should, in the judgment of the Head of School or designee, the investigation or processing of any complaint require the absence of the complainant and/or representative from regular work assignments, such absences will be excused without loss of pay or benefits.

E. Process for Complaint

- a.** Reporting Complaint
 - i.** An employee or job applicant who believes he or she has been sexually harassed may make a complaint orally or in writing to the Head of School or school board chairperson. In all cases, the complainant may report to a person of the same gender and shall not be required to report to the alleged offender.
 - ii.** A grievance must be filed as soon as possible but no longer than 20 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after 20 days which claims a violation, misapplication or misinterpretation of state or federal law, including discrimination, the Head of School or designee will determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability

of the school to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, employees should recognize that delays in reporting may significantly impair the ability of the school to investigate and respond effectively to such complaints.

- iii.** Any supervisor who receives a sexual harassment complaint, or has reason to believe an employee is being sexually harassed shall notify the Head of School within 24 hours. Any supervisor who fails to report promptly allegations or claims of sexual harassment may be subject to disciplinary action.

b. Investigation

- i.** Upon receiving notification of a harassment complaint, the Head of School or his/her designee will authorize and supervise the investigation of the complaint and/or investigate the complaint (hereinafter referred to as the investigator).
- ii.** The investigator will impartially, promptly and thoroughly investigate the complaint. Failure to investigate and/or address claims of sexual harassment will result in disciplinary action. The investigator will interview (1) the complainant; (2) the accused harasser; and (3) any other persons the investigator has reason to believe may have relevant knowledge concerning the complaint.
- iii.** Information will be shared only with individuals who need the information in order to investigate and address the complaint appropriately.
- iv.** The investigation will review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment giving consideration to all factual information, the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

c. Investigator's Report

- i.** The investigator will make a written report of the findings of the investigation. The investigator will notify the complainant of the results of the investigation within 15 days of receiving the complaint unless additional time is necessary to conduct an impartial, thorough investigation. The report to the complainant will specify:
 - 1.** whether the complaint was substantiated;
 - 2.** whether the accused harasser violated relevant law or board policy by his or her actions (regardless of whether the complaint as submitted is substantiated); and
 - 3.** if the investigator determines that sexual harassment has occurred, the investigator also will specify:

- a. reasonable, timely, effective corrective action intended to end the harassment;
- b. if needed, reasonable steps to address the effects of the harassment on the complainant; and
- c. if needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

Information regarding disciplinary action imposed on the accused harasser will not be given to the complainant unless the information relates directly to the complainant (e.g., an order requiring the accused harasser not to have contact with the complainant).

- ii. The investigator will submit the full report and investigative findings to the Head of School and the Title IX coordinator.
- iii. If the corrective steps involve actions outside the scope of the investigator's responsibilities, the Head of School will delegate to the appropriate individual the responsibility for the corrective steps.
- iv. The accused harasser will be informed of the results of the investigation in regard to whether the complaint was substantiated, whether the accused harasser violated board policy or law (regardless of whether the complaint was substantiated), and what, if any, disciplinary actions or consequences will be imposed upon the accused harasser in accordance with board policy. The accused harasser may appeal any disciplinary action or consequences in accordance with board policy and law.

d. Appeal

- i. If the complainant is dissatisfied with the investigator's report, the complainant may appeal the report to the Head of School. The appeal must include a reason for the appeal and be submitted in writing or by fax in signed letter form within five (5) days of receiving the investigator's report (no emails accepted). The Head of School may review the documents, conduct any further investigation necessary or take any other steps the Head of School determines to be appropriate in order to respond to the complaint. The Head of School will provide a written response within ten days after receiving the complaint, unless further investigation is necessary.
- ii. If the complainant is dissatisfied with the Head of School's response, the complainant may appeal the decision to the board within 5 days of receiving the Head of School's response. The board may review the documents, direct any further investigation be conducted before making a determination or take any other steps the board determines to be

appropriate in order to respond to the complaint. The board will hold a closed session in accordance with board policy upon the request of the complainant or at the board's discretion. The board will provide a written response within 30 days after receiving the complaint or after the next board meeting, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

F. Disciplinary Action

- a. Any employee or student within the school who violates this policy or any applicable rules or procedures shall be subject to disciplinary action. An employee shall be subject to disciplinary action up to, and including, termination. A student shall be subject to disciplinary action up to and including expulsion.

