



Duplin
County
Schools

2017-18

Student Guide and Code of Conduct

It is the policy of Duplin County Schools that no otherwise qualified students shall be excluded from, be denied the benefits of or be subjected to discrimination in any educational program or activity solely on the basis of age, sex, race, religion, color, national origin, handicapping condition, creed, political affiliation or any other issues based on Title VI, Title IX, section 504, Title II ADA, and provides equal access to the Boy Scouts and other designated youth groups.

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Aligning for Student Success

...a Message from the Superintendent

Dear Students and Parents,

We look forward to working with each of you during this year to help ensure all of our students reach personal and academic goals as we guide them from Pre-K to 12, 13, and beyond. This *2017-18 Duplin County Schools' Student Guide and Code of Conduct* is intended provide for you basic information and guidance for the school year.

It is important we have consistency and each school has a safe environment that is conducive to learning. The best way to achieve this is by following a set of standards, which will enable our schools to operate safely and effectively and will maximize learning for all. As needed, your school will provide you with additional relevant information.

You are encouraged to read and discuss this guide as a family. More extensive information regarding Board of Education Policies can be found on the Duplin School's website at www.duplinschools.net and on each school's website. If you have any questions, please do not hesitate to contact your school.

As a whole, our school system is making progress and will continue, as our theme states, "Aligning for Student Success." We want to align all available resources so we can continue to provide the best possible services for our students and staff. We value every single child and our desire is to graduate 100% of our students truly ready for success in college, career, and life.

We look forward to an outstanding school year and remain committed to partnering with all of you. Have a great year!

Your humble servant,
Austin Obasohan

Our Vision...

The vision of Duplin County Schools is to become an exemplary school system where all students and staff excel in a globally competitive society.

Our Mission...

The mission of Duplin County Schools is to work collaboratively with the community to prepare all students for career, college, and life success.

Our Motto...

"A unified approach to academic excellence."

Duplin County Schools Directory

Central Office/Board of Education	910-296-1521
B.F. Grady Elementary	252-568-3487
Beulaville Elementary	910-298-3171
Chinquapin Elementary	910-285-3476
Duplin Early College High	910-296-1136
East Duplin High	910-298-4535
James Kenan High	910-293-4218
Kenansville Elementary	910-296-1647
North Duplin Elementary	919-658-2931
North Duplin Junior/Senior	919-658-3051
Renaissance Center	910-293-2068
Rose Hill-Magnolia Elementary	910-289-3667
Wallace Elementary	910-285-7183
Wallace-Rose Hill High	910-285-7501
Warsaw Elementary	910-293-3121



Duplin County Schools 5-Year Strategic Plan 2016-2021

* This plan is aligned with the NC State Board of Education's Strategic Plan

Vision: The vision of Duplin County Schools is to become an exemplary school system where all students and staff excel in a globally competitive society.

Mission: The mission of Duplin County Schools is to work collaboratively with the community to prepare all students for career, college, and life success.

Motto: "A Unified Approach to Academic Excellence"

Goals	Objectives	Measurements
Strategic Goal One: Student academic success for every Pre-K – 13 student is a priority for all Duplin County Schools.	<ol style="list-style-type: none"> 1. All teachers will align curriculum, instruction, and assessment to ensure powerful teaching and learning. 2. All Pre-K – 13 students will graduate as lifelong learners, college and career ready, and destined to be a productive citizen. 	Duplin County Schools is committed to continuous improvement in all areas as measured by local, state, and national accountability standards.
Strategic Goal Two: All students will receive a personalized education through access to STEM, career, college, and digital learning.	<ol style="list-style-type: none"> 1. Every student will choose a pathway aligned to their career goals. 2. Instruction will be differentiated to meet all Pre-K – 13 student needs. 	
Strategic Goal Three: Every student will be instructed and supported by excellent and innovative leaders, teachers, and personnel.	<ol style="list-style-type: none"> 1. Employ and retain highly effective principals, teachers, and personnel to ensure college and career readiness for all Pre-K – 13 students. 2. Develop and support leaders, teachers, and personnel in a manner to promote a continuous learning environment. 	
Strategic Goal Four: Develop and maintain strategic partnerships supported by 21st Century financial, business and technology systems.	<ol style="list-style-type: none"> 1. Develop and implement processes which maximize resource attainment for all Pre-K - 13 students. 2. All financial operations will be conducted in a transparent manner. 3. 21st Century technology and learning tools are available and operational. 4. Provide opportunities for stakeholder input. 	
Strategic Goal Five: Provide safe and nurturing facilities for all Pre-K - 13 students and staff.	<ol style="list-style-type: none"> 1. Maintain environments that are conducive to learning. 2. Model and lead all Pre-K – 13 students toward healthy, active lifestyles and responsible decisions. 3. Facility resources will be aligned to accommodate all Pre-K – 13 students' academic, vocational, and life skills needs. 	

Acknowledgements

Thank you to each person who took time to participate in the dynamic process of updating the Duplin County School's 5-Year Strategic Plan. Your vision, enthusiasm, and commitment to Duplin County's children continue to help prepare all students from Pre-K to College for success.

Mike Aldridge	Angie Dutton	Debbie Jones	Cary Powers
Jackie Arthur	Elizabeth Fiedler	Erica Jones	Monica Price
Leroy Austin, Jr.	Dannie Sue Foster	Roger Jones	Alison Raynor
Ashton Ballard	Daniel Fussell	Sherry Jones	Cynthia Reynolds
Scott Ballard	Evelyn Gamez-Gomez	Tony Jones	Selina Riley-Gurganus
Walinda Batts	Marcia George	Leon Kea	Ben Sautter
Britani Becher	Jason Ginn	Karen Kennedy	Alisa Simmons
Diego Benitez	Lindsay Ginn	Brittany Knowles	Lindsay Skidmore
Matthew Blust	Janice Goldsby	Dixie Landers	Sue Sloan
Hubert Bowden	Cindy Grady	Beth Lanier	Kevin Smith
Sonja Boykin	Eric Grubbs	Lillie Lanier	Tabitha Smith
Kendra Bradshaw	M.D. Guthrie	Eli Lara	Tanya Smith
Felicia Brown	Addie Hall	Morgan Lloyd	Tarla Smith
Gary Brown	Dena Hall	Rachel Manning	Felicia Soloman
Kimberly Brown	Kristen Hall	Renee McCoy	Brent Stafford
Tori Brown	Ann Hardy	Kathryn Miller	Willie Stroble
Tristan Bruner	Gina Hardy	Susan Miller	Debra Taylor
Kay Cantrell	Marketa Hargrove	Tracy Mintz	Ben Thigpen
Tawana Carr	Sarah Harris	Christa Mobley	Jeff Thigpen
Angelo Cavallaro	Kim Harvell	Ronald Moore	Sandy Turner
Amy Chrismon	Mary Sue Hawes	Belinda Morrissey	Daren Tyndall
Julie Coates	Natausha Hicks	Marzella Morrissey	LaTerri Underwood
A.J. Connors	Dwight Holland	Nicole Murray	Daphne Vann
Amy Cooke	Michael Holton	Pamela Murray	Suzanne Vann
Donna Cox	Karen House	Nick Nielsen	David Walker
Dawn Craft	Amy Huffer	Mayshelle Newkirk-Tate	Amy Wallace
Liz Crawford	Denise Humphries	Tanya Novakowski	Pam Wheeler
Trista Davis	Debra Hunter	Jessica Palmer	Sally Whitfield
Linda Dean	Kathryn Hunter	David Palomo	Joan Williams
Paul Dean	Jessica Jacobson	Maribel Pancheco	Keith Williams
Sharnelle Dixon	Christy Johnson	Wendy Parker	Carol Wimmer
Ivy Dowe	Kelly Johnson	J.H. Parker, IV.	Neva Worley
Sylvia Draughn	Brian Jones	Jeremy Perkins	Janice Wynn

*** Superintendent Dr. Austin Obasohan provided leadership for all committees.

Duplin County Board of Education Members

Brent Davis, Chairman
Pamela Edwards
Claudius Morrissey

Reginald Kenan, Vice-Chairman
David Jones

General Information

This guide is meant to provide general information for students, parents and staff. Specific information can be found in the Board of Education Policies located online at [Board of Education Policies](#).

All topics here are in alphabetical order.

ACCESSIBILITY TO WATER

In locations where drinking fountains are not handicap accessible, bottled water will be provided by the administration.

ATTENDANCE: [Policy Code 4400](#)

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

A. ATTENDANCE RECORDS

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

B. EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. An absence may be excused for any of the following reasons:

1. personal illness or injury that makes the student physically unable to attend school.
2. isolation ordered by the State Board of Health.
3. death in the immediate family.
4. medical or dental appointment.
5. participation under subpoena as a witness in a court proceeding.
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s);
7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal.
8. pregnancy and related conditions or parenting, when medically necessary.
9. visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by [Policy 4050, Children of Military Families](#), and (b) has been called to duty for, is on

leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused, short-term out-of-school suspensions, and absences under G.S. 130A-440 (for failure to submit a school health assessment from within 30 days of entering school) the student will be permitted to make up his or her work. [4110, Immunization and Health Requirements for School Admission](#), and [4351, Short-Term Suspension](#).) 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.

C. SCHOOL-RELATED ACTIVITIES

All classroom activities are important and difficult, if not impossible, to replace if missed. Principals shall ensure that classes missed by students due to school-related activities are kept to an absolute minimum. The following school-related activities will not be counted as absences from either class or school:

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

All student work assignments missed for these reasons are eligible for makeup by the student. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

D. EXCESSIVE ABSENCES

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

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

If a student is absent from school for five or more days in a semester, the principal or a committee established by the principal shall consider whether the student's grades should be reduced because of the absences. The principal or committee shall 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. A committee may recommend to the principal and the principal may make any of the following determinations:

1. the student will not receive a passing grade for the semester;
2. the student's grade will be reduced;
3. the student will receive the grade otherwise earned; or
4. the student will be given additional time to complete the missed work before a determination of the appropriate grade is made.

Students with excused absences due to documented chronic health problems are exempt from this policy.

Excessive absences may impact eligibility for participation in interscholastic athletics. See policy [3620, Extracurricular Activities and Student Organizations](#).

Legal References: G.S. 115C-47, -84.2, -288(a), -375.5, -378 to -383, -390.2(d), -390.2(1), -390.5, -407.5; 130A-440; 16 N.C.A.C. 6E .0102, .0103; State Board of Education Policies ATND-000, -003, NCAC -6E.0104

Cross References: [Extracurricular Activities and Student Organizations](#) [Extracurricular Activities and Student Organizations \(policy 3620\)](#), [Education for Pregnant and Parenting Students \(policy 4023\)](#), [Children of Military Families \(policy 4050\)](#), [Immunization and Health Requirements for School Admission \(policy 4110\)](#), [Short-Term Suspension \(policy 4351\)](#)

Adopted: September 20, 2011

Revised: July 7, 2015; December 1, 2015; June 16, 2017 (Legal References Only)

ADDITIONAL ATTENDANCE INFORMATION:

Students in grades 9 through 12 cannot have more than 5 unexcused absences per semester. **More than 5 unexcused absences may warrant a failure for that class regardless of the student's grades in that class.** The only legal absences are as follows: death in the immediate family, illness, religious observances (must be approved in advance by the principal), court appearance, educational opportunity (must be approved in advance by the principal) or a medical/dental appointment.

When a student must be absent, he/she must bring a note back the following day explaining the absence. All notes must be turned into the office where they will be filed for future reference if an attendance appeal is needed. Although notes from home are acceptable, these **notes will not be accepted more than three days after the student's return.** The school's attendance committee also has the authority not to accept an excessive number of notes from home. **Parents/guardians may send no more than 3 handwritten notes per semester.**

ATHLETICS

The primary purpose of the Duplin County Schools' athletic program is to promote the physical, mental, social, emotional, and moral well being of the participant. It is hoped that coaches will help athletes in our schools and will be a positive force in preparing our youth for an enriching and contributing role in the 21st Century.

Before the first practice all middle and high school athletes are required to:

- Meet academic eligibility requirements
- Take and pass a physical examination
- Obtain parental signature on the physical exam
- Turn in a complete
 - emergency information card
 - parent information and consent form
 - parent and athlete sportsmanship form and honor code
 - parent signature on at-risk form

**** Please see the Duplin County School's Student-Athletes and Parents Handbook for complete requirements regarding athletic participation. If you have further questions, please contact your child's athletic director, coach, or principal.**

BULLYING: Policy Code 1710/4021/7230 Prohibition Against Discrimination, Harassment and Bullying

The Duplin County Board of Education (the “Board”) acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. The Board prohibits discrimination on the basis of race, color, national origin, sex, disability or age and will provide equal access to the Boy Scouts and other designated youth groups as required by law. The Board will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities or programs.

A. Prohibited Behaviors and Consequences

1. Discrimination, Harassment and Bullying

Students, school district employees, volunteers and visitors are expected to behave in a civil and respectful manner. The Board expressly prohibits unlawful discrimination, harassment and bullying.

Students are expected to comply with the behavior standards established by Board policy and the Code of Student Conduct. Employees are expected to comply with Board policy and school district regulations. Volunteers and visitors on school property also are expected to comply with Board policy and established school rules and procedures.

Any violation of this policy is serious, and school officials shall promptly take appropriate action. Students will be disciplined in accordance with the school's student behavior management plan (see policy [4302](#), School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

Employees who violate this policy will be subject to disciplinary action, up to, and including, dismissal. Volunteers and visitors who violate this policy will be directed to leave school property and/or reported to law enforcement, as appropriate, in accordance with policy [5020](#), Visitors to the Schools.

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school district-wide response is necessary. Such classroom, school-wide or school district-wide responses may include staff training, harassment and bullying prevention programs and other measures deemed appropriate by the superintendent to address the behavior.

2. Retaliation

The Board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy. After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. Application of Policy

This policy prohibits unlawful discrimination, harassment and bullying by students, employees, volunteers and visitors. "Visitors" includes persons, agencies, vendors, contractors and organizations doing business with or performing services for the school district.

This policy applies to behavior that takes place:

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

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

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

2. Harassment and Bullying

a. Harassment or bullying behavior is any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- 1) places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- 2) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or by adversely altering the conditions of an employee's employment..

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe.

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusion from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

Harassment, including sexual or gender-based harassment, is not limited to specific situations or relationships. It may occur between fellow students or co-workers,

between supervisors and subordinates, between employees and students, or between non-employees, including visitors, and employees or students. Harassment may occur between members of the opposite sex or the same sex.

b. Sexual harassment is one type of harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;
- 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or
- 3) such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employee's work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

Sexually harassing conduct includes, but is not limited to, deliberate, unwelcome touching that has sexual connotations or is of a sexual nature, suggestions or demands for sexual involvement accompanied by implied or overt promises of preferential treatment or threats, pressure for sexual activity, continued or repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal remarks about an individual's body, sexually degrading words used toward an individual or to describe an individual, sexual assault, sexual violence, or the display of sexually suggestive drawings, objects, pictures or written materials. Acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, but not involving sexual activity or language, may be combined with incidents of sexually harassing conduct to determine if the incidents of sexually harassing conduct are sufficiently serious to create a sexually hostile environment.

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

D. REPORTING AND INVESTIGATING COMPLAINTS OF DISCRIMINATION, HARASSMENT OR BULLYING

Employees are required to report any actual or suspected violations of this policy. Students, parents, volunteers, visitors or others are also strongly encouraged to report any actual or suspected incidents of discrimination, harassment or bullying. All reports should be made in accordance with policy [1720/4015/7225](#), Discrimination, Harassment and Bullying Complaint Procedure, and reported to one of the school officials identified in that policy. Reports may be made anonymously, and all reports shall be investigated in accordance with that policy.

E. Training and Programs

The Board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan.

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

F. NOTICE

The superintendent is responsible for providing effective notice to students, parents and employees of this policy and of the procedures for reporting and investigating complaints of discrimination, harassment and bullying established in policy [1720/4015/7225](#), Discrimination, Harassment, and Bullying Complaint Procedure. The superintendent must ensure that each school principal provides a copy of this policy and policy [1720/4015/7225](#) to students, employees, and parents or other responsible care givers at the beginning of each school year. In addition, both policies must be posted on the school district website, and copies of the policies must be readily available in the principal's office, the media center at each school and the superintendent's office. Notice of the policies must appear in all student and employee handbooks and in any school or school district publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. Coordinators

The superintendent has appointed the following individuals to coordinate the school district's efforts to comply with and carry out its responsibilities under federal non-discrimination laws. These responsibilities include investigating any complaints communicated to school officials alleging noncompliance with Title VI or Title IX of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), the Age Discrimination Act and/or the Boy Scouts Act, or alleging actions which would be prohibited by those laws.

1. Title IX Coordinator
Daren Tyndall
PO Box 128, Kenansville, NC 28349
910-296-6642
2. Section 504 Coordinator
Anthony Jones
PO Box 128, Kenansville, NC 28349
910-296-6092
3. ADA Coordinator
Cary Powers
PO Box 128, Kenansville, NC 28349
910-296-6605
4. Age Discrimination Coordinator
Daren Tyndall
PO Box 128, Kenansville, NC 28349
910-296-6642
5. Coordinator for Other Non-Discrimination Laws
Daren Tyndall
PO Box 128, Kenansville, NC 28349

H. Records and Reporting

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

The superintendent shall report to the State Board of Education all verified cases of discrimination, harassment or bullying. The report must be made through the Discipline Data Collection Report or through other means required by the State Board.

I. Evaluation

The superintendent shall evaluate the effectiveness of efforts to correct or prevent discrimination, harassment and bullying and shall share these evaluations periodically with the Board.

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621 et seq.](#), [34 C.F.R. pt. 110](#); Americans with Disabilities Act, [42 U.S.C. 12101 et seq.](#), [28 C.F.R. pt. 35](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d et seq.](#), [34 C.F.R. pt. 100](#); Title VII of the Civil Rights Act of 1964, [42 U.S.C. 2000e et seq.](#), [29 C.F.R. pt. 1604](#); Title IX of the Education Amendments of 1972, [20 U.S.C. 1681 et seq.](#), [34 C.F.R. pt. 106](#); Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. pt. 108](#); *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (October 26, 2010), available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201010.pdf>; *Dear Colleague Letter*, U.S. Department of Education, Office for Civil Rights, (April 4, 2011) available at <http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>; *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); [G.S. 115C-335.5](#), [-407.15 through -407.18](#); [126-16](#); State Board of Education Policy SSCH-000

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

Adopted: August 21, 2012

Revised: April 29, 2014; November 6, 2014; December 1, 2015; June 6, 2017 (Legal references only)

BULLYING (Complaint Procedure): Policy Code: 1720/4015/7225 Discrimination, Harassment and Bullying Complaint Procedure

The Duplin County Board of Education (the "Board") takes seriously all complaints of unlawful discrimination, harassment and bullying. The process provided in this policy is designed for those individuals who believe that they may have been discriminated against, bullied or harassed in violation of policy [1710/4021/7230](#), Prohibition Against Discrimination, Harassment and Bullying or policy [1730/4022/7231](#), Nondiscrimination on the Basis of Disabilities Individuals who have witnessed or have

reliable information that another person has been subject to unlawful discrimination, harassment or bullying also should report such violations to one of the school district officials listed in subsection C.1. of this policy. Reports may be made anonymously.

A. DEFINITIONS

1. Alleged Perpetrator

The alleged perpetrator is the individual alleged to have discriminated against, harassed or bullied the complainant.

2. Complaint

A complaint is an oral or written notification made by a person who believes he or she is the victim of unlawful discrimination, harassment or bullying.

3. Complainant

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

4. Days

Days are the working days, exclusive of Saturdays, Sundays, vacation days or holidays, as set forth in the school calendar. In counting days, the first day will be the first full working day following receipt of the complaint. When a complaint is submitted on or 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.

5. Investigative Report

The investigative report is a written account of the findings of the investigation conducted in response to a complaint.

6. Investigator

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

7. Report

A report is an oral or written notification that an individual, other than the reporter, is a suspected perpetrator or victim of unlawful discrimination, harassment or bullying.

B. REPORTING BY EMPLOYEES OR OTHER THIRD PARTIES

1. Mandatory Reporting by School Employees

Any employee who witnessed or who has reliable information or reason to believe that an individual may have been discriminated against, harassed or bullied in violation of policy [1710/4021/7230](#) or policy [1730/4022/7231](#) must report the offense immediately to an appropriate individual designated in subsection C.1., below. An employee who does not promptly report possible discrimination, harassment or bullying shall be subject to disciplinary action.

2. Reporting by Other Third Parties

All members of the school community including students, parents, volunteers and visitors are also strongly encouraged to report any act that may constitute an incident of discrimination, harassment or bullying.

3. Anonymous Reporting

Reports of discrimination, harassment or bullying may be made anonymously but formal disciplinary action may not be taken solely on the basis of an anonymous report.

4. Investigation of Reports

Reports of discrimination, harassment or bullying will be investigated sufficiently to determine whether further action under this policy or otherwise is necessary, and school officials shall take such action as appropriate under the circumstances, regardless of the alleged victim's willingness to

cooperate. At the option of the alleged victim, the report may be treated as a complaint by the alleged victim under this policy.

C. COMPLAINTS BROUGHT BY ALLEGED VICTIMS OF DISCRIMINATION, HARASSMENT OR BULLYING

1. Filing a Complaint

Any individual, who believes that he or she has been discriminated against, harassed or bullied is strongly encouraged to file a complaint orally or in writing to any of the following individuals:

- a. the principal or assistant principal of the school at which either the alleged perpetrator or alleged victim attends or is employed;
- b. an immediate supervisor if the individual making the complaint is an employee;
- c. the executive director of human resources if the alleged perpetrator or alleged victim is an employee of the school district (or the superintendent if the executive director of human resources is the alleged perpetrator);
- d. the Title IX coordinator for claims of sex discrimination or sexual harassment (see policy [1710/4021/7230](#) for contact information);
- e. the Section 504 coordinator or the ADA coordinator for claims of discrimination on the basis of a disability (see policy [1710/4021/7230](#) for contact information); or
- f. for claims of other forms of prohibited discrimination, the applicable civil rights coordinator as established in policy [1710/4021/7230](#).

2. Time Period for Filing a Complaint

A complaint should be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the 30-day period may be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of school officials to investigate and respond to such complaints.

3. Informal Resolution

The Board acknowledges that many complaints may be addressed informally through such methods as conferences or mediation. The Board encourages the use of informal procedures such as mediation to the extent possible; however, mediation or other informal procedures will not be used to resolve complaints alleging sexual assault or sexual violence, complaints by a student of sexual harassment perpetrated by an employee, or when otherwise inappropriate. Informal procedures may be used only if the parties involved voluntarily agree.

If an informal process is used, the principal or other designated personnel must (1) notify the complainant that he or she has the option to end the informal process and begin formal procedures at any time and (2) make a copy of this policy and other relevant policies available to the complainant. Any informal process should be completed within a reasonable period of time, not to exceed 30 days unless special circumstances necessitate more time. If informal procedures fail to resolve the matter in a reasonable period of time or are inappropriate, or if the complainant requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the procedures outlined in the remainder of this policy.

4. Other Resources

Individuals may also contact the Office for Civil Rights at the U.S. Department of Education:

4000 Maryland Ave, SW
Washington, DC 20202-1475

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

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

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

1. Initiating the Investigation

a. Whoever receives a complaint of discrimination, harassment or bullying pursuant to subsection C.1. shall immediately notify the appropriate investigator who shall respond to the complaint and investigate. The investigator of a complaint is determined as follows.

1) If the alleged incident occurred under the jurisdiction of the principal, the investigator is the principal or designee, unless the alleged perpetrator is the principal, the executive director of human resources, the superintendent or a member of the Board. If the alleged perpetrator is any other employee, the principal or designee shall conduct the investigation in consultation with the executive director of human resources or designee.

2) If the alleged perpetrator is the principal, the executive director of human resources or designee is the investigator.

3) If the alleged incident occurred outside of the jurisdiction of a principal (for example, at the central office), the executive director of human resources is the investigator unless the alleged perpetrator is the executive director of human resources, the superintendent or a member of the Board.

4) If the alleged perpetrator is the executive director of human resources, the superintendent or designee is the investigator.

5) If the alleged perpetrator is the superintendent, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the executive director of human resources who shall immediately notify the Board chair. The Board chair shall direct the Board attorney to respond to the complaint and investigate.)

6) If the alleged perpetrator is a member of the Board, the Board attorney is the investigator. (In such cases, whoever receives a complaint of discrimination, harassment or bullying shall immediately notify the superintendent who shall direct the Board attorney to respond to the complaint and investigate. Unless the Board chair is the alleged perpetrator, the superintendent shall also notify the Board chair of the complaint.)

b. As applicable, the investigator shall immediately notify the Title IX, Section 504, ADA or other relevant coordinator of the complaint, and, as appropriate, may designate the coordinator to conduct the investigation.

c. The investigator shall explain the process of the investigation to the complainant and inquire as to whether the complainant would like to suggest a course of corrective action.

d. Written documentation of all reports and complaints, as well as the school district's response, must be maintained in accordance with policy [1710/4021/7230](#).

e. Failure to investigate and/or address claims of discrimination, harassment or bullying shall result in disciplinary action.

2. Conducting the Investigation

a. The investigator is responsible for determining whether the alleged act(s) constitutes a violation of policy [1710/4021/7230](#) or policy [1730/4022/7231](#). In so doing, the investigator shall impartially, promptly and thoroughly investigate the complaint. The investigator shall interview (1) the complainant; (2) the alleged perpetrator(s); (3) individuals identified as witnesses by the complainant or alleged perpetrator(s); and (4) any other individuals, including other possible victims, who may have relevant information. The investigation will include a review of all evidence presented by the complainant or alleged perpetrator.

b. The complaint and investigation will be kept confidential to the extent possible. Information may be shared only with individuals who need the information in order to investigate and address the

complaint appropriately and those with a legal right to access the information. Any requests by the complainant for further confidentiality will be evaluated within the context of the legal responsibilities of the school district. Any complaints withdrawn to protect confidentiality must be recorded in accordance with policy [1710/4021/7230](#).

c. The investigator shall review the factual information gathered through the investigation to determine whether, based on a preponderance of the evidence, the alleged conduct constitutes discrimination, harassment or bullying, giving consideration to all factual information, the context in which the alleged incidents occurred, the age and maturity of the complainant and alleged perpetrator(s), and any other relevant circumstances. The investigator shall submit a written investigative report to the superintendent and, as applicable, to the Title IX, Section 504, ADA, or other coordinator.

3. Notice to Complainant and Alleged Perpetrator

a. The investigator shall provide written notification to 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 investigator shall specify whether the complaint was substantiated and, if so, shall also specify:

- 1) reasonable, timely, age-appropriate, corrective action intended to end the discrimination, harassment or bullying and prevent it from recurring;
- 2) as needed, reasonable steps to address the effects of the discrimination, harassment or bullying on the complainant; and
- 3) as needed, reasonable steps to protect the complainant from retaliation as a result of communicating the complaint.

b. If required by federal law, information regarding specific disciplinary action imposed on the alleged perpetrator(s) will be given to the complainant, such as when the information relates directly to the complainant (e.g., an order requiring the perpetrator not to have contact with the complainant). School officials are encouraged to consult with the superintendent and board attorney before releasing such information, however.

c. If the investigator determines that the complaint was substantiated, the perpetrator(s) shall be subject to discipline or other corrective steps, as described in policy [1710/4021/7230](#). If the corrective steps involve actions outside the scope of the investigator's authority, the superintendent will be notified so that responsibility for taking the corrective steps may be delegated to the appropriate individual.

d. Each alleged perpetrator will be provided with a written summary of the results of the investigation in regard to whether the complaint was substantiated, whether the alleged perpetrator violated relevant law or Board policies by his or her actions, and what, if any, disciplinary actions or consequences will be imposed upon the perpetrator in accordance with Board policy. The perpetrator may appeal any disciplinary action or consequence in accordance with Board policy and law. However, an appeal by the perpetrator of disciplinary action does not preclude school officials from taking appropriate action to address the discrimination, harassment or bullying.

4. Appeal of

a. If the complainant is dissatisfied with the results of the investigation, he or she may appeal the decision to the superintendent (unless the alleged perpetrator is the executive director of human resources, in which cases the complainant may appeal directly to the Board in accordance with the procedure described in subsection D.4.b below). The appeal must be submitted in writing within five days of receiving the notice of the results of the investigation. The superintendent may review the documents, conduct any further investigation necessary or take any other steps the superintendent determines to be appropriate in order to respond to the complaint. The superintendent shall provide a written response within 10 days after receiving the appeal, unless further investigation is needed.

b. If the complainant is dissatisfied with the superintendent's response, he or she may appeal the decision to the Board within five days of receiving the superintendent's response. The Board will review the documents, direct that further investigation be conducted if necessary and take any other steps that the Board determines to be appropriate in order to respond to the complaint. Upon request of the complainant, the Board will hold a hearing pursuant to policy [2500](#), Hearings Before the Board. The Board will provide a written response within 30 days after receiving the appeal, unless further investigation is necessary or the hearing necessitates that more time be taken to respond.

E. TIMELINESS OF PROCESS

The number of days indicated at each step of the process should be considered a maximum. Every effort should be made to expedite the process.

If any school official charged with investigating the complaint or reviewing the investigation fails at any step in the process to communicate a decision within the specified time limit, the complainant will be entitled to appeal the complaint to the next step unless the official has notified the complainant of the delay and the reason for the delay, such as the complexity of the investigation, review or report. The school official shall make reasonable efforts to keep the complainant apprised of progress being made during any period of delay. Delays that interfere with the exercise of any legal rights are not permitted.

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

F. GENERAL REQUIREMENTS

1. No reprisals or retaliation of any kind will be taken by the Board or by an employee of the school district against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless the person knew or had reason to believe that the complaint or report was false or knowingly provided false information.
2. All meetings and hearings conducted pursuant to this policy will be private.
3. The Board and school district officials will consider requests to hear complaints from a group, but the Board and officials have the discretion to hear and respond to complainants individually.
4. The complainant may be represented by an advocate, such as an attorney, at any meeting with school district officials.
5. Should, in the judgment of the superintendent or designee, the investigation or processing of a complaint require that an employee be absent from regular work assignments, such absences shall be excused without loss of pay or benefits. This shall not prevent the superintendent or designee from suspending the alleged perpetrator without pay during the course of the investigation.

G. RECORDS

Records will be maintained as required by policy [1710/4021/7230](#).

Legal References: Age Discrimination in Employment Act of 1967, [29 U.S.C. 621](#) et seq., [34 C.F.R. pt. 110](#); Americans with Disabilities Act, [42 U.S.C. 12101](#) et seq., [28 C.F.R. pt. 35](#); Family Educational Rights and Privacy Act, [20 U.S.C. 1232g](#); Rehabilitation Act of 1973, [29 U.S.C. 705\(20\)](#), [794](#), [34 C.F.R. pt. 104](#); Title VI of the Civil Rights Act of 1964, [42 U.S.C. 2000d](#) et seq., [34 C.F.R. pt. 100](#); Title VII of the Civil Rights Act of 1964, [42 U.S.C. 2000e](#) et seq., [29 C.F.R. pt. 1604](#); Title IX of the Education Amendments of 1972, [20 U.S.C. 1681](#) et seq., [34 C.F.R. pt. 106](#); Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. pt. 108](#); *Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance*, U.S. Department of Education, Office for Civil Rights (1994); *Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties*, U.S. Department of Education, Office for Civil Rights (2001); *Notice of Non-Discrimination*, U.S. Department of Education, Office for Civil Rights (2010); [Gebser v. Lago Vista Independent School District](#), 524 U.S. 274

(1998); [Davis v. Monroe County Board of Education](#), 526 U.S. 629 (1999); [G.S. 115C-407.15 through - 407.18](#)

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Student and Parent Grievance Procedure (policy [1740/4010](#)), Hearings Before the Board (policy [2500](#)), Assaults, Threats and Harassment (policy [4331](#))

Adopted: August 21, 2012

Revised: November 6, 2014; March 1, 2016; June 7, 2016

CHECK IN / CHECK OUT

When a student must leave early or arrive at school late, he/she must sign in or sign out in the office. The office maintains a daily sign in/out documentation. **Students cannot be called out of class by parents without approval by the principal or designee.** Some acceptable reasons for getting students out of class would be: illness, family emergency, doctor's appointment, and court appearance. Documentation will be required to excuse the student's absence.

High School students who leave daily such as co-op students or teacher cadets will need to show their badges as well as sign in and out every day. When a student arrives at school, responsibility for that student is placed on the school until the dismissal bell at the end of the school day. **Leaving campus without signing out may be considered skipping.** Entering school late without signing in could also be considered skipping. If a student is signed out by another student, both students could be disciplined. **When a parent has given a student permission to leave campus, the student must still go through the office for permission to sign out. Failure to do so could be considered skipping.**

Also remember that the only person who can get a student out of school is the person listed as the parent or guardian in PowerSchool. Parents should refrain from taking students out of class excessively.

There are three ways that a parent can get a student out of class early. Parents can sign their student out 2 to 5 days prior to when they are to leave, parents can pick the student up when it's time to leave, or they can send a note. Notes must contain a reason for leaving early as well as the time the student is allowed to leave and a phone number where the parent can be contacted for verification. **If the parent cannot be contacted, the student will not be allowed to leave.** All notes must be turned in to the office first thing in the morning. ***Phone calls from parents to get students out of class will not be accepted. Whenever a parent comes to the office to pick up his/her child, she/he must present a picture ID to the receptionist before being allowed to sign anyone out.***

CHILD NUTRITION

The Child Nutrition Program in Duplin County Schools plays an integral role in the success of students throughout our county. The Child Nutrition Team strives to provide foods that meet or exceed federal guidelines for nutrition, while maintaining a moderate price to enable all of our students to take full advantage of our offerings. Students from across the county choose daily from a well-balanced selection of food items for both breakfast and lunch. Supplemental items such as extra milk, fruits and vegetables and menu items are also available for purchase.

All students will be provided, free of charge, breakfast and lunch during the 2017-18 school year. .

No free/reduced meal prices applications are required to be completed this school year.