G. Records

Records will be maintained.

Policy 603: Criminal Background Checks for Staff

All prospective employees, including substitutes, must successfully pass a criminal records checks. Applicants shall answer completely and accurately all questions on their employment application with regard to previous criminal history. Failure to do so may preclude the applicant from being hired and subject a current employee to dismissal. Applicants shall consent in writing to a preliminary criminal record check and post-employment criminal record check and to provide fingerprints and other identifying information required to complete such checks. Failure to consent or to provide relevant information may result in rejection of an applicant or dismissal of current employee

- A. The following state rules shall apply with respect to criminal record checks:
 - a. Federal and state record checks will be performed for all applicants or conditional employees, in all states where the applicant or conditional employee has resided and worked.
 - b. The applicant or conditional employee will not be permanently employed if the criminal record check and supporting records, upon confirmation, reveal a “criminal history,” defined as the conviction of a crime, whether a misdemeanor or felony, that indicates the employee (1) poses a threat to the physical safety of students or personnel, or (2) has demonstrated that he or she does not have the integrity or honesty to fulfill his or her duties as a School employee.
 - c. Conviction of a crime, as used in this policy, includes the entry of (1) a plea of guilty, no contest, or the equivalent, (2) a verdict or finding of guilt in a court of law or military tribunal or (3) a prayer for judgment.
 - d. The School shall consult with legal counsel or obtain a certified copy of an applicant’s or conditional employee’s conviction notice prior to making any final employment decision based on the criminal history.
 - e. If the School considers criminal history in rejecting an applicant or dismissing a conditional employee, the Head of School or his designee shall prepare written findings with regard to how such information was used.

- f. The Head of School or his designee shall provide to the State Board of Education information on where to obtain the record of conviction, including the person's name, criminal case number, and the county of conviction for a person who is certified or licensed by the State Board of Education.
 - g. If a criminal record check reveals that an applicant or conditional employee was charged with but not convicted of a crime, whether misdemeanor or felony, and such charge indicates that the employee may not meet the Board's employment standards, the Head of School may conduct further investigations into the person's conduct and the circumstances surrounding the charge.
 - h. Applicants and current employees shall notify the School if they are charged with or convicted of a criminal offense (including entering a plea of guilt or no contest) except for minor traffic violations.
 - i. Information obtained as a result of a criminal record check shall be kept confidential as required by state law and regulations. The School shall retain only hard copy records from a criminal history check conducted through the North Carolina Department of Justice. These records shall be kept in a locked, secure place, separate from the individual's personnel file.
 - j. If the School conducts criminal record checks that are subject to the Fair Credit Reporting Act, it shall provide employees or applicants with all required notices and disclosures before conducting the record check or taking adverse employment action against the employee or applicant.
- B. State law requires the School to adhere to the criminal record check policy adopted by the LEA in which the school is located. At the time this policy was adopted, the Cabarrus County Schools' criminal background check policy was as follows, as adapted for the School:
- C. A criminal history check and a check of sex offender registries will be conducted of all final candidates for employment, volunteering or contracting with the school system. Such positions include substitute teachers, driver training teachers, bus drivers, clerical staff, custodians, teachers, teacher assistants, assistant principals, principals, volunteers, non- faculty coaches, advisors, one-on-one assistants, and others who may have unsupervised contact with students.
- D. Criminal history checks will be updated on a regular basis and will be conducted in accordance with state law and any procedures established by the superintendent. School officials shall not require candidates to disclose expunged arrests, charges, or convictions and shall not ask candidates to voluntarily disclose such information without first advising that disclosure is not required. Refusal to consent to a criminal history check is grounds for not hiring or dismissal.
- E. Applicants must notify the Director of Human Resources immediately if they are arrested, charged with or convicted of a criminal offense (including entering a plea of guilty, prayer for judgment, or nolo contendere) other than a minor traffic violation (i.e., speeding, parking, or a lesser violation). Notice must be in writing, must include all pertinent facts and must be delivered to the Director of Human Resources no later than

the next scheduled business day following the arrest, charge or conviction, unless the applicant is hospitalized or incarcerated, in which case the applicant must report the alleged violation within 24 hours after his or her release. Upon judicial action in the matter, the applicant must report the disposition and pertinent facts in writing to the Director of Human Resources no later than the next business day following adjudication.