School Lunch Menus can be accessed [here](#).

CLASS RANKINGS: [Policy Code: 3450 Class Rankings](#)

Class rankings are one method of measuring academic performance. The Duplin County Board of Education (the "Board") also recognizes other means of evaluating student achievement, including grade point average, courses completed, rigorousness of curriculum, results of tests and assessments, and recommendation letters.

High school principals shall provide for the compilation of class rankings to be listed on student transcripts and may make class rank information available periodically to students and their parents or guardians, and to other institutions at the request of the student or the student's parent or guardian. High schools will recognize student academic achievement at graduation ceremonies using a Latin Honors system.

High School Latin Honors distinctions, based upon weighted and unweighted grade point averages, will be determined as follows when final grades are determined:

- Cum Laude (with honors) = 3.95 minimum weighted GPA or 3.5-3.74 unweighted GPA
- Magna Cum Laude (with great honors) = 4.25 minimum weighted GPA or 3.75-3.90 unweighted GPA
- Summa Cum Laude (with highest honor) = 4.40 minimum weighted GPA or 3.91-4.0 unweighted GPA

Principals shall ensure that class ranking is computed in a fair and consistent manner as provided in State Board of Education Policy [GRAD-004](#). The principal shall ensure that students and parents receive adequate notice as to how class rank is calculated and shall provide written procedures on how students with equal grades, or grades that may be perceived as equal, will be treated. Nothing in this policy provides a student with any legal entitlement to a particular class rank or title. Although the student grievance procedure provided in policy [1740/4010](#), Student and Parent Grievance Procedure, may be utilized to resolve disputes formally, the Board encourages parents, students and principals to reach a resolution informally on any matters related to class rank.

Legal References: [G.S. 115C-47](#), [-81](#), [-276](#), [-288](#); [116-11](#)(10a); State Board of Education Policy [GRAD-004](#)
Cross References: Parental Involvement (policy [1310/4002](#)), Student and Parent Grievance Procedure (policy [1740/4010](#)), Goals and Objectives of the Educational Program (policy [3000](#)), Recognizing Excellence (policy [3440](#))

Adopted: February 5, 2013

Revised: July 7, 2015; June 6, 2017 (Legal references only)

COLLEGE COURSES

Students who meet rigorous eligibility requirements and have shown the potential to be successful at the college level are eligible to enroll in tuition-free college courses under Career and College Promise (CCP) guidelines. Eligible students will receive information regarding CCP enrollment from their school counselor. College courses may be offered online and/or face-to-face depending on the college's schedule of courses.

All courses in which a student enrolls while in high school (high school courses and college courses) will be assigned final grades. Grades will be documented on report cards and transcripts (high school and college) and factored in the calculation of Grade Point Averages (high school and college). Successful completion

of college courses will result in dual credit for the completed coursework. All students, along with their parent/guardian, must sign a Career and College Promise Student/Parent Agreement prior to enrolling in college courses. For more information regarding CCP, please contact your high school's Career and College Liaison.

EARLY GRADUATION

Early graduates are students who complete all local and state graduation requirements prior to completing the traditional eight semesters of high school. Approval by the principal and the Superintendent is also required. Students interested in applying for early graduation should see their school counselor for more information.

FERPA: Policy Code 4700 STUDENT RECORDS

All student records must be current and maintained with appropriate measures of security and confidentiality. The principal is responsible for complying with all legal requirements pertaining to the maintenance, review and release of records retained at the school.

A. ANNUAL NOTIFICATION OF RIGHTS

The superintendent or designee shall provide eligible students and parents with annual notification of their rights under the Family Educational Rights and Privacy Act (FERPA). The notice must contain all information required by federal law and regulations, including the following:

1. the right to inspect and review the student's educational records and the procedure for exercising this right;
2. the right to request amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading or in violation of the student's privacy rights; and the procedure for exercising this right;
3. the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
4. the type of information designated as directory information and the right to opt out of release of directory information;
5. that the school district releases records to other institutions that have requested the information and in which the student seeks or intends to enroll;
6. the right to opt out of releasing the student's name, address and phone number to military recruiters or institutions of higher education that request such information;
7. a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest if a school official discloses or intends to disclose personally identifiable information to school officials without consent;
8. notification if the school district uses contractors, consultants, volunteers or similar persons as school officials to perform certain school district services and functions that it would otherwise perform itself; and

9. the right to file complaints with the Family Policy Compliance Office in the U.S. Department of Education.

School officials are not required to individually notify parents or eligible students of their rights but must provide the notice in a manner reasonably likely to inform the parents and eligible students of their rights. Effective notice must be provided to parents or eligible students with disabilities or those whose primary or home language is not English.

B. DEFINITION OF PARENT AND ELIGIBLE STUDENT

1. Parent

For purposes of this policy, the term “parent” includes a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. If the parents of a student are separated or divorced, both parents have the right to access the student’s records as provided in this policy, unless the school district has been provided with evidence that there is a court order, state statute or other legally binding document that specifically revokes these rights.

2. Eligible Student

For purposes of this policy, an eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. The rights afforded to parents under this policy transfer to an eligible student. However, parents may still have access to the records as long as the student is claimed as a dependent by the parent for federal income tax purposes. An eligible student who desires to prevent access to records by his or her parents must furnish to the principal information verifying that the student is not a dependent of his or her parents. If a parent of a student who is at least 18 and no longer attending a school within the district wishes to inspect and review the student’s records, he or she must provide information verifying that the student is a dependent for federal income tax purposes.

A student under age 18 may have access to student records only upon the consent of his or her parents.

C. CLASSIFICATION AND MAINTENANCE OF RECORDS

Information about students that is collected and stored by school personnel may be separated into several categories, including, but not limited to, the following records.

1. Cumulative Records

The cumulative record is the official record for each student. The cumulative record includes student identification information, such as the student’s name, address, sex, race, birthplace and birth date; family data including the parents’ names, addresses, work and home telephone numbers and places of employment; academic work completed; grades; standardized test scores; health screenings and immunization documentation; attendance records; withdrawal and reentry records; discipline records; honors and activities; class rank; date of graduation; and follow-up records.

2. Discipline Records

Student discipline records are part of the student’s official record and must be maintained and reviewed pursuant to policy 4345, Student Discipline Records. Discipline records must be expunged and forwarded pursuant to the requirements of law and the procedures of policy 4345.

3. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act and policy 3520, Special Education Programs/Rights of Students with Disabilities. Records for a student identified as a student with a disability are considered part of the student's official records and must be maintained in accordance with all appropriate federal and state regulations. Access to these records will be restricted to personnel having specific responsibility in this area. A list of all approved personnel having access to these restricted files will be updated as needed, and a current, dated list will be posted in the student records location.

4. Records Received from the Department of Social Services

The Department of Social Services may disclose confidential information to the school district in order to protect a juvenile from abuse or neglect. Any confidential information disclosed under these circumstances must remain confidential and may only be redisclosed for purposes directly connected with carrying out the school district's mandated educational responsibilities.

5. Juvenile Records

Juvenile records include documentation or information regarding students who are under the jurisdiction of the juvenile court. These records may be received from local law enforcement and/or other local agencies authorized to share information concerning juveniles in accordance with G.S. 7B-3100. These records also may include notice from the sheriff to the Duplin County Board of Education (the "Board") that a student has been required to register with the sheriff because the student has been found to be a danger to the community under G.S. Chapter 14, Part 4. Such documents must not be a part of a student's official records but must be maintained by the principal in a safe, locked storage area that is separate from the student's other records. The principal shall not make a copy of such documents under any circumstances.

Juvenile records will be used only to protect the safety of or to improve the educational opportunities for the student or others. The principal may share juvenile records with individuals who have (a) direct guidance, teaching or supervisory responsibility for the student and (b) a specific need to know in order to protect the safety of the student and others. Persons provided access to juvenile records must indicate in writing that they have read the document(s) and agree to maintain confidentiality of the records.

The principal or designee must destroy juvenile documents if he or she receives notification that a court no longer has jurisdiction over the student or if the court grants the student's petition for expunction of the records. The principal or designee shall destroy all other information received from an examination of juvenile records when he or she finds that the information is no longer needed to protect the safety of or to improve the educational opportunities for the student or others. If the student graduates, withdraws from school, transfers to another school, is suspended for the remainder of the school year or is expelled, the principal shall return all documents not destroyed to the juvenile court counselor. If the student is transferring, the principal shall provide the juvenile court counselor with the name and address of the school to which the student is transferring.

6. Other Student Records

School district personnel may also keep other student records but must review such records annually and destroy them when their usefulness is no longer apparent or when the student leaves the school district.

7. Sole Possession, Employment and Law Enforcement Records

Student records do not include, and release of information under this policy does not apply to:

- a. records made by teachers, counselors and administrators that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute;
- b. employment records of student employees if those records relate exclusively to the student in his or her capacity as an employee and are not made available for any other use; and
- c. records created by a law enforcement unit of the school district if created for a law enforcement purpose and maintained solely by the law enforcement unit of the school district. This does not include information obtained from the student's confidential file or other educational records that is contained in a law enforcement record.

D. RECORDS OF STUDENTS PARTICIPATING IN THE NORTH CAROLINA ADDRESS CONFIDENTIALITY PROGRAM

Students or parents enrolled in the North Carolina Address Confidentiality Program (NCACP) must provide a valid NCACP authorization card to the school principal if they wish to keep their home address confidential. The school system will maintain a confidential record of the actual home address for admission and assignment purpose only and will not release that address except as provided by law. With the exception of such specially-maintained records, student records will include only the substitute address provided by the NCACP and not the actual home address of any students or parents for whom a valid NCACP authorization card is on file.

When transferring the record of a student participating in the North Carolina Address Confidentiality Program to a school outside of the district, the transferring school may send the files to the Address Confidentiality Program participant (parent or guardian) via the substitute address provided by the Address Confidentiality Program.

E. RECORDS OF MISSING CHILDREN

Upon notification by a law enforcement agency or the North Carolina Center for Missing Persons of the disappearance of a child who is currently or was previously enrolled in the school, school officials shall flag the record of that child. If the missing child's record is requested by another school district, the principal shall provide notice of the request to the superintendent and the agency that notified the school that the child was missing. The principal shall provide the agency with a copy of any written request for information concerning the missing child's record.

Any information received indicating that a student transferring into the district is a missing child must be reported promptly to the superintendent and the North Carolina Center for Missing Persons.

F. RECORDS OF MILITARY CHILDREN

School administrators shall comply with any regulations pertaining to the records of military children developed by the Interstate Commission on Educational Opportunity for Military Children.

In addition, children of military families, as defined by policy 4050, Children of Military Families, are entitled to the following.

1. For Students Leaving the School District

In the event that official education records cannot be released to the parents of military children who are transferring away from the school district, the custodian of records shall prepare and furnish to the parent a complete set of unofficial education records containing uniform information as determined by the Interstate Commission.

When a request for a student's official record is received from the student's new school, school officials shall process and furnish the official records to the student's new school within 10 days or within such time as is reasonably determined by the Interstate Commission.

2. For Students Enrolling in the School District

Upon receiving an unofficial education record from the student's previous school, school administrators shall enroll the student and place him or her in classes as quickly as possible based on the information in the unofficial records, pending validation by the official records.

Simultaneous with the enrollment and conditional placement of the student, school administrators shall request the student's official record from his or her previous school.

G. REVIEW, RELEASE OF RECORDS TO PARENT OR ELIGIBLE STUDENT

A parent or eligible student may access the student's records upon proper request. The principal or guidance office personnel of the student's school shall schedule an appointment as soon as possible but no later than 45 days after the request by the parent or eligible student. The parent or eligible student may formally review the student's complete records only in the presence of the principal or a designee competent to explain the records. School personnel shall not destroy any educational records if there is an outstanding request to inspect or review the records.

A parent or eligible student has the right to challenge an item in the student record believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The principal shall examine a request to amend a student record item and respond in writing to the person who challenges the item. Subsequent steps, if necessary, will follow the student grievance procedures as provided in policy 1740/4010, Student and Parent Grievance Procedure. If the final decision is that the information in the record is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the principal shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district.

H. RELEASE OR DISCLOSURE OF RECORDS TO OTHERS

Before releasing or disclosing records as permitted by law, school officials shall use reasonable methods to identify and authenticate the identity of the party to whom the records are disclosed.

1. Release/Disclosure with Parental Consent

School officials shall obtain written permission from a parent or eligible student before releasing or disclosing student records that contain personally identifiable information,

except in circumstances where the school district is authorized by law to release the records without such permission. The written permission must specify the records to be released, the purpose of the release and the party(ies) to whom they are to be released.

2. Release/Disclosure without Parental Consent

School district officials shall promptly release student records when a student transfers to another school. The records custodian may release or disclose records with personally identifiable information without parental permission to the extent permitted by law, including to other school officials who have a legitimate educational interest in the records.

Personally identifiable information from a student's record may be released or disclosed to someone other than a parent or eligible student without prior written consent of the parent or eligible student only as provided by federal law. Except as otherwise permitted by federal law, when personally identifiable information from a student record is released or disclosed to someone other than a parent or eligible student without their written consent, the party to whom the information is released must agree not to disclose the information to any other party without the prior consent of the parent or eligible student.

The superintendent shall employ reasonable methods to ensure that teachers and other school officials obtain access only to those educational records in which they have legitimate educational interests.

3. Release of Directory Information

Permission of the parent or eligible student is not required for the release of information that is designated as directory information by the Board, provided that the parent or eligible student has been given proper notice and an opportunity to opt out. (See policy 1310/4002, Parental Involvement.)

a. The Board designates the following student record information as directory information:

- (1) name;
- (2) address;
- (3) telephone listing;
- (4) electronic mail address;
- (5) photograph;
- (6) date and place of birth;
- (7) participation in officially recognized activities and sports;
- (8) weight and height of members of athletic teams;
- (9) dates of attendance;
- (10) grade level;
- (11) diplomas, (including endorsements earned), industry credentials/certifications, and awards received; and

- (12) most recent previous school or education institution attended by the student.
- b. The telephone number and actual address of a student who is or whose parent is a participant in the North Carolina Address Confidentiality Program is not considered directory information and will not be released except as required by law.
- c. As required by law, the names, addresses and telephone numbers of secondary school students shall be released, upon request, to military recruiters or institutions of higher learning, whether or not such information is designated directory information by the school district. Students or their parents, however, may request that the student's name, address and telephone number not be released without prior written parental consent. School officials shall notify parents of the option to make a request and shall comply with any requests made.
- d. All requests for directory information must be submitted to the superintendent or designee for approval. The superintendent is directed to establish regulations regarding the release of directory information. At a minimum, the regulations must:
 - (1) specify the types of organizations that are eligible to receive directory information, and for what purposes;
 - (2) provide for equal disclosure to organizations that are similar in purpose; and
 - (3) authorize access to directory information to recruiters of military forces of the state or United States for the purpose of informing students of educational and career opportunities available in the military to the same extent that such information is made available to persons or organizations that inform students of occupational or educational options.
- 4. Records of Students with Disabilities

Students with recognized disabilities must be accorded all rights in regard to their records as provided by state and federal law, including the Individuals with Disabilities Education Act.
- 5. Disclosure of De-Identified Information

Education records may be released without consent of the parent or eligible student if all personally identifiable information has been removed. Personally identifiable information includes both direct and indirect identifiers that, alone or in combination, would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Unless specifically permitted by law, records that have been de-identified must not be released without the consent of the parent or eligible student if school officials reasonably believe that the person requesting the information knows the identity of the student to whom the education record relates.

I. WITHHOLDING RECORDS

School district administrators shall not withhold records upon a valid request by a parent, eligible student or school to which the student is transferring for any reason, including in order to collect fines assessed to the parent or student.

J. RECORD OF ACCESS AND DISCLOSURE

The principal or designee shall maintain a record in each student's file indicating all persons who have requested or received personally identifiable information from a student's record and the legitimate reason(s) for requesting or obtaining the information. This requirement does not apply to requests by or disclosure to parents, eligible students, school officials, parties seeking directory information, a party seeking or receiving the records under a court order or subpoena that prohibits disclosure, or those individuals with written parental consent.

K. DESTRUCTION OF STUDENT RECORDS

School officials shall only destroy student records in accordance with state and federal law and the *Records Retention and Disposition Schedule for Local Education Agencies*. After notifying parents, school officials may destroy student records when the records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials must destroy student records if the parent or eligible student requests their destruction and if such records are no longer needed to provide educational services to the student or to protect the safety of the student or others. School officials shall not destroy student records if there is an outstanding request to inspect the particular records.

L. LONGITUDINAL DATA SYSTEM

School district administrators will comply with the data requirements and implementation schedule for the North Carolina Longitudinal Data System (NCLDS) and will transfer designated student record data to the system in accordance with the NCLDS data security and safeguarding plan and all other requirements of state law, provided that doing so does not conflict with the requirements of FERPA.