- F. If a final candidate for employment, employee, volunteer, or independent contractor is found to have a criminal history, other than for minor traffic offenses, the superintendent or designee must determine whether the individual poses a threat to the physical safety of students or personnel or has demonstrated that he or she does not have the integrity or honesty to fulfill the duties of the position. If the superintendent recommends such a candidate to the board for employment, the board must be notified of the criminal history and the basis for the superintendent's determination. The board has determined that every position with the school system, regardless of whether the position is located in a school or elsewhere, potentially entails contact with students, either on a regular, occasional, or emergency basis. For that reason, no individual who is a registered sex offender will be hired for any position with the school system.
- G. In addition, each contract executed by the Board with an independent contractor or for services of independent contractors must require the contractor to check sex offender registries.

Policy 604: Staff Evaluation Policy

- A. Performance evaluation of all employees is a mandated duty and responsibility of the administration. All teaching and licensed support staff shall be evaluated by the established procedures defined in this policy. Additional formal performance evaluations are encouraged to allow supervisors and employees to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.
- B. All teaching and other licensed support staff with less than three years of continuous, full-time employment in a teaching capacity shall be observed at least three times annually by the Head of School or the Head of School's designee and at least once annually by a teacher. In addition, all experienced teachers and other licensed staff new to Carolina International School shall be observed at least three times annually by the Head of School or the Head of School's designee and at least once annually by a teacher during their first year.
- C. Experienced teachers and other licensed support staff with more than three years of continuous, full-time employment in a teaching capacity, shall be observed at least once annually by the Head of School or Head of School's designee.
- D. Experienced teachers and other licensed support staff with more than three years of continuous, full-time employment in their license renewal year or every five years for non-licensed teaching staff shall be observed at least three times annually by the Head of School or the Head of School's designee.

- E. All teaching and other licensed support staff shall complete a Professional Growth Plan and receive a formal summative evaluation annually.
- F. Schoolwide performance evaluations for non-teaching positions shall be scheduled annually and completed by the Head of School or designee.
- G. Carolina International School may award merit-based adjustments to recognize truly superior employee performance. The decision to award such an adjustment depends upon numerous factors, including the information documented by this formal performance evaluation process and the Company's financial standing.

SECTION 700: FISCAL MANAGEMENT

Policy 701: Fiscal Goals

The board is committed to obtaining, managing and using financial resources to further the goals of supporting a system of free public schools and to further the educational goals of the board and the State.

Policy 702: Budget Planning and Adoption

Budget planning and preparation is critical to the development of a budget likely to further the educational goals of the board and the state and to provide for the smooth operations of the school.

Elements of Budget Planning

In recognition of the importance of the budget planning process, the budget planning for the board and administration will include:

- establishing the priorities of the school, recognizing that improving student success will always be of paramount concern;
- considering long-range facilities plans, goals and objectives as established by the board when assessing the needs of the school;
- integrating budget planning into program planning so that the budget may effectively express and implement all programs and activities of the school;
- seeking broad participation by administrators, teachers, other school personnel and citizens;
- exploring all practical and legal sources of income;
- assessing the needs of the school and the revenues and expenses; and
- identifying the most cost effective means of meeting the school's needs.

Process

The Head of School will submit a calendar outlining the annual budget development process by January 31.

The Head of School will prepare an annual budget and submit it with his or her budget message to the board no later than May 1. The budget message should contain a concise explanation of the educational goals fixed by the budget for the budget year, should set forth the reasons for stated changes from the previous year in programs, program goals, and appropriations and should explain any major changes in educational or fiscal policy as reflected in the budget. The budget presented by the Head of School to the board should contain sufficient detail to enable the board to accurately project revenues and expenses, and the separation of capital and operational expenses. Furthermore, the budget should not deviate materially from board-stated priorities in allocating funds among competing budgetary needs.

On the same day that the budget is submitted to the board, the Head of School will file a copy of it in his or her office, where it will remain available for public inspection until the budget resolution is adopted.