Legal References: Family Educational Rights and Privacy Act, 20 U.S.C. 1232g, h, 34 C.F.R. pt. 99; Individuals with Disabilities Education Act, 20 U.S.C. 1411 *et seq.*; No Child Left Behind Act, 20 U.S.C. 7908; G.S. 7B-302, -3100; 14-208.29; 115C-47(26), -109.3, -402, -403, -407.5; 116E-6; *Records Retention and Disposition Schedule for Local Education Agencies*, N.C. Department of Natural and Cultural Resources (1999), available at <http://archives.ncdcr.gov/For-Government/Retention-Schedules/Local-Schedules>

Cross References: Parental Involvement (policy 1310/4002), Student and Parent Grievance Procedure (policy 1740/4010), Special Education Programs/Rights of Students with Disabilities (policy 3520), Children of Military Families (policy 4050), North Carolina Address Confidentiality Program (policy 4250/5075/7316), Disciplinary Action for Exceptional Children/Students with Disabilities (policy 4307), Student Discipline Records (policy 4345), Confidentiality of Personal Identifying Information (policy 4705/7825), Surveys of Students (policy 4720), Public Records – Retention, Release and Disposition (policy 5070/7350)

Adopted: June 14, 2012

Revised: April 23, 2013; April 29, 2014; March 1, 2016; June 6, 2017;

GARRETT'S LAW

Garrett's law was enacted in 2004. It mandates schools provide parents and guardians with information about meningococcal meningitis and influenza and the vaccines that protect against these diseases. The law was expanded in 2007 to mandate that information also be provided about human papillomavirus (HPV) and the vaccines available to protect against HPV.

Meningococcal meningitis is a form of bacterial meningitis. The bacterial infection can cause severe swelling or fluid around the brain and spinal cord or a serious blood infection. The disease can be spread through coughing, sneezing, kissing, or sharing items like a drinking glass or utensils. A safe and effective vaccine is available to protect against four of the five most common types of meningitis and the vaccine protects for approximately three to five years.

Influenza (commonly called "the flu") is a respiratory illness caused by influenza viruses and can be easily spread to others. Symptoms of flu include fever (usually high), headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults. The following steps may help prevent the spread of respiratory illnesses like flu: Avoid close contact with people who are sick, stay home when you are sick, cover your mouth and nose with a tissue when coughing or sneezing, wash your hands to protect you from germs, and avoid touching your eyes, nose or mouth.

HPV is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. Vaccines are available that can protect females and males (ages 9-26) from some of the major types of HPV.

GRIEVANCE PROCEDURE: [Policy Code: 1740/4010 Student and Parent Grievance Procedure](#)

A. OPTIONS FOR RESOLVING COMPLAINTS

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

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

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

B. DEFINITIONS

1. Days

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

2. Final Administrative Decision

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

3. Grievance

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

discrimination, harassment or bullying must be processed under policy [1720/4015/7225](#), Discrimination, Harassment and Bullying Complaint Procedure.

4. Grievant

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

5. Official

The official is the school district employee hearing and responding to the grievant.

C. TIMELINESS OF PROCESS

The number of days indicated at each step of the grievance process should be considered a maximum, and every effort should be made to expedite the process.

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

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

D. GENERAL REQUIREMENTS

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

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

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

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

E. PROCESS FOR GRIEVANCE

1. Filing a Grievance

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

b. A grievance must be filed as soon as possible but no later than 30 days after disclosure or discovery of the facts giving rise to the grievance. For a grievance submitted after the 30 day period that claims a violation, misapplication or misinterpretation of state or federal law, the superintendent or designee shall determine whether the grievance will be investigated after considering factors such as the reason for the delay; the extent of the delay; the effect of the delay on the ability of the school district to investigate and respond to the complaint; and whether the investigation of the complaint is necessary to meet any legal obligations. However, students, parents and guardians should

recognize that delays in filing a grievance may significantly impair the ability of the school district to investigate and respond effectively to such complaints.

c. A student or parent or guardian who has a grievance must provide the following information in writing to the principal: (1) the name of the school district employee or other individual whose decision or action is at issue; (2) the specific decision(s) or action(s) at issue; (3) any Board policy, state or federal law, state or federal regulation, or State Board of Education policy or procedure that the parent or guardian or student believes has been misapplied, misinterpreted or violated; (4) and the specific resolution desired. If there is not a specific decision or action at issue and no concern that state or federal law has been misapplied, misinterpreted or violated, then the procedure established in policy [1742/5060](#) is appropriate, and the principal shall address the concern following that policy.

d. Even if the principal is the employee whose decision or action is at issue, the student must submit the grievance first to the principal in order for the principal to address the issue within the formal process. If, however, the grievance claims that a state or federal law has been misapplied, misinterpreted or violated, the student may submit the grievance directly to the superintendent or designee.

e. If a student wants to initiate a formal grievance regarding a decision by the superintendent that directly and specifically affects the student, the general process described in this policy will be used, except that the grievance will be submitted to the assistant superintendent of human resources, who shall forward the grievance to the Board Chairperson.

2. Investigation

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

b. The principal shall conduct any investigation of the facts necessary before rendering a decision.

3. Response by Principal

a. The principal shall provide a written response to the written grievance within 10 days of the meeting. The response will include the principal's decision regarding resolution of the grievance and the basis for the decision. In responding, the principal may not disclose information about other students or employees that is considered confidential by law.

b. A copy of the grievance and the principal's response will be filed with the superintendent.

4. Response by Superintendent

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

b. The superintendent may review the written documents and respond or the superintendent may schedule and hold a conference with the grievant, principal and any other individuals the superintendent determines to be appropriate within five school days after receiving the appeal. The student may be accompanied by a parent, legal guardian or other person who is in a position of *loco parentis* to the student.

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

5. Appeal to the Board

If the grievant has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local Board policy or procedure, the grievant will have the right to appeal a final administrative decision to the Board (see subsection E.5.a, Mandatory Appeals, below). If a grievant has not alleged such specific violations, he or she may request a Board hearing, which the Board may grant at its discretion (see subsection E.5.b, Discretionary Appeals, below).

a. Mandatory Appeals

1) If the grievant is dissatisfied with the superintendent's response to his or her grievance and has alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local Board policy or procedure, the grievant may appeal the decision to the Board within five days of receiving the superintendent's response.

2) A hearing will be conducted pursuant to policy [2500](#), Hearings Before the Board.

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

b. Discretionary Appeals

1) If the grievant is dissatisfied with the superintendent's response to his or her grievance but has *not* alleged a violation of a specified federal or state law, federal or state regulation, State Board of Education policy or procedure, or local Board policy or procedure, then within five days of receiving the superintendent's response, the grievant may submit to the superintendent a written request for a hearing before the Board.

2) If the full Board will be meeting within two weeks of the request for a hearing, the Board will decide at that time whether to grant a hearing. Otherwise, the Board Chairperson will appoint a three-person panel to review the request and determine if a hearing should be granted. The panel will report the decision to the Board. The Board may modify the decision of the panel upon majority vote at a Board meeting.

3) If the Board decides to grant a hearing, the hearing will be conducted pursuant to policy [2500](#).

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

F. NOTICE

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

G. RECORDS

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

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

Cross References: Prohibition Against Discrimination, Harassment and Bullying (policy [1710/4021/7230](#)), Discrimination, Harassment and Bullying Complaint Procedure (policy [1720/4015/7225](#)), Responding to

Complaints (policy [1742/5060](#)), Hearings Before the Board (policy [2500](#)), Student Behavior Policies ([4300](#) series)

Adopted: September 20, 2011

HONOR ROLL

ELEMENTARY AND MIDDLE SCHOOL HONOR ROLL POLICY

Honor rolls will be implemented beginning at grade 3. Elementary school honor rolls will be determined at the end of each grading period. Students in grades 3-8 will be recognized on the Principal's List if they have received all A's. Students in grades 3-8 will be recognized on the Honor Roll if they have A's and B's but no C's.

HIGH SCHOOL HONOR ROLL POLICY

High school honor rolls will be determined at the end of each grading period. Students in grades 9-12 will be included on the Principal's List if they earn A's in all courses for the grading period. They will be on the Honor Roll if they earn A's and B's but no C's in all courses for a grading period.

Honor Roll Summary Chart

Grade Level	3-8	9-12
Principal's List	All A's	All A's
Honor Roll	All A's and B's (with no C's)	All A's and B's (with no C's)

PARENT CONCERN PROCESS

Students are the number one priority of both parents and Duplin County Schools. Having said that, it recognized there may be times when parents have a concern regarding a variety of matters. To expedite answers to questions and resolutions to challenges that may arise, Duplin County Schools has put into place a process** to address all parent concerns and questions as efficiently and effectively as possible.

When a question or concern arises:

1. Please contact your child's teacher. *If you discuss the matter with the teacher and are unable to resolve it at this level,*
2. Please schedule a time to meet with your child's principal. *If you discuss the matter with the principal and are unable to resolve it at this level,*
3. Please contact Dawn Craft, Executive Director of Administrative Services:

910-296-6623
910-271-4500
dcraft@duplinschools.net

** In order to facilitate this process and resolve challenges, the above procedures must be followed.

PARKING

Parking is a privilege. All students who wish to park must pay a \$40.00 parking fee. Students must complete a parking application at their school.

PEST MANAGEMENT: Policy Code: 9205 Pest Management

Pests are significant problems for people and property. The pesticides that are commonly used in pest control may pose a potential risk to human health and the environment. The Duplin County Board of Education (the "Board") is committed to maintaining a safe educational environment while also protecting the physical conditions of school facilities. To this end, the Board will utilize Integrated Pest Management (IPM) programs or incorporate IPM procedures into the maintenance program conducted by the school district. The superintendent will appoint an IPM contact person to facilitate the use of IPM techniques. As necessary, the superintendent will develop administrative procedures for the IPM program.

A. OVERVIEW OF INTEGRATED PEST MANAGEMENT

IPM is a comprehensive approach that combines effective, economic, environmentally sound and socially acceptable methods to prevent and solve pest problems. IPM emphasizes pest prevention and provides a decision-making process for determining if, when and where pest suppression is needed and what control tactics are appropriate.

Through its IPM program, the school district will strive to do the following:

1. minimize any potential health, environmental and economic risks from pests or from the use of pest control methods;
2. minimize loss or damage to school structures or property from pests or from the use of pest control methods;
3. minimize the risk of pests spreading into the community; and
4. enhance the quality of facility use for the school and community.

Pesticide use will not be based *solely* on a schedule. School personnel in charge of pest management will consider how and when pesticides need to be used to achieve the pest management goals.

B. USE OF IPM IN FACILITY AND MAINTENANCE OPERATIONS

The school district shall include pest management considerations in facilities planning and maintenance. The IPM contact person, in conjunction with the school district's contracted pest management professional, will recommend to the superintendent any landscaping changes, structural modifications and sanitation changes needed to reduce or prevent pest problems. The superintendent will review such recommendations and may authorize action to address necessary minor changes in a timely manner, as the budget permits. For significant changes or changes that require a significant expenditure of funds, the superintendent will recommend changes to the Board for approval.

C. PROVIDING INFORMATION ON IPM TO THE SCHOOL COMMUNITY

Staff, students, pest managers, parents and the public will be informed about potential school pest problems, school IPM policies and procedures, and their respective roles in achieving the desired pest management objectives. Each year, the principal or designee will ensure that the student handbook

includes the schedule of anticipated pesticide use on school property and a notice to parents, guardians and custodians of their right to request notification of nonscheduled pesticide use. Additionally, the principal or designee shall annually notify school staff of scheduled pesticide use on school property and of their right to request notice of nonscheduled pesticide use. Notice of nonscheduled pesticide use should be made at least 72 hours in advance of such use, to the extent possible.

D. RECORDKEEPING

Records of all pest management activities must be maintained, including inspection records, monitoring records, pest surveillance data sheets or other indicators of pest populations, and records of structural repairs and modifications. If pesticides are used, records must be maintained on site to meet the requirements of the state regulatory agency and school Board.

Legal References: G.S. 115C-12(34)d and e, -36, -47(47)

Cross References: School Safety (policy 1510/4200/7270), Planning to Address Facility Needs (policy 9000), Care and Maintenance of Facilities (policy 9200)

Adopted: June 14, 2011

PHYSICAL EDUCATION

The intent of the North Carolina Healthful Living Standard Course of Study is to establish competency goals and objectives for the teaching and learning of behaviors that contribute to a healthful lifestyle and improved quality of life for all students. The NC Healthful Living Standard Course of Study is a combination of two content areas: health education and physical education. The two courses should complement each other as reflected in the Essential Standard Strands and Clarifying Objectives. Attention should also be given to ensure students experience a comprehensive sequential educational program that involves learning a variety of skills and concepts that are health enhancing.

In addition to the Elementary and Middle School grade level expectations for Healthful Living as outlined by the North Carolina Healthful Living Essential Standards, a minimum of 1 credit of Healthful Living, which reflects both Health Education and Physical Education, is required for graduation from a North Carolina public high school.

POWERSCHOOL PARENT ACCESS

Parents will have access to an online data system through PowerSchool. Parents can use the Internet to view:

- Detailed attendance information
- Grade information
- Credits earned to date (high school)
- Personal demographic information
- Emergency contact information

A secured password system allows only authorized individuals to access this information. Usernames and passwords will be provided at the school level.

PROMOTION REQUIREMENTS Regulation Code: 3420-R Student Promotion and Accountability

I. Grade Level Proficiency Guidelines

The following grade level student accountability guidelines are based on a belief in the need to provide early and ongoing assistance to students who need it. Our aim must be that all students have the reading, writing, language, mathematics, and computing skills to be successful at the next level of schooling. These guidelines provide multiple criteria for assessing student readiness to perform at the next grade level of study. These guidelines, in addition to others the local school determines to be appropriate, should be used by the principal and teacher(s) in assessing each student's preparedness to perform successfully at the next grade level. These guidelines recognize the legal authority of the principal, in consultation with teachers, to promote and to retain students not performing at grade level expectations. Teachers should inform and assist parents in understanding these guidelines and grade level expectations. Parents should be encouraged to collaborate with the teacher(s) in monitoring and assessing their child's progress and performance throughout the year. Parent input should be requested and considered in making promotion and retention decisions. This decision should be made based on what is in the child's best interest, both academically and personally. Parents have a right to appeal a local school decision to the superintendent and/or board of education.

A. K-2 Promotion Guidelines

Kindergarten Promotion Guidelines

- Letter Recognition and Letter Sounds
- Passing DIBEL Score—FSF, LNF, PSF, and NWF
- Math Summative Assessment – A reasonable understanding (Level III/IV) on each domain assessed
- Writing Continuum Profile – Meeting
- TRC Record Level – D
- Demonstrates grade level computer skills
- Age and maturity of student (social, emotional, and physical)
- Attendance Record
- Prior Retentions
- Student growth, pertinent information, and assessment considerations deemed appropriate to use in determining a student's readiness to perform successfully at the next grade level
- high frequency word recognition

First Grade Promotion Guidelines

- Passing DIBEL scores—PSF, NWF, and ORFTRC Record Level – J
- Writing Continuum Profile – Meeting
- Math Summative Assessment – A reasonable understanding (Level III/IV) on each domain assessed
- Demonstrates grade level computer skills
- Age and maturity of the student (social, emotional, and physical)
- Attendance Record
- Prior Retentions
- Student growth, pertinent information, and assessment considerations deemed appropriate to use in determining a student's readiness to perform successfully at the next grade level
- high frequency word recognition

Second Grade Promotion Guidelines

- TRC Record Level – M
- Passing DIBEL score—NWF and ORF
- Writing Continuum Profile – Meeting

- Math Summative Assessment – A reasonable understanding (Level III/IV) on each domain assessed
- Demonstrates grade level computer skills
- Age and maturity of student
- Attendance Record
- Prior Retentions
- Ability to work independently
- Student growth, pertinent information, and assessment considerations deemed appropriate to use in determining a student's readiness to perform successfully at the next grade level
- high frequency word recognition
- phonics skills
- spelling of high frequency words

B. Third Grade Promotion Guidelines

Read to Achieve Requirement for meeting Third Grade Promotion Standards:

- a. Pass BOG with scale score of 439 or higher **or**
- b. Pass end of grade (EOG) reading assessment **or**
- c. Pass state developed alternative assessment (Read to Achieve Test) **or**
- d. Meet 70% proficiency on passages in the portfolio **or**
- e. Level P on 3-D assessment

Local Promotion Guidelines in Grade Three

1. Level III proficiency in mathematics
2. Writing proficiency – meeting as indicated on writing rubric
3. Demonstrated proficiency on grade level computer and writing skills
4. Class coursework – passing reading, mathematics, language, and two (2) other subjects
5. Age and maturity of student
6. Attendance record
7. Number of times retained previously
8. Special Needs (i.e., Exceptional Children, LEP)
9. Student work samples/portfolios
10. Progress in IEP as applicable
11. Input from Others (i.e., parents, resource teachers, outside agencies, etc.)
12. Other pertinent information and assessment data deemed appropriate to use in determining a student's preparedness to perform at the next grade level
13. Appropriate and focused intervention to assist the student in meeting grade level expectations.

C. Promotion Guidelines in Grades Four-Eight

1. Level III proficiency in both reading and mathematics
2. Writing proficiency – meeting as indicated on writing rubric
3. Demonstrated proficiency on grade level computer and writing skills
4. Class coursework – passing reading, mathematics, language, and two (2) other subjects
5. Age and maturity of student
6. Attendance record
7. Number of times retained previously
8. Special Needs (i.e., Exceptional Children, LEP)
9. Student work samples/portfolios
10. Progress in IEP as applicable

11. Input from Others (i.e., parents, resource teachers, outside agencies, etc.)
12. Other pertinent information and assessment data deemed appropriate to use in determining a student's preparedness to perform at the next grade level
13. Appropriate and focused intervention to assist the student in meeting grade level expectations.

II. Duplin County Board of Education Requirements

A. Notification Statement:

1. At the end of the first semester, written notification shall be made to the parents of all students who are potentially at risk of being retained. A copy of this communication shall be maintained by the principal.
2. By the end of the **third grading period**, the School-Based Leadership Team shall meet to evaluate the progress of all at-risk students. The parents of students not meeting grade level expectations will be invited for a conference to review the student's status and to discuss intervention strategies that may assist the student in reaching proficiency. A copy of the notification and summary of findings shall be maintained at the school.
3. At the end of the school year, a final written notification shall be sent with the report card to the parents of students who will be retained.

B. High School Promotion Requirements

In accordance with graduation requirements, grade level classification is based on a student's **maximum potential** to earn a credit along with the following criteria:

1. To be classified as a **sophomore**, a student must have passed the number of units equal to his/her maximum potential less 2 units. One unit must be English and one must be math.
2. To be classified as a **junior**, a student must have passed the number of units equal to his/her maximum potential less than 3 units. One unit must be English II.
3. To be classified as a **senior**, a student must have passed the number of units equal to his/her maximum potential less 4 units. One unit must be English III.

	Grade	Units
Duplin County Board of Education	9 th – 10 th	English I and Math I plus 4 units = 6 units
	10 th – 11 th	English I and II plus 11 units = 13 units
	11 th – 12 th	English I, II, and III plus 17 units = 20 units

Issued by the Superintendent: August 5, 2014

Revised: September 1, 2015

RULES FOR SECLUSION AND RESTRAINT: Regulation Code: 4302-R Rules For Use of Seclusion and Restraint In Schools

The following rules will govern the use of seclusion and restraint by school personnel. As used in this regulation, "school personnel" means employees of the Duplin County Board of Education (the "Board") and any persons working on school grounds or at a school function under a contract or written agreement with the public school district or for another agency to provide educational or related services to students.

A. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.

Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

1. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
2. as reasonably needed to maintain order or to prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
5. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
6. as reasonably needed to escort a student safely from one area to another;
7. if used as provided for in an IEP, Section 504, or behavior intervention plan; or
8. as reasonably needed to prevent imminent destruction to school or another person's property.

Except as set forth above, physical restraint of students will not be considered a reasonable use of force, and its use is prohibited. In addition, physical restraint will not be considered a reasonable use of force when used solely as a disciplinary consequence.

B. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

1. when properly used as an assistive technology device included in the student's IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;
2. when using seat belts or other safety restraints to secure a student during transportation;
3. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
4. as reasonably needed for self-defense;
5. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

Except as set forth above, mechanical restraint, including the tying down, taping, or strapping down of a student, will not be considered to be a reasonable use of force, and its use is prohibited.

C. SECLUSION

Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity.

Seclusion of a student by school personnel may be used in the following circumstances:

1. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
2. as reasonably needed to maintain order or prevent or break up a fight;
3. as reasonably needed for self-defense;
4. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or
5. when used as specified in the student's IEP, Section 504, or behavior intervention plan; and
 - a. the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
 - b. the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504, or behavior intervention plan;
 - c. the confining space has been approved for such use by the local education agency;
 - d. the space is appropriately lighted, ventilated, and heated or cooled; and
 - e. the space is free from objects that unreasonably expose the student or others to harm.

Except as set forth above, the use of seclusion is not considered to be reasonable force, and its use is prohibited. In addition, seclusion will not be considered a reasonable use of force when used solely as a disciplinary consequence.

D. ISOLATION

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving.

Isolation is permitted as a behavior management technique provided that:

1. the isolation space is appropriately lighted, ventilated and heated or cooled;
2. the duration of the isolation is reasonable in light of the purpose for the isolation;
3. the student is reasonably monitored; and
4. the isolation space is free from objects that unreasonably expose the student or others to harm.

E. TIME-OUT

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

F. AVERSIVE PROCEDURES

Aversive procedure means a systematic physical or sensory intervention program for modifying the behavior of a student with a disability that causes or reasonably may be expected to cause one or more of the following:

1. significant physical harm, such as tissue damage, physical illness, or death;
2. serious and foreseeable long-term psychological impairment;

3. obvious repulsion on the part of observers who cannot reconcile such extreme procedures with acceptable standard practice, for example:

- a. electric shock applied to the body;
- b. extremely loud auditory stimuli;
- c. forcible introduction of foul substances to the mouth, eyes, ears, nose or skin;
- d. placement in a tub of cold water or shower;
- e. slapping, pinching, hitting or pulling hair;
- f. blindfolding or other forms of visual blocking;
- g. unreasonable withholding of meals;
- h. eating one's own vomit; or
- i. denial of reasonable access to toileting facilities.

The use of aversive procedures in public schools is prohibited by law and by the Duplin County Board of Education.

G. NOTICE, REPORTING AND DOCUMENTATION

1. School staff will promptly notify the principal or designee of any of the following:

- a. any use of aversive procedures;
- b. any prohibited use of mechanical restraint;
- c. any use of physical restraint resulting in observable physical injury to a student;
- d. any prohibited use of seclusion; or
- e. any seclusion exceeding 10 minutes or beyond the amount of time specified on a student's behavior intervention plan.

2. Notice to Parents

When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident.

3. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after the incident, the principal or designee shall also provide the parent or guardian with a written incident report. This report must include the following:

- a. the date, time of day, location, duration, and description of the incident and interventions;

- b. the events or events that led up to the incident;
- c. the nature and extent of any injury to the student; and
- d. the name of a school employee the parent or guardian can contact regarding the incident.

4. Reporting to State Board

The Board will maintain a record of incidents reported under the procedure described above and will provide this information annually to the State Board of Education.

5. Non-Retaliation for Reporting

An employee making a report alleging a prohibited use of physical or mechanical restraint, seclusion or aversive procedure will NOT be discharged, threatened or retaliated against through compensation, terms, conditions, location or privilege of employment by any local board of education or any employee unless the employee knew or should have known that the report was false.

H. NOTICE OF REGULATION

At the beginning of each school year, principals will provide copies of this regulation to each staff member and will discuss reporting procedures for any abuse of this regulation. A copy of the regulation will be shared with parents at the beginning of each school year.

I. TRAINING

All Duplin County School District employees will receive awareness sessions on the Seclusion and Restraint legislation. Duplin County Schools will train staff members at each school in the Crisis Prevention Intervention model. Principals will make lateral entry and new staff, employed after the beginning of school, aware of these guidelines. Staff development will be addressed in the LEA Safe School Plan every update. Contractors such as: psychologist, therapist, Dispute Settlement Center, etc. will be provided copies of these procedures on an annual basis.

Adopted: April 23, 2013

SAFE SURRENDER LAW

North Carolina's Safe Surrender law allows an overwhelmed parent to surrender a newborn to a responsible adult and walk away. The baby must be unharmed. An infant up to 7 days old may be surrendered to any responsible adult. Anyone who receives a baby in this way must keep the baby safe and warm and call 911 or the county social services department immediately. The baby will be adopted. This law is properly called the law to "Decriminalize Abandonment of an Infant." This law is meant to prevent these babies from being killed or being left unsafely to die.

SCHEDULE CHANGES

Much care has been taken in creating schedules for students. It takes an enormous amount of time to schedule everyone with the classes that the students have selected while at the same time trying to make sure that their classes are not overcrowded. Please see your child's principal if you desire a schedule

change.

SCHOOL BUS SAFETY TIPS

***** Students are expected to be at their assigned bus stop a minimum of 5 minutes before the bus is scheduled to arrive.***

Walking to the Bus Stop

- ✓ Always walk on the sidewalk to the bus stop, never run. If there is no sidewalk, walk on the left facing traffic.
- ✓ While at the bus stop, wait quietly in a safe place well away from the road. Do not run and play while waiting.

Getting on the Bus

- ✓ Wait until the driver signals you to begin boarding the bus.
- ✓ Enter the bus in a line with younger students in front. Hold the handrail while going up and down the stairs.
- ✓ When entering the bus, go directly to a seat. Remain seated and face forward during the entire ride.

Riding the Bus

- ✓ Always speak quietly on the bus so the driver will not be distracted. Always be silent when a bus comes to a railroad crossing so the driver can hear if a train is coming.
- ✓ Never throw things on the bus or out the windows. Keep the aisles clear at all times. Feet should be directly in front of you on the floor and book bags should be kept on your lap. Large instruments or sports equipment should not block the aisle or emergency exits.
- ✓ Never play with the emergency exits. If there is an emergency, listen to the driver and follow instructions.
- ✓ Hands should be kept to yourself at all times while riding on the bus. Fighting and picking on others creates a dangerous bus ride.

Exiting the Bus

- ✓ If you are crossing a road, wait until the driver signals you before crossing.
- ✓ If you leave something on the bus, never return to the bus to get it. The driver may not see you come back and he may begin moving the bus. Make sure that drawstrings and other loose objects are secure before getting off the bus so they do not get caught on the handrail or door.
- ✓ Respect the “Danger Zone” which surrounds all sides of the bus. The “Danger Zone” is ten feet wide on all sides of the bus.
- ✓ Always remain 10 steps away from the bus to be out of the “Danger Zone” and where the driver can see you.
- ✓ Always cross the street in front of the bus. Never go behind the bus. If you drop something near the bus, tell the bus driver before you attempt to pick it up, so they will know where you are.
- ✓ Never speak to strangers at the bus stop and never get into the care with a stranger. Always go straight to your home and tell your parents if a stranger tries to talk to you or pick you up.

SCHOOL VOLUNTEERS

The Duplin County Board of Education (the “Board”) recognizes the valuable contributions that school volunteers make to the learning process and the educational goals of the school district. Instructional programs are enhanced through the contributions of students’ parents, community members, and local business and industry. These volunteers contribute time, resources, and expertise that assist the school district to reach the goal of providing a sound basic education to all children.

The superintendent shall provide for parents to be notified of their right to take four hours of unpaid leave from their jobs every year in order to volunteer in their child's school as stated in G.S. 95-28.3.

The Board encourages school administrators to develop and implement plans and procedures for utilizing school volunteers. The superintendent and designees are responsible for implementing and supervising school volunteer programs. School volunteer programs must provide the following:

1. adequate screening of all volunteers;
2. the requirement that volunteers comply with policy 5020, Visitors to the Schools;
3. reasonable supervision of volunteers based at least in part upon the amount of contact they will have with students; and
4. adequate training of volunteers, including familiarizing volunteers with applicable laws, Board policies, administrative procedures and school rules.

All school volunteers are expected to be professional and dependable in their volunteer activities. School volunteers must not be given access to confidential information in violation of law or Board policy. See policy 2125/7315, Confidential Information and policy 4705/7825, Confidentiality of Personal Identifying Information. All school volunteers, including volunteers for any school related program or field trip, must submit to a criminal background check prior to volunteering. In addition, a parent or guardian accompanying a student(s) on any off site school program or field trip must submit to a criminal background check and such other procedures as may be required by the superintendent.

Legal References: G.S. 115C-36, -47, -203 to -209.1

Cross References: Parental Involvement (policy 1310/4002), Visitors to the Schools (policy 5020)

Adopted: April 23, 2013

Revised: October 20, 2015

START AND END TIMES

- All elementary schools will begin their instructional day at 8:00AM and will conclude their instructional day at 3:00PM.
- Comprehensive High Schools will begin 8:00AM and will conclude at 3:00PM.
- Duplin County Early College High School will begin at 8:30 a.m. and will conclude at 3:30 p.m.

TOBACCO PRODUCTS [Policy 4320](#)

The Duplin County Board of Education (the "Board") is committed to creating safe, orderly, clean and inviting schools for all students and staff. To this end, the Board supports state laws that prohibit the sale or distribution of tobacco products to minors and that prohibit the use of tobacco products by minors. The Board also supports state and federal laws that prohibit the use of tobacco products in school buildings, on school campuses, and in or on any other school property owned or operated by the school Board. For the purposes of this policy, the term "tobacco product" means any product that contains or that is made or derived from tobacco and is intended for human consumption, including and all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and other electronic smoking devices even if they do not contain tobacco or nicotine.

A. 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, on any school campus, and in or on any other school property owned or operated by the school Board, including school vehicles; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including during school trips.

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

B. CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with Section D of policy 4300, Student Behavior Policies. The superintendent or designee shall list in the Code of Student Conduct the specific range of consequences that may be imposed on a student for violations of this policy.

In determining appropriate consequences for violations of this policy, school officials are encouraged to identify programs or opportunities that will provide students with a greater understanding of the health hazards of tobacco use, the hazards of secondhand smoke, and the impact of tobacco use on efforts to provide a safe, orderly, clean and inviting school environment.

C. SERVICES FOR STUDENTS

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

D. NOTICE

Students will be provided with notice of the information in this policy through the Code of Student Conduct, student handbooks or other means identified by the principal. In addition, the principal shall post signs in a manner and at locations that adequately notify students, school personnel, and visitors about prohibitions against the use of tobacco products in all school facilities, on all school grounds, and at all school-sponsored events.

Legal References: Pro-Children Act of 1994, 20 U.S.C. 6081 *et seq.*; 21 U.S.C. 321 (rr); G.S. 14-313; 115C-47, -288, -307, -390.2, -407

Cross References: Student Behavior Policies (policy 4300), Smoking and Tobacco Products (policy 5026/7250)

Adopted: September 20, 2011

Revised: December 1, 2015

VISITATION POLICY [Policy Code: 5020 Visitors To the Schools](#)

The Duplin County Board of Education (the "Board") encourages the community and parents to be involved in and support the schools and the educational program of the schools.

A. OPPORTUNITIES TO VISIT THE SCHOOLS

To encourage involvement, the following opportunities are provided to visit the schools.

1. Visitors are welcome to observe and learn about the educational program at each school subject to reasonable rules developed by school administrators.
2. Visitors are encouraged to use school facilities made available to the public, such as media centers or meeting spaces, as provided in [Policy 5030, Community Use of Facilities](#).
3. Visitors are invited to attend school events that are open to the public, such as athletic events, musical programs, and dramatic productions.

B. REQUIREMENTS OF VISITORS TO THE SCHOOLS

While the school Board welcomes visitors to the schools, the paramount concern of the Board is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. The superintendent and each principal shall establish and enforce reasonable rules to address this concern.

1. All school visitors during the school day must report immediately to the administrative office at the school to request and receive permission to be in the school. Each principal shall ensure that signs are posted in the school to notify visitors of this requirement.
2. School visitors are expected to comply with all school rules and school Board policies, including [Policy 5025, Prohibition of Alcoholic Beverages](#); [Policy 5026/7250, Smoking and Tobacco Products](#); and [Policy 5027/7275, Weapons and Explosives Prohibited](#).
3. Persons who are subject to [Policy 5022, Registered Sex Offenders](#), must comply with the provisions of that policy.
4. All school visitors must comply with [Policy 5021, Public Conduct on School Property](#).

C. ADDITIONAL REQUIREMENTS OF PROBATION OFFICERS

To minimize disruption to student learning and school operations, the Board establishes the following additional requirements for visits by probation officers during the school day:

1. Probation officers may not visit students on school property during school hours unless the visit is conducted through the Division of Community Corrections' School Partnership Program.
2. Visits by probation officers must be authorized in advance by the school principal or designee or be the result of a request for assistance by a guidance counselor or school resource officer. The principal or designee at each school shall coordinate with probation officers to plan and schedule visits to occur at times least disruptive to the student's academic schedule and to school operations.
3. To protect the privacy of students, the principal or designee shall designate a private area for probation officers to meet with students away from contact with the general student population. Initial contact with the student will be made by a designated school employee, who shall direct the student to the private area to meet with the probation officer.
4. Probation officers may not initiate direct contact with any student while the student is in class or between classes.
5. All visits must be conducted in accordance with this policy and any additional guidelines developed by the superintendent or designee.

D. UNAUTHORIZED, DISRUPTIVE OR DANGEROUS VISITORS

If a school employee becomes aware that an individual is on a school property without having received permission or that an individual is exhibiting unusual, threatening or dangerous behavior, the employee must either direct the individual to the administrative office or notify the principal, designee or school resource officer, depending on the circumstances.

If a school employee suspects that an individual is on school property in violation of [Policy 5022, Registered Sex Offenders](#), the employee must immediately notify the principal, designee or school resource officer.

Students will be instructed to notify a school employee of any unusual or suspicious behavior by visitors. School employees shall inform the principal or designee immediately of a student's report of suspicious behavior on the part of a school visitor.

When an individual disrupts the educational environment, acts in a disorderly manner, damages school property, or violates Board policy or the law, the principal or designee has authority to:

1. order the individual to leave school property;
2. notify law enforcement; or
3. take any other action deemed appropriate under the circumstances.

Failure to comply with a request to leave school grounds may result in the filing of trespass charges or other charges as appropriate against the offending individual.

The superintendent, upon recommendation from the principal, may deny an individual permission to come onto school grounds or enter a school facility for up to one school year if the individual is guilty of disruptive or dangerous behavior on school grounds.