Policy 703: Budget Resolution

Through the budget resolution, the board appropriates sums it determines are sufficient and proper for the budget year. The school will not expend any monies, regardless of their source, except in accordance with the budget resolution adopted by the board. The board will provide maximum flexibility to the school in the use of funds to enable the school to accomplish its student performance goals.

Policy 704: Grants and Funding for Special Projects

To fulfill the educational goals of the board, the board will seek as many sources of revenue as possible. The Head of School will seek public and private grants and funding for special projects as a source of supplemental funding. Employees also are encouraged to learn about special funding opportunities and to participate in the development of proposals to obtain the funding.

All applications for grants or specially funded projects will be in accordance with the educational goals of the board. When required by the funding agency, the proposals will be presented for board approval. The board will be notified of all funds awarded.

The Head of School will establish any procedures necessary to develop an efficient and effective process for seeking special funding.

Policy 705: Gifts and Bequests

The board encourages individuals and organizations to consider making a gift or bequest to the school. Such gifts foster community support for the school and improve the school for the benefit of students and others.

The Head of School will evaluate any offers of gifts or bequests that are not revenues or gifts of nominal value. The Head of School will consider the gift's suitability, any safety hazards and costs to maintain the gift and will make a recommendation to the board. The board will decide whether to accept the gift on behalf of the school.

Any gift or bequest constituting revenues that is accepted by the board will be deposited in the proper fund.

The Head of School will develop and implement the means of recognizing contributors. Unless otherwise specified in a written agreement approved by the board, any gift or bequest becomes

the property of the school. If the board at any time determines that such property is unnecessary or undesirable for public school purposes, the board may sell such property in accordance with state law.

Unless otherwise approved by the Head of School prior to a donation, the school will not accept responsibility for the installation or the supplemental expense required to utilize any equipment or materials donated to the school.

Policy 706: Penalties, Fines and Forfeitures

Article IX, section 7 of the North Carolina Constitution requires that the clear proceeds of all penalties, fines and forfeitures accruing to the State be forwarded to the county school funds to maintain the public schools. The board endorses this source of supplemental funding to the public schools.

The Head of School will seek all funds that the state constitution requires to be directed to the public schools. The Head of School will report periodically to the board the amount of penalties, fines, and forfeitures which have been collected.

Policy 707: Fiscal Management Standards

In recognition of the trust and responsibility placed with the board to manage financial resources for the local educational program, the board establishes the following standards:

- The board and all employees of the school will manage and use available funds efficiently and effectively to meet the school's goals;
- Accounting, financial reporting and management control systems will be designed and maintained to enable the board and school to have access to accurate, reliable and relevant data, and to permit audits and periodic reports adequate to show that those in charge have handled funds within legal requirements and in accordance with board policy;
- The Head of School and finance officer will keep the board sufficiently informed regarding the budget through periodic reports and any other appropriate means so that the board can deliberate and evaluate the budget;
- No monies will be expended, regardless of the source (including moneys derived from federal, state, local or private sources), except in accordance with the board's budget resolution or amendments to the budget resolution; and
- Head of Schools and school improvement teams will be familiar with state and local board requirements related to managing and using fiscal resources and will comply with these requirements in developing and implementing school improvement plans.

Policy 708: Annual Independent Audit

The accounts of the school will be audited as soon as possible after the close of each fiscal year by an independent, qualified auditor. The auditor will be selected by the board and the terms and conditions will be specified in a written contract. The auditor will report directly to the board.

The Head of School will assist the board in providing for an annual independent audit which meets all requirements as provided by G.S. 238.29F(f)(1) and any other relevant statute. All employees and agents of the school having custody of public money or responsibility for keeping records of public financial or fiscal affairs will produce all books and records requested by the auditor and provide any information relating to fiscal affairs requested by the auditor.

Any employee who fails to cooperate may be subject to disciplinary action, up to and including dismissal and also may be found guilty of criminal conduct.

Policy 709: Depositories

The board may solicit bids and will designate as official depositories of the school, one or more banks, savings and loan associations, or trust companies in North Carolina. No money will be deposited in any place other than an official depository.

Policy 710: Insurance

The board will maintain insurance adequate to safeguard the school's property and assets, as required by the State Board of Education for charter schools, e.g., errors and omissions, general liability, boiler & machinery, real and personal property, auto liability and workers' compensation.