E. PROFESSIONAL VISITORS AND OBSERVERS TO THE SCHOOL SYSTEM

To ensure the continuity of educational programs and guard against classroom interruption, all persons desiring to visit more than one of the schools in the district and all groups or delegations desiring to visit one or more of the Duplin County Schools must make arrangements in advance through the office of the superintendent. Those arriving unannounced, will be directed to the superintendent's office. If a single school is visited, permission may be granted by the principal who will inform the superintendent of the visit.

Legal References: [G.S. 14-132](#), [-132.2](#), [-159.11](#), [-159.12](#), [-159.13](#); [-208.18](#); [115C-46.2](#), [-523](#), [-524](#), [-526](#)

Cross References: Public Conduct on School Property (policy [5021](#)), Registered Sex Offenders (policy [5022](#)), Prohibition of Alcoholic Beverages (policy [5025](#)), Smoking and Tobacco Products (policy [5026/7250](#)), Weapons and Explosives Prohibited (policy [5027/7275](#)), Community Use of Facilities (policy [5030](#))

Adopted: April 23, 2013

Revised: November 6, 2014

Behavior Expectations

All students, staff, and visitors are expected to display proper behavior before, during and after school hours while at school, in any school building, and on any school premises; on any school-owned vehicle or any other vehicle used to transport students to and from any school or school activity; bus stops; off school property at any school-sponsored or school-approved activity, event, or function; and during any period of time when students are subject to the authority of school personnel; to include conduct which occurs off school property which has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

The principal of the school to which the student is officially enrolled shall be responsible for imposing any disciplinary action upon the student for rule violations occurring away from the student's home school. Any student who drives a vehicle onto Duplin County Schools' property is responsible for the contents of that vehicle. Prior to coming onto Duplin County Schools' property, students should ensure that the vehicle does not contain any contraband that would violate the law or any school rule. Possession shall be defined as the (prohibited item) being on the person, in the student's personal effects, vehicle, locker, desk, or in the immediate control of the student. The principal and superintendent may consider the student's intent, disciplinary and academic history, the potential benefits to the student of alternatives to suspension, and other mitigating or aggravating factors when deciding whether to recommend or impose a disciplinary reassignment or suspension.

In assigning the appropriate disciplinary consequences under the Student Code of Conduct, students will be given all rights as provided by the IDEA, Section 504 of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act if applicable.

During the period that a student is suspended or disciplinarily reassigned to an alternative program, he/she is prohibited from entering the grounds of any school in the Duplin County School system or from attending any school-related functions, including graduation, without the express permission of the building principal. During a period in which a student is long-term suspended or disciplinarily reassigned to an alternative program, the student is prohibited from any Duplin County School system property other than the alternative school/program to which the student has been reassigned unless approved by the school principal.

BEHAVIOR STANDARDS FOR TRANSFER STUDENTS [Policy 4115](#)

This policy applies to transfer students seeking admission to the school district. Transfer students are students who have been enrolled in or who have attended a private school or a public school in this state or another state.

In accordance with state law, the student's parent, guardian or custodian must provide a statement made under oath or affirmation before a notary indicating (1) whether at the time of the admission request the student is under suspension or expulsion from attendance at a private or public school in this or any other state and (2) whether the student has been convicted of a felony in this or any other state.

STUDENTS UNDER SUSPENSION/EXPULSION OR CONVICTED OF A FELONY

If at the time of the admission request the student is under a suspension or an expulsion or has been convicted of a felony, the parent, guardian or custodian must provide to the school district all requested information related to the conduct. The superintendent or designee shall review the information and make a

recommendation to the Duplin County Board of Education (the “Board”) as to whether the student should be admitted and, if so, whether any reasonable conditions should be imposed.

1. Suspension: The Board may deny admission to a student who is under a suspension for conduct that could have led to a suspension from a school within the school district. The Board may deny admission until the suspension has expired.
2. Expulsion: The Board may deny admission to a student who has been expelled from a school pursuant to G.S. 115C-390.11 or who has been expelled from a school for behavior that indicated the student's continued presence in school constituted a clear threat to the safety of other students or employees. The student may request reconsideration of the Board's decision in accordance with G.S. 115C-390.12.
3. Felony Conviction: The Board may deny admission to a student who has been convicted of a felony in this state or any other state. The student may request reconsideration of the Board's decision in accordance with G.S. 115C-390.12.

In any of the above-described circumstances in which admission may be denied, the Board alternatively may place reasonable conditions on the admission of the student. Such conditions include, but are not limited to, behavior contracts, alternative school placement and limits on free time and extracurricular activities. Drug testing and weapon searches also may be reasonable conditions so long as they meet any constitutional requirements.

Notwithstanding the provisions of this policy, students under a suspension or an expulsion who have been identified as having a disability pursuant to the *Individuals with Disabilities Education Act* and otherwise meet the requirements for enrollment in the school district are entitled to services to the extent mandated by federal and state law.

Legal References: Individuals with Disabilities Education Act, 20 U.S.C. 1400 *et seq.*, 34 C.F.R. pt. 300; G.S. 115C-366(a3), (a4), (a5), -390.5, -390.7, -390.10, -390.11, -390.12

Cross References: Discretionary Admission (policy 4130)

Adopted: September 20, 2011

DUE PROCESS

The Board of Education mandates and the law requires that all students be treated fairly and honestly in resolving grievances, complaints, or suspensions/expulsions. Due process will be defined as fair and reasonable notices and approaches to all areas of student governance and discipline on the part of all school officials. The principal shall give full and complete consideration to the defense or excuses, if any, made by the student and dismiss the charges if not satisfied as to the guilt of the student or reduce the punishment if not satisfied with the reasonableness of the proposed disciplinary action under all the circumstances. Due process procedures will be followed in accordance with Policies [4351](#), [4353](#), and [4370](#). A summary of those relevant procedures is provided below. Students and parents should consult the relevant policy for complete information.

STUDENT READMISSIONS [Policy 4362](#)

In accordance with G.S. 115C-390.12 and Policy 4362- Requests for Readmission of Students Suspended for 365 Days or Expelled, all students suspended for 365 days or expelled may, after 180 calendar days from the date of the beginning of the student's suspension or expulsion, request in writing readmission to Duplin County Schools. Students and parents should consult Policy 4362 for complete information.

Student Code of Conduct

Last Revision: July, 2016

A. Purpose:

An educated citizenry is essential to good government in this country and cannot exist without effective public schools. The effectiveness of the public schools depends in large part on the maintenance of discipline and good order. The Board earnestly solicits the cooperation of every student, every parent, and the community at large in its effort to maintain order and safety in the Duplin County Schools.

All decisions related to student behavior are guided by the board's educational objectives to teach responsibility and respect for cultural and ideological differences and by the Board's commitment to 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 anti-social behavior or drug/ alcohol policy violations, and required procedures for addressing misbehavior.

The purpose of this Student Code of Conduct is for the Superintendent to set forth rules and regulations to implement the policies of the Board of Education and notify students of the behavior expected of them, conduct that may subject them to discipline, and the range of disciplinary measures that may be used by school officials.

B. Principles:

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

1. Student behavior management strategies should complement other efforts to create a safe, orderly and inviting environment.
2. Responsibility, integrity, civility and other standards of behavior should be integrated into curriculum.
3. Disruptive behavior in the classroom or any school-related event will not be tolerated.
4. 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.
5. Age and developmentally appropriate strategies and consequences are to be utilized.
6. When feasible, consequences for unacceptable behavior should take into account differences between individual students.

C. Authority of School Personnel:

This code is not intended to restrict in any way the authority of principals or teachers to make such rules, not inconsistent with this code, as they are authorized by law to make for the operation of their respective schools or classes. In accordance with [Policy 4301 Authority of School Personnel](#), the Board encourages and supports the right of principals to employ a variety of disciplinary actions which may include but are not limited to in-school suspension, suspension from school events and activities, before and after-school detention, lunch detention, and out-of-school suspension.

It shall be the responsibility of students and parents to be familiar with all rules of behavior in the Code of Student Conduct, Board policies, and school rules. Students are to assist in promoting a safe and orderly school environment. Students are encouraged to report to school authorities any serious violation of the Code of Student Conduct. Any student who refuses to comply with reasonable rules, regulations, or directives imposed by any principal, assistant principal, teacher, or authorized school employee shall be held in violation of this Code of Student Conduct.

It shall be the responsibility of the principal to investigate fully the case of students appropriately referred to his/her office for misbehavior and to determine what if any disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the principal.

D. Applicability of Behavior Policies and this Code of Student Conduct:

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

1. While in any school building or on any school premises before, during or after school hours;
2. While on any bus or other vehicle as part of any school activity;
3. At any bus stop;
4. During any school function, extracurricular activity or other activity or event; and
5. At any time or place when the students' behavior has a direct and immediate effect on the orderly and efficient operation of the schools or the safety of individuals in the school environment

E. Communication of Expected Student Behavior:

As stated in [Policy Code 4300: Student Behavior Policies](#), "at the beginning of each school year, principals shall make available to each student and parent all of the following: (1) the Code of Student Conduct; (2) any Board policies related to behavior that are not part of the Code of Student Conduct; (3) any related administrative procedures; (4) any additional discipline-related information from the school's student behavior management plan, including behavior standards, prohibited conduct or disciplinary measures; and (5) any other school rules. This information must be available at other times upon request and must be made available to students enrolling during the school year and their parents." Duplin County Board of Education Policies and the Student Code of Conduct shall also be available on the school system's website under "Parents" and under "Students."

F. Possible Disciplinary Actions:

The Board shall delegate to the Superintendent and his/her staff the responsibility for establishing and enforcing necessary regulation and procedures not in conflict with state or federal law so as to govern and control the conduct of students. The Board of Education expects school administrators to provide for and maintain an environment suitable for an orderly learning process. These disciplinary measures are consequences of violating the Student Code of Conduct and may include but are not limited to the following:

1. Student Conferences

2. Conference with the Parents: Parents are encouraged to set up an appointment with any teacher, counselor, or administrator to discuss their child's misconduct. School officials may require such a conference.

3. Detention: Any teacher or administrator may have a student serve detention before or after regular

school hours or on Saturday.

4. Parent attendance in the classroom: Parents may be requested to sit in on the student's classroom to observe behaviors of their child.

5. Student temporary reassignments: Students may be sent to another teacher's classroom in an attempt to provide a different environment and correct behaviors.

6. In-School Suspension: A student may be excluded from attending regular classes but not from attending school and is required to do assignments developed by his/her teachers. Credit is given for the work. A student will not be allowed to participate in any extra-curricular activities during the period of in-school suspension. Principals shall notify parents when a student is assigned to in-school suspension.

7. Confiscation: Any student property that disrupts the learning environment may be removed from the student's possession.

8. Restitution: The replacement of or payment for property taken, damaged, or destroyed will be required.

9. School Work Service: Students may be required to participate in work service at the school. This duty will not be performed on any dangerous equipment or around any hazardous materials.

10. Isolation: A student may be removed from regular class activities for any portion of the school day as long as he/she is under the supervision of an adult.

11. Court Referral: In the case of drug offense, assault, weapons charge, or any of the 17 reportable offenses listed in Section J, or any violation of the NC Statutes, the student will be referred to law enforcement.

12. Loss of privileges: Principals, teachers, and their designees may withdraw specific school privileges from a student who exhibits inappropriate behaviors.

13. Parent Contacts: Teachers, counselors, and other school administrators may contact parents by telephone or letter in an effort to inform them of student misconduct and to gain their support in altering that behavior.

14. Removal from school provided transportation: Students exhibiting inappropriate behavior may be prohibited from riding the bus or other school provided transportation for periods of time specified in the bus transportation rules or for any period of time up to the remainder of the school year.

15. Suspension from extra-curricular activities: A student may be suspended from participating in any or all extra-curricular activities, including graduation exercises.

16. Referral to the Student Staff Support Team (SSMT): Students who are referred to the principal for discipline two or more times may be referred to the SSMT or another multi-disciplinary committee to provide other services.

17. Alternative placement: Students can be referred for alternative educational settings upon the recommendation of a placement committee of the Superintendent or his designee.

18. Out of school suspension from attendance at school for violations of the Student Code of Conduct.

- a. Short-term suspension - 10 days or less
- b. Long-term suspension-more than ten days
- c. 365 Day Suspension-suspension for 365 calendar days (See Policy 4353)

19. **Expulsion:** Permanent prohibition/exclusion from the school system requires the recommendation of the principal and Superintendent and Board Action

G. Interrogation:

If the interrogation of a student indicates that the completion of the interrogation should be carried out by a police officer or other legal officer, the principal shall make a reasonable attempt to notify the 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. Any student over age 14 must be advised of his/her rights but the presence of the student's parents, guardians, or attorney may be waived by the student. If the student is under the age of fourteen (14) he or she may only be interrogated by law enforcement in the presence of a parent or guardian or with parental consent. The student shall be advised of his/her rights as set forth in statute.

H. Code of Conduct:

All students shall comply with all rules and regulations governing behavior and conduct. Violation of Board policies, rules or regulations, the Student Code of Conduct of the Duplin County Schools, regulations issued by the individual school, or the North Carolina General Statutes may result in disciplinary action including suspension of the student from the Duplin County Schools pursuant to Duplin County School Board Policies.

Students/Parents shall be informed by local school authorities of any local school rules or infractions not listed in this Code of Conduct. Any such rule may not conflict with this Code. During the period that a student is suspended, he/she is prohibited from entering the grounds of any school of the Duplin County Schools and from attending any school-related functions without express permission of the school principal.

According to [Policy 4351 Short Term Suspension](#):

A short-term suspension is the disciplinary exclusion of a student from attending his or her assigned school for up to 10 school days. A short-term suspension does not include (1) the removal of a student from class by the classroom teacher, the principal or other authorized school personnel for the remainder of the subject period or for less than one-half of the school day, (2) the changing of a student's location to another room or place on the school premises or (3) a student's absence under G.S. 130A-440 (for failure to submit a school health assessment form within 30 days of entering school). A student who is placed on a short-term suspension will not be permitted to be on school property or to take part in any school function during the period of suspension without prior approval from the principal.

The principal or designee has the authority to determine when a short-term suspension is an appropriate consequence and to impose the suspension, so long as all relevant Duplin County Board of Education (the "Board") policies are followed.

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

Pre-Suspension Rights of the Student

Except in the circumstances described below, a student must be provided with an opportunity for an informal hearing with the principal or designee before a short-term suspension is imposed. The principal or designee may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations against him or her, and to make statements in defense or mitigation of the charges.

The principal or designee may impose a short-term suspension without first providing the student with an opportunity for a hearing if the presence of the student (1) creates a direct and immediate threat to the safety of other students or staff or (2) substantially disrupts or interferes with the education of other students or the maintenance of discipline at the school. In such cases, the principal or designee shall give the student notice of the charges and an opportunity for an informal hearing as soon as practicable.

Student Rights during the Suspension

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

the opportunity to take textbooks home for the duration of the suspension;

upon request, the right to receive all missed assignments and, to the extent practicable, the materials distributed to students in connection with such assignments; and

the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

Notice to Parent or Guardian

When imposing a short-term suspension, the principal or designee shall provide the student's parent or guardian with notice that includes the reason for the suspension and a description of the student conduct upon which the suspension is based. The principal or designee must give this notice by the end of the workday during which the suspension is imposed when reasonably possible, but in no event more than two days after the suspension is imposed. If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable.

The initial notice may be by telephone, but it must be followed by timely written notice. The written notice must include all of the information listed above and may be sent by fax, e-mail or any other method reasonably designed to give actual notice. School officials also shall maintain a copy of the written notice in the student's educational record.

Multiple short-term suspensions for a student with disabilities will be addressed in accordance with the Policies Governing Services for Children with Disabilities and other applicable state and federal law.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12131 et seq., 28 C.F.R. pt. 35; Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., 34 C.F.R. pt. 300; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; G.S. 115C art. 9; 115C-45 (c), -47, -276(r), -288, -307, -390.1, -390.2, -390.5, -390.6; 130A-440; Policies Governing Services for Children with Disabilities, State Board of Education Policy EXCP-000

Cross References: School Safety (policy 1510/4200/7270), School Plan for Management of Student Behavior (policy 4302), School-Level Investigations (policy 4340), Parental Involvement in Student Behavior Issues (policy 4341), Removal of Student During the Day (policy 4352)

Adopted: September 20, 2011

Revised: November 6, 2014; December 1, 2015; June 6, 2017 (Legal References Only)

I. Definitions:

1. **Student:** any person attending any school of the Duplin County Schools.

2. **Board:** Duplin County Board of Education.
3. **Principal:** The school principal or any school professional to whom the principal may officially delegate authority.
4. **Parent:** natural parent, legal guardian, or another caregiver adult authorized to enroll a student under Board policy.
5. **Short-term suspension:** suspension from school, school activities, and school grounds for up to and including ten (10) days.
6. **Long-term suspension:** suspension from school, school activities, and school grounds for more than ten (10) days, up to the remainder of the school year.
7. **365-Day Suspension:** a 365-day or one year suspension from the Duplin County School System
8. **Expulsion:** the indefinite exclusion of a student from school enrollment for disciplinary purposes.
9. **Immediately:** within twenty-four (24) hours.
10. **Restitution:** compensation for loss, damage, or injury caused; indemnification.

J. Criminal Behavior and Reporting of Incidents:

Pursuant to Board [Policy 4335 Criminal Behavior](#), Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes has engaged in criminal behavior on school premises or at school activities will be subject to appropriate disciplinary action, as stated in applicable Duplin County Board of Education (the "Board") policies, and also may be criminally prosecuted.

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

A. STUDENTS CHARGED WITH OR CONVICTED OF CRIMINAL BEHAVIOR

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

B. REPORTING CRIMINAL BEHAVIOR

A school employee is permitted to report to law enforcement an assault by a student on a school employee. Principals or other supervisors shall not, by threats or in any other manner, intimidate or attempt to intimidate the school employee from doing so.

Principals must immediately report to law enforcement the following acts when they have personal knowledge or actual notice from school personnel that such acts have occurred on school property, regardless of the age or grade of the perpetrator or victim: (1) assault resulting in serious personal injury; (2) sexual assault; (3) sexual offense; (4) rape; (5) kidnapping; (6) indecent liberties with a minor; (7) assault involving the use of a weapon; (8) possession of a firearm in violation of the law; (9) possession of a weapon in violation of the law; and (10) possession of a controlled substance in violation of the law. A principal who willfully fails to make a required report to law enforcement will be subject to disciplinary action, up to and including dismissal.

The principal or designee shall notify the superintendent or designee in writing or by e-mail of any report made by the principal to law enforcement. Such notice must occur by the end of the workday in which the incident occurred, when reasonably possible, but not later than the end of the following workday. The superintendent must inform the Board of any such reports. In addition, the principal or designee must notify the parents of students who are alleged to be victims of any reported offenses.

Certain crimes must be reported to the State Board of Education in accordance with State Board of Education Policy HRS-A-000.

Legal References: Gun-Free Schools Act, 20 U.S.C. 7151; G.S. 14-17, -18, -27.21, -27.22, -27.24 through -27.27, -27.29, -27.30, -27.33, -32 through -34.10, -39, -87, -202, -202.1, -202.2, -269.2; ch. 90 art. 5; 115C-47(56); -288(g); State Board of Education Policy SCH-000

Cross References: Alternative Learning Programs/Schools (policy 3470/4305), Drugs and Alcohol (policy 4325), Theft, Trespass and Damage to Property (policy 4330), Assaults, Threats and Harassment (policy 4331), Weapons, Bomb Threats, Terrorist Threats and Clear Threats to Safety (policy 4333), School-Level Investigations (policy 4340)

Adopted: April 23, 2013

Revised: December 1, 2015; June 6, 2017 (Legal References Only)

K. Application of Code of Student Conduct to Exceptional Children:

The local Board, upon recommendation by the Superintendent, may modify any suspension requirement on a case-by-case basis that includes, but is not limited to, the procedures established for the discipline of students with disabilities and may also provide, or contract for the provision of, educational services to any student suspended under this subsection in an alternative school setting that provides educational and other services. According to [Policy 4307 Disciplinary Actions for Exceptional Children/Students with Disabilities](#): **"The principal or designee shall notify the Director of Exceptional Children when disciplinary actions involve the removal of exceptional children or students with disabilities from a classroom setting, whether that removal be within the school setting or outside of the school setting."**

VIOLATIONS OF THE STUDENT CODE OF CONDUCT

Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited. No student shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct, intentionally cause the disruption of any lawful function, mission, or process of the school to which he/she is assigned or any other school in the school system, nor shall any student urge any other student to engage in such conduct.

Each school should implement consequences for non-administrative offenses and for any other offenses not specified in the county-wide discipline code. These consequences will be stated in each school's discipline policy.

In accordance with [Policy 1310/4002 Parental Involvement](#), the Board encourages school personnel to have regular contact with parents for commendation as well as for notification of concerns.

Parent notification is always best practice even when "parent notification" is not specified as a consequence.

Non-administrative Offenses should be handled by the teacher in most circumstances.

These non-administrative offenses include but are not limited to:

1. Excessive talking in class
2. Inappropriate behavior in hallways cafeteria, outside areas or in the gym
3. Minor altercations between students
4. Classroom rule infractions
5. Eating or drinking in inappropriate areas
6. Chewing gum in inappropriate areas
7. Minor classroom disruptions
8. Littering
9. Being in inappropriate areas
10. Throwing objects
11. Being unprepared for class
12. Repeated failure to do homework or class-work
13. Non-participation in class such as having head on desk or sleeping
14. Not having appropriate pass
15. Use of non-allowed electronic devices or approved devices at inappropriate times or in an inappropriate manner

Other more serious offenses will be handled by the principal or designee. These offenses will incur consequences consistent with the severity of the offense, as described below. The principal or designee has the authority to assign appropriate consequences for violation of the Duplin County Schools Code of Conduct.

Severity of Offenses / Consequences for K-8:

Level 1: Level 1 offenses are inappropriate behaviors that can usually be addressed through in-school interventions, such as detention or in-school suspension, rather than out-of-school suspensions. Repeated offenses, refusal of in-school consequences, or other aggravating circumstances may lead to short-term suspension of up to five (5) days.

Level 2: Level 2 offenses involve more serious misconduct that warrants more significant disciplinary measures, usually short-term suspension of up to five (5) days. Aggravating factors involved in the offense may support a short-term suspension of up to ten (10) days or a recommendation for long-term suspension.

Level 3: Level 3 offenses involve severe misconduct that supports long-term suspension. Mitigating factors related to the offense may support a reduction to short-term suspension of ten (10) days or less.

Level 4: Level 4 offenses compromise the safety and welfare of students and staff and require a suspension under North Carolina law.

Aggravating and Mitigating Factors:

Aggravating factors that may be considered include, but are not limited to, the following:

- Prior discipline history or repeat offenses
- Obstructing the investigation or falsely blaming others
- Inducing others to participate
- The misconduct was associated with gang activity
- The victim of the misconduct was a teacher or other staff member, or a significantly younger or disabled student
- Attempting to flee or conceal guilt
- Receiving money or something of value for the misbehavior
- Repetitive blatant disrespect for authority
- Taking advantage of a position of trust or confidence to commit the offense
- Committing an offense on another school property
- Causing substantial disruption of the educational environment
- Causing physical injury or destruction of school or personal property

Mitigating factors that may be considered include, but are not limited to, the following:

- Lack of prior discipline history
- Cooperating or aiding during investigation
- Age, maturity, and developmental level
- Acting under strong provocation
- Being a passive participant or playing a minor role in the offense
- Reasonably believing the conduct was allowed
- Making appropriate restitution
- Giving a full and truthful statement admitting guilt early in the investigation

LEVEL ONE OFFENSES K-8 Students

Attendance: Students shall comply with Board Policy 4400 (Attendance) and attend classes in a timely and regular fashion. Students shall come to school, remain at school once they have arrived and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to do otherwise by the principal or his/her designee.

Profanity and Vulgarity: Students shall not use profanity or vulgar language or gestures. Vulgar language or gestures include remarks or gestures intended to demean a person's race, religion, sex, national origin, handicapping condition or intellectual ability. Profanity or vulgar language/gestures directed at a staff member or other adult will be treated as a Level Two offense (see Directed Profanity and Vulgarity).

Dress Code: Appearance or clothing which is disruptive, provocative, obscene, or endangers the health or safety of the student or others is prohibited. Any clothing or accessories that depicts gang-related activities or displays words or images directly or indirectly advertising illegal or prohibited substances or which promote the use of these products or which are profane, obscene, or sexually suggestive are strictly prohibited. Appropriate attire adheres to the guidelines in the attached Dress Code.

Electronic Devices: Students shall comply with Board Policy 4318 (Use of Wireless Communication Devices). Students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules

or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

Gambling: Students shall not engage in any form of games of chance or gambling for money or things of value. Participation in any unauthorized event, action or statement, which relies on chance for the monetary advantage of one participant at the expense of others, is prohibited. This includes exchanging items of value as well as currency and extends to keeping score for later settlement.

Inappropriate Affection: No student shall engage in behavior which is immoral, indecent, disrespectful, or of any overly romantic, affectionate or sexual nature in the school setting.

Inappropriate Internet Usage: Students shall comply with Board [Policy 3225/4312/7320 Technology Responsible Use](#).

Insubordination: Students who willfully and intentionally disregard directives of school personnel are considered insubordinate. Examples include continued dress code violations, walking out of class, giving false identification, refusing to go to the office, back-talking, etc.

Tardies: Students shall not be tardy to assigned classes or homeroom. Repeated tardies may result in disciplinary action under this Student Code of Conduct.

Tobacco Use: Consistent with Board [Policy 4320 Tobacco Products – Students](#), no student shall possess, smoke or use any tobacco product on any school controlled grounds, in any school building or school vehicle, at any school sponsored or school related activity, at any authorized school event before, during, or after regular school hours, or during any period of time he/she is subject to the authority of school personnel.

Trespassing: No student shall be on the campus of another school in the Duplin County Public School System during the school day without the knowledge and consent of the officials of the school he/she is visiting. Students who loiter at any school after the close of the school day without specific need or supervision will be considered trespassers and may be prosecuted if they do not leave when instructed to do so. Any student who has been suspended from school may be considered trespassing if he/she appears on school property during the suspension period without the express permission of the principal.

LEVEL TWO OFFENSES K-8 Students

Alarm Systems, Tampering and Misuse: Misuse of fire alarms or security alarms—including false setting of, or other tampering with alarms—is prohibited in all cases. Misuse of fire extinguishers is included in this policy. Violation of this policy may result in the filing of charges in accordance with fire marshal regulations.

Bullying: All forms of Bullying, including cyber bullying, are prohibited. Bullying is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Bullying in some instances may be considered assault and/or extortion.

Damage to Property: Students shall not intentionally damage or attempt to damage any school or private property while under school jurisdiction, including while on buses. Students shall not vandalize, damage or attempt to damage property belonging to others. In addition to general disciplinary consequences, restitution may be required under certain circumstances.

Directed Profanity and Vulgarity: Students shall not use profanity, vulgar gestures, and/or vulgar comments directed to a staff member or adult.

Disorderly Conduct and Inciting Student Disorder: Disorderly conduct includes behavior that is defiant and uncontrollable such that the student's removal from school is necessary. Students shall not lead or participate in any activity that has as its purpose the disruption of school business or which significantly affects the educational process. In the event that the disruption does not abate immediately or if the principal deems it appropriate, law enforcement will be called and the Superintendent shall be notified.

Disruptive Behavior: Disruptive behavior in the school setting is prohibited. Disruptive behavior includes:

- 1) any physical or verbal action which reasonably could or does substantially disrupt, disturb, or interfere with the peace, order, and/or discipline within the learning environment or during any school-related activity;
- 2) any verbal, physical, or visual behaviors or displays (including cell phone and /or other digital images) of a sexual nature that creates a hostile or abusive educational environment for other students; or
- 3) any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.

In addition, no student shall possess or wear any clothing, jewelry, emblems, badges, symbols, signs or other items, which indicate a student's membership or desired membership or affiliation with a gang.

Extortion: A student shall not gain or demand through verbal, written or physical threats, coercion or intimidation anything of value (personal property, money, or information) from any other student or school employee. Extortion may be considered bullying.

Fighting: No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. No student shall take any action or make any comments or communicate any messages intended to cause others to fight or which might reasonably be expected to result in a fight.

A student who is attacked may use reasonable force in self-defense but only to the extent necessary to free himself/herself from the attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.

Students who are intimidated or harassed by another student should report that to a teacher or administrator immediately. Students who instigate a fight but who are not actively involved are considered in violation of this rule. Examples include carrying rumors, carrying information back and forth, and urging others to fight. These students subject themselves to the same consequences as those who participate in the fight. Students who actively prevent adults and administrators from disbursing the fight are subject to the same disciplinary action as those who participate in the fight. Students who see a fight should report it to the nearest adult and remove themselves from the area by entering the nearest classroom or safe space. (See [Policy 4331 Assaults, Threats, and Harassment](#)).

Hazing: No group or individual shall require any student to wear abnormal dress or costume on campus, or

subject students to harassment by abusive and humiliating tricks usually by way of initiation.

Inappropriate Literature and Illustrations: The possession of literature or illustrations, in print or digital format, which significantly disrupt the educational process or which are obscene is prohibited.

Integrity: In accordance with [Policy 4310 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 respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control are critical for establishing and maintaining a safe, orderly and inviting environment. Examples of behaviors that violate this policy include but are not limited to:

- a. **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. This also applies to national and state testing, i.e., End-of-Grade, End-of-Course, SAT, PSAT.
- b. **Plagiarism** - Including the copying of the language structure, idea and/or thought of another and representing it as one's own original work.
- c. **Falsification** - Making an untrue verbal or written statement, including forgery on attendance notes, etc.
- d. **Violating copyright laws** - Including unauthorized reproduction, duplication and or use of printed or electronic work, computer software, or other copyrighted material.
- e. **Playing abusive or dangerous tricks** or otherwise subjecting a student or personnel to personal indignity.

Misconduct on a School Vehicle: School transportation service is a privilege, not a right. Students shall observe the directive of the school bus driver at all times. The following conduct is specifically prohibited and may result in temporary or permanent suspension from school transportation services and/or from school:

1. Delaying the bus schedule
2. Fighting
3. Smoking, using profanity or refusing to obey the driver's instructions
4. Tampering with or willfully damaging the school vehicle. (This offense may involve restitution in addition to other disciplinary consequences)
5. Possession or use of unauthorized drugs or intoxicating beverages as outlined in Board policy.
6. Getting off at an unauthorized stop.
7. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation.
8. Failing to observe established safety rules and regulations.
9. Willfully trespassing upon a school bus.
10. Violating any other rule of the Code of Student Conduct while on the school bus or other school vehicle.

All other disciplinary policies will be adhered to in addition to any bus-specific disciplinary action.

Prohibited Materials: No student shall possess, handle or transmit pepper gas, mace or any other similar substance nor shall a student possess a laser pointer or similar electronic device. Any material intended or reasonably likely to result in a fire on school property is prohibited unless specifically authorized by school officials. These items include lighters and matches.

Except with the permission of the principal or other designated school official, students shall not possess any "look alike" gun such as a plastic gun, rubber gun, candy gun, or water pistol.

Sexual Harassment: Unwelcome sexual advances, request for sexual favors and other inappropriate

sexual advancement made by one student to another student constitute sexual harassment. Sexual harassment includes, but is not limited to:

- 1) Continued remarks or displays of words or pictures having a sexual connotation;
- 2) Pressure for sexual activity;
- 3) Deliberate unwelcome touching;
- 4) Suggestions or demands for sexual involvement that may be accompanied by implied promises of preferential treatment or threats;
- 5) Intentionally exposing one's body (genitals) on school property or at school-sponsored events.

Student Demonstrations: No student shall, on or off school premises, engage in any protest, march, picket or sit-in or similar activity which has as its purpose the disruption of any lawful function, mission or process of the school to which the student is assigned or to any school in the school system. If the demonstration results in damage to property, restitution may be required as part of any disciplinary consequence.

Threats: No student shall direct toward any school employee, toward any other student, or toward any other person within the school context, any language or action which threatens force or violence, or any sign or act which constitutes a threat of force or violence. Any threatening action may result in the requirement of a psychological or psychiatric evaluation of the student(s) involved in the threatening action.

Theft: No student shall steal or attempt to steal or knowingly be in possession of stolen property.

LEVEL THREE OFFENSES K-8 Students

Arson: No student shall set a fire in the school building or on the school grounds. Violations of this policy will result in a complaint in adult court or a petition in juvenile court in accordance with fire marshal codes and city and state laws, and a report to the Superintendent and the appropriate law enforcement agency immediately.

Assault on Another Student: No student shall behave in such a manner as could reasonably cause serious physical injury to any student. Assault includes, but is not limited to, striking, spitting, shoving, hitting, slapping, kicking, biting, pushing, or otherwise attempting to cause physical injury to any student.

Assault of a School Employee: No student shall attempt to cause physical injury to any school employee or behave in such a manner as could reasonably cause physical injury to any school employee. School employees under this policy may include, but are not limited to, game officials, referees, coaches, advisors, custodians, SRO's, child nutrition, volunteers, etc.

Assault Involving a Weapon: No student shall assault another person using a weapon, dangerous instrument, or dangerous substance. (See Weapons/Dangerous Instruments)

Bomb Threat Or Hoax: No student shall, by any means of communication make a report, knowing or having reason to know the report is false, that there is located on any school premises or any school sponsored event, a device designed to cause damage or destruction by explosion, blasting, or burning.

Gang Activity: No student shall commit any act that furthers gangs or gang related activity. A gang is defined as a group or organization of three or more people either formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any Duplin County School policy, and having a common name or common identifying sign, symbol or colors.

Students 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 or over the counter drugs is not a violation of this policy if possessed or used in accordance this policy. The principal may authorize other lawful uses of substances prohibited by this policy, such as for approved school projects.