Insurance premiums will be included in the budget as a necessary expense.

The finance officer will maintain custody of insurance policies and insurance programs.

Policy 711: School Finance Officer Selection and Evaluation

The Head of School will select and the board will approve a school finance officer. This officer may be a representative of the company with whom the school has contracted for financial management services. The Head of School will evaluate the finance officer to help ensure that all duties as required by law, board policy or the Head of School are met. The finance office may be assisted by an employee of the school, as assigned by the Head of School.

Duties

The school finance officer provides critical services for the effective planning and use of fiscal resources. The school finance officer will be responsible to the Head of School for:

- keeping the accounts of the school in accordance with generally accepted principles of governmental accounting, board policy, the rules and regulations of the State Board of Education, and the rules and regulations of the Local Government Commission;
- signing and issuing all checks, drafts, and state warrants by the school;
- investing the cash balance of any funds, subject to the board's Budget Resolution;
- receiving and depositing all monies accruing to the school;
- preparing and filing a statement of the financial condition of the school as often as requested by the Head of School;
- preparing and filing a statement of the financial condition of the school when requested by the board in writing and copied to the Head of School;
- performing such other duties as may be assigned by the Head of School;
- submitting reports to the Secretary of the Local Government Commission as required by law;
- evaluating all continuing contracts, including the Head of School, and interest to be paid and
- making recommendations to the Head of School and reports to the Head of School and board;
- assisting the Head of School and the board finance committee in the development of the budget;
- advising on the form and detail of records maintained by the school treasurer;
- making salary deductions;
- maintaining custody of the facsimile signature devices;

Policy 712: Maintenance of Effort

Per NC 1502-4 Maintenance of Effort, for purposes of establishing the LEA’s eligibility for an award for a fiscal year, the SEA must determine that the LEA budgets, for the education of children with disabilities, at least the same amount, from at least one of the following sources, as the LEA spent to that purpose from the same source for the most recent fiscal year for which information is available:

- (i) Local funds only;
- (ii) The combination of State and local funds;
- (iii) Local funds only on a per capita basis; or
- (iv) The combination of State and local funds on a per capita basis.

When determining the amount of funds that the LEA must budget to meet the requirement in paragraph (a)(1) of this section, the LEA may take into consideration, to the extent the information is available, the exceptions and adjustment provided in NC 1502-5 and NC 1502-6 that the LEA:

- Took in the intervening year or years between the most recent fiscal year for which information is available and the fiscal year for which the LEA is budgeting; and
- Reasonably expects to take in the fiscal year for which the LEA is budgeting.
- Expenditures made from funds provided by the Federal government for which the SEA is required to account to the Federal government or for which the LEA is required to

account to the Federal government directly or through the SEA may not be considered in determining whether an LEA meets the standard in paragraph (a)(1) of this section.

Policy 713: School Treasurer

Upon the recommendation of the Head of School, the board will approve an employee to serve as school treasurer at the school that handles special funds.

Duties

The school treasurer will be responsible for:

- being familiar with and complying with applicable law and board policy;
- keeping a complete record of all monies in his or her charge, following the form and detail prescribed by the finance officer;
- making deposits as required by law and board policy; and
- performing any other duties as may be assigned by the Head of School.

If the Head of School, school employee, parent or other individual has reason to believe that a school treasurer is not performing his or her duties in accordance with law or board policy, the Head of School or board chair should be immediately notified.

800 FACILITIES

Policy 801: Use of Security Equipment

The board authorizes the use of detection or surveillance equipment in order to safeguard facilities and to protect staff and students.

A. Video Surveillance

The board authorizes the use of video cameras on school property to ensure the health, welfare, and safety of all staff, students, and visitors to school property, and to safeguard school facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Head of School.

The board shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on school property.

Students or staff found in violation of board policies, administrative regulations, building rules, or law shall be subject to disciplinary action. Others may be referred to law-enforcement agencies. Video recordings may become part of a student's educational record or a staff member's personnel record. The school shall comply with all applicable state and federal laws related to record maintenance and retention.

B. Metal Detectors

Metal detectors may be used, as needed, to protect the safety of students, staff and visitors to school facilities. The Head of School shall determine the appropriate times and places for the use of metal detectors.