[Policy 4328 Gang-Related Activity.](#)

Illegal Drugs and Alcohol: According to the law and Policy 4325 (Drugs and Alcohol), students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the Refer to following substances:

- Narcotic drugs
- Hallucinogenic drugs
- Amphetamines
- Barbiturates
- Marijuana or any other controlled substance
- Synthetic stimulants, such as MDPV and mephedrone (e.g. "bath salts"), and synthetic cannabinoids (e.g. "Spice," "K2")
- 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

Weapons and Dangerous Instruments: No student shall possess, handle, or transmit any:

- Knives, including pocket knives, bowie knives, switchblades, box cutters, dirks and daggers;
- Slingshots and slungshots;
- leaded canes;
- blackjacks;
- metal knuckles;
- BB guns
- Air rifles and air pistols;
- Stun guns and other electronic shock weapons such as tasers;
- Icepicks;
- Razors and razor blades (except those designed and used solely for personal shaving);
- Fireworks; or
- Any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for the preparation of food, instruction, and maintenance.

******(See Level Four – Firearms/Destructive Devices for loaded and unloaded firearms, including guns, pistols and rifles and destructive devices including explosives such as dynamite cartridges, bombs, grenades, and mines)***

LEVEL FOUR OFFENSES

Firearm/Destructive Device: As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event shall be suspended for 365 calendar days and referred to law enforcement.

Firearm - For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun, that will or is designed to or may be readily converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, or an air rifle or air pistol.

Destructive Device - For the purposes of this subsection, a destructive device is an explosive,

incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

Violation of this section shall result in suspension from school for 365 days unless the Superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The Superintendent shall not impose a 365-day suspension if the Superintendent determines the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

A student may not be suspended for 365 days for weapons violation except in accordance with this subsection. (See [Policy 4333 Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety](#)).

Severity of Offenses/Consequences - High School Students:

Level 1: Level 1 offenses are inappropriate behaviors that can usually be addressed through detention.

Level 2: Level 2 offenses are inappropriate behaviors that can usually be addressed through in-school interventions such as in-school-suspension, rather than out-of-school suspensions. Repeated offenses, refusal of in-school consequences, or other aggravating circumstances may lead to short-term suspension of up to five (5) days.

Level 3: Level 3 offenses involve more serious misconduct that warrants more significant disciplinary measures, usually short-term suspension of up to five (5) days. Aggravating factors involved in the offense may support a short-term suspension of up to ten (10) days or a recommendation for long-term suspension.

Level 4: Level 4 offenses involve severe misconduct that supports long-term suspension. Mitigating factors related to the offense may support a reduction to short-term suspension of ten (10) days or less.

Firearm and/or Destructive Device: This type of offense compromises the safety and welfare of students and staff and requires a suspension under North Carolina law.

Aggravating and Mitigating Factors:

Aggravating factors that may be considered include, but are not limited to, the following:

- Prior discipline history or repeat offenses
- Obstructing the investigation or falsely blaming others
- Inducing others to participate
- The misconduct was associated with gang activity
- The victim of the misconduct was a teacher or other staff member, or a significantly younger or disabled student
- Attempting to flee or conceal guilt
- Receiving money or something of value for the misbehavior
- Repetitive blatant disrespect for authority
- Taking advantage of a position of trust or confidence to commit the offense
- Committing an offense on another school property
- Causing substantial disruption of the educational environment
- Causing physical injury or destruction of school or personal property

Mitigating factors that may be considered include, but are not limited to, the following:

- Lack of prior discipline history
- Cooperating or aiding during investigation
- Age, maturity, and developmental level
- Acting under strong provocation
- Being a passive participant or playing a minor role in the offense
- Reasonably believing the conduct was allowed
- Making appropriate restitution
- Giving a full and truthful statement admitting guilt early in the investigation

LEVEL ONE OFFENSES- High School

Dress Code: Appearance or clothing which is disruptive, provocative, obscene, or endangers the health or safety of the student or others is prohibited. Any clothing or accessories that depicts gang-related activities or displays words or images directly or indirectly advertising illegal or prohibited substances or which promote the use of these products or which are profane, obscene, or sexually suggestive are strictly prohibited. Appropriate attire adheres to the guidelines in the attached Dress Code.

Electronic Devices (Repeated): Students shall comply with Board Policy 4318 (Use of Wireless Communication Devices). Students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios and similar devices.

Inappropriate Affection: No student shall engage in behavior which is immoral, indecent, disrespectful, or of any overly romantic, affectionate or sexual nature in the school setting.

Inappropriate Internet Usage: Students shall comply with Board [Policy 3225/4312/7320 Technology Responsible Use](#).

Noncompliance/Insubordination: Students who willfully and intentionally disregard directives of school personnel are considered insubordinate. Examples include continued dress code violations, etc.

Out of Assigned Area: Students shall be in assigned areas unless otherwise approved by school staff.

Profanity and Vulgarity: Students shall not use profanity or vulgar language or gestures. Vulgar language or gestures include remarks or gestures intended to demean a person's race, religion, sex, national origin, handicapping condition or intellectual ability. Profanity or vulgar language/gestures directed at a staff member or other adult will be treated as a Level Two offense (see Directed Profanity and Vulgarity).

Tardies (3 or more): Students shall not be tardy to assigned classes or homeroom. Repeated tardies may result in disciplinary action under this Student Code of Conduct.

LEVEL TWO OFFENSES- High School

Attendance: Students shall comply with Board Policy 4400 (Attendance) and attend classes in a timely and regular fashion. Students shall come to school, remain at school once they have arrived and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to do otherwise by the principal or his/her designee.

Not reporting to detention: Students shall report to detention as assigned.

Tobacco Use: Consistent with Board [Policy 4320 Tobacco Products – Students](#), no student shall possess, smoke or use any tobacco product on any school controlled grounds, in any school building or school vehicle, at any school sponsored or school related activity, at any authorized school event before, during, or after regular school hours, or during any period of time he/she is subject to the authority of school personnel.

LEVEL THREE OFFENSES

Alarm Systems, Tampering and Misuse: Misuse of fire alarms or security alarms—including false setting of, or other tampering with alarms—is prohibited in all cases. Misuse of fire extinguishers is included in this policy. Violation of this policy may result in the filing of charges in accordance with fire marshal regulations.

Blatant Noncompliance/Insubordination: Students who willfully and intentionally defy directives of school personnel with the intention of being disrespectful. Examples include walking out of class, refusing to report to the office, etc.

Bullying: All forms of Bullying, including cyber bullying, are prohibited. Bullying is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus, and that:

- (1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property; or
- (2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Bullying in some instances may be considered assault and/or extortion.

Damage to Property: Students shall not intentionally damage or attempt to damage any school or private property while under school jurisdiction, including while on buses. Students shall not vandalize, damage or attempt to damage property belonging to others. In addition to general disciplinary consequences, restitution may be required under certain circumstances.

Disorderly Conduct and Inciting Student Disorder: Disorderly conduct includes behavior that is defiant and uncontrollable such that the student's removal from school is necessary. Students shall not lead or participate in any activity that has as its purpose the disruption of school business or which significantly affects the educational process. In the event that the disruption does not abate immediately or if the principal deems it appropriate, law enforcement will be called and the Superintendent shall be notified.

Disruptive Behavior: Disruptive behavior in the school setting is prohibited. Disruptive behavior includes:

- 1) any physical or verbal action which reasonably could or does substantially disrupt, disturb, or interfere with the peace, order, and/or discipline within the learning environment or during any school-related activity;
- 2) any verbal, physical, or visual behaviors or displays (including cell phone and /or other digital images) of a sexual nature that creates a hostile or abusive educational environment for other students; or
- 3) any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.

In addition, no student shall possess or wear any clothing, jewelry, emblems, badges, symbols, signs or

other items, which indicate a student's membership or desired membership or affiliation with a gang.

Fighting: No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. No student shall take any action or make any comments or communicate any messages intended to cause others to fight or which might reasonably be expected to result in a fight.

A student who is attacked may use reasonable force in self-defense but only to the extent necessary to free himself/herself from the attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.

Students who are intimidated or harassed by another student should report that to a teacher or administrator immediately. Students who instigate a fight but who are not actively involved are considered in violation of this rule. Examples include carrying rumors, carrying information back and forth, and urging others to fight. These students subject themselves to the same consequences as those who participate in the fight. Students who actively prevent adults and administrators from disbursing the fight are subject to the same disciplinary action as those who participate in the fight. Students who see a fight should report it to the nearest adult and remove themselves from the area by entering the nearest classroom or safe space. (See [Policy 4331 Assaults, Threats, and Harassment](#)).

Hazing: No group or individual shall require any student to wear abnormal dress or costume on campus, or subject students to harassment by abusive and humiliating tricks usually by way of initiation.

Inappropriate Literature and Illustrations: The possession of literature or illustrations, in print or digital format, which significantly disrupt the educational process or which are obscene is prohibited.

Integrity: In accordance with [Policy 4310 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 respect cultural diversity and ideological differences. Integrity, civility, responsibility and self-control are critical for establishing and maintaining a safe, orderly and inviting environment. Examples of behaviors that violate this policy include but are not limited to:

a. **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. This also applies to national and state testing, i.e., End-of-Grade, End-of-Course, SAT, PSAT.

b. **Plagiarism** - Including the copying of the language structure, idea and/or thought of another and representing it as one's own original work.

c. **Falsification** - Making an untrue verbal or written statement, including forgery on attendance notes, etc.

d. **Violating copyright laws** - Including unauthorized reproduction, duplication and or use of printed or electronic work, computer software, or other copyrighted material.

e. **Playing abusive or dangerous tricks** or otherwise subjecting a student or personnel to personal indignity.

Major Disrespect Toward an Adult: Students shall not use profanity, vulgar gestures, and/or vulgar comments directed to a staff member or adult.

Not identifying Self to Adult: No student shall deliberately either refuse to give his name when asked by an adult or give false identification.

Sexual Harassment: Unwelcome sexual advances, request for sexual favors and other inappropriate sexual advancement made by one student to another student constitute sexual harassment. Sexual harassment includes, but is not limited to:

- 1) Continued remarks or displays of words or pictures having a sexual connotation;
- 2) Pressure for sexual activity;

- 3) Deliberate unwelcome touching;
- 4) Suggestions or demands for sexual involvement that may be accompanied by implied promises of preferential treatment or threats;
- 5) Intentionally exposing one's body (genitals) on school property or at school-sponsored events.

Student Demonstrations: No student shall, on or off school premises, engage in any protest, march, picket or sit-in or similar activity which has as its purpose the disruption of any lawful function, mission or process of the school to which the student is assigned or to any school in the school system. If the demonstration results in damage to property, restitution may be required as part of any disciplinary consequence.

Threats: No student shall direct toward any school employee, toward any other student, or toward any other person within the school context, any language or action which threatens force or violence, or any sign or act which constitutes a threat of force or violence. Any threatening action may result in the requirement of a psychological or psychiatric evaluation of the student(s) involved in the threatening action.

Theft: No student shall steal or attempt to steal or knowingly be in possession of stolen property.

Trespassing: No student shall be on the campus of another school in the Duplin County Public School System during the school day without the knowledge and consent of the officials of the school he/she is visiting. Students who loiter at any school after the close of the school day without specific need or supervision will be considered trespassers and may be prosecuted if they do not leave when instructed to do so. Any student who has been suspended from school may be considered trespassing if he/she appears on school property during the suspension period without the express permission of the principal.

LEVEL FOUR OFFENSES- High School

Arson: No student shall set a fire in the school building or on the school grounds. Violations of this policy will result in a complaint in adult court or a petition in juvenile court in accordance with fire marshal codes and city and state laws, and a report to the Superintendent and the appropriate law enforcement agency immediately.

Assault on Another Student: No student shall behave in such a manner as could reasonably cause serious physical injury to any student. Assault includes, but is not limited to, striking, spitting, shoving, hitting, slapping, kicking, biting, pushing, or otherwise attempting to cause physical injury to any student.

Assault of a School Employee: No student shall attempt to cause physical injury to any school employee or behave in such a manner as could reasonably cause physical injury to any school employee. School employees under this policy may include, but are not limited to, game officials, referees, coaches, advisors, custodians, SRO's, child nutrition, volunteers, etc.

Assault Involving a Weapon: No student shall assault another person using a weapon, dangerous instrument, or dangerous substance. (See Weapons/Dangerous Instruments)

Bomb Threat Or Hoax: No student shall, by any means of communication make a report, knowing or having reason to know the report is false, that there is located on any school premises or any school sponsored event, a device designed to cause damage or destruction by explosion, blasting, or burning.

Gang Activity: No student shall commit any act that furthers gangs or gang related activity. A gang is defined as a group or organization of three or more people either formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any Duplin County School policy, and having a common name or common identifying sign, symbol or colors. [Policy 4328 Gang-Related Activity](#)

Illegal Drugs and Alcohol: Students 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 or over the counter drugs is not a violation of this policy if possessed or used in accordance this policy. The principal may authorize other lawful uses of substances prohibited by this policy, such as for approved school projects. According to the law and Policy 4325 (Drugs and Alcohol), students are prohibited from possessing, using, transmitting, selling or being under the influence of any of the Refer to following substances:

- Narcotic drugs
- Hallucinogenic drugs
- Amphetamines
- Barbiturates
- Marijuana or any other controlled substance
- Synthetic stimulants, such as MDPV and mephedrone (e.g. "bath salts"), and synthetic cannabinoids (e.g. "Spice," "K2")
- 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

Prohibited Materials: No student shall possess, handle or transmit pepper gas, mace or any other similar substance nor shall a student possess a laser pointer or similar electronic device. Any material intended or reasonably likely to result in a fire on school property is prohibited unless specifically authorized by school officials. These items include lighters and matches.

Except with the permission of the principal or other designated school official, students shall not possess any "look alike" gun such as a plastic gun, rubber gun, candy gun, or water pistol.

Weapons and Dangerous Instruments: No student shall possess, handle, or transmit any:

- Knives, including pocket knives, bowie knives, switchblades, box cutters, dirks and daggers;
- Slingshots and slungshots;
- leaded canes;
- blackjacks;
- metal knuckles;
- BB guns
- Air rifles and air pistols;
- Stun guns and other electronic shock weapons such as tasers;
- Icepicks;
- Razors and razor blades (except those designed and used solely for personal shaving);
- Fireworks; or
- Any sharp pointed or edged instruments except unaltered nail files and clips and tools used solely for the preparation of food, instruction, and maintenance.

******(See Firearms/Destructive Devices for loaded and unloaded firearms, including guns, pistols and rifles and destructive devices including explosives such as dynamite cartridges, bombs, grenades, and mines)***

Firearm/Destructive Device:

As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event shall be suspended for 365 calendar days and referred to law enforcement.

Firearm - For the purpose of this subsection, a firearm is (1) a weapon, including a starter gun, that will or is designed to or may be readily converted to expel a projectile by the action of an explosive, (2) the frame or receiver of any such weapon or (3) any firearm muffler or firearm silencer. A firearm does not include an inoperable antique firearm, a BB gun, a stun gun, or an air rifle or air pistol.

Destructive Device - For the purposes of this subsection, a destructive device is an explosive, incendiary or poison gas (1) bomb, (2) grenade, (3) rocket having a propellant charge of more than four ounces, (4) missile having an explosive or incendiary charge of more than one-quarter ounce, (5) mine, or (6) similar device.

Violation of this section shall result in suspension from school for 365 days unless the Superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The Superintendent shall not impose a 365-day suspension if the Superintendent determines the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel, and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

A student may not be suspended for 365 days for weapons violation except in accordance with this subsection. (See [Policy 4333 Weapons, Bomb Threats, Terrorist Threats, and Clear Threats to Safety](#)).

DRESS CODE [Policy 4316](#)

Shirts/Blouses

- Chest, midriff, and back must be completely covered
- Sleeveless blouses must be at least 2" in width at the shoulder
- Blouses must not be sheer or see through
- No cleavage may show
- Cut-outs exposing the body are not permitted
- Overly tight clothing is not permitted
- Shirts will be worn at all times, including during physical education class
- Oversized shirts must remain tucked in

Skirts, Dresses, Shorts

- The hem of dresses, skirts, and shorts must be below the fingertips when the arms are extended downward, even if leggings/jeggings are worn beneath

Pants/Slacks

- NO SAGGING PANTS!
- Cut-outs or excessively ragged pants/clothing above the knee level are not permitted
- If leggings/jeggings or excessively tight pants are worn, there must be a skirt, dress, or shorts meeting the minimum length requirement worn over them
- Low cut pants revealing skin in the buttocks or groin area are not permitted
- Undergarments must not be visible

Accessories (including jewelry)

- No long key or waist chains that could be perceived or used as a weapon
- No unfastened bib overalls or unfastened belts
- No hats or headgear (including sweatbands, bandanas, picks, combs, sunglasses, etc.) shall be worn inside the school building unless they are used for religious purposes
- No spiked wrist bands, spiked belts, or knuckle rings
- No picks or hair combs
- No visible undergarments

Shoes

- Shoes must be worn at all times according to state law
- No bedroom or house shoes

Athletic Attire

- No athletic uniforms shall be worn during the regular school day except for special occasions as granted by the principal
- Athletes will be expected to adhere to the coach's recommendations for dress in their particular sport
- Students are required to "dress out" in designated physical education attire.

This guide is meant to provide general information for students, parents and staff.

Specific information can be found in the Board of Education Policies located online at duplinschools.net.