

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: May 2, 2011

AGENDA ITEM No: 11-05-11

ACTION ITEM: (Y/N) Y

SUBJECT: Student Code of Conduct 2011-2012 – 1st Reading Approval

INFO CONTACT: Dr. Denise Morton and Donna Williams PHONE: 919-732-8126

ATTACHMENTS: 1. Listing of 2011-2012 Student Code of Conduct Proposed Revisions
2. Proposed 2011-2012 Student Code of Conduct Handbook

PURPOSE: To provide the Board of Education, for approval on first reading, the proposed revisions to the 2011-2012 Student Code of Conduct Handbook (Policy #4300).

BACKGROUND: All Orange County Schools (OCS) students will receive this handbook at the beginning of the 2011-2012 school year or whenever they enroll in the district. All students and their parents/guardians must sign that they have received, reviewed, and understand the standards of behavior for students attending OCS.

All required annual notifications to parents are now being included in the Code of Conduct.

FINANCIAL IMPACT: The approximate printing costs are \$3,500 to print 8,000 copies.

RECOMMENDATION: The Superintendent recommends that the Orange County Board of Education approve for first reading the proposed revisions to the 2011-2012 Student Code of Conduct Handbook.

2011-12 Student Code of Conduct Proposed Revisions

1. Front of Title Page – Year change – **2011-2012**
2. Page 34 – Revise Title: “Public Notice: Orange County Schools” to “**Orange County Schools’ Public Notices**” and add the following sentence:

Federal and state laws require public school systems across the nation and the state to provide parents/legal guardians with annual notification regarding specific issues. Those issues are listed below.

- Add Section 504 of the Rehabilitation Act of 1973

No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. U.S. Department of Education

- Add Medical Information and New Vaccines

North Carolina General Statute 115C-47 requires schools to provide information concerning cervical cancer, cervical dysplasia and human papillomavirus. North Carolina General Statute 115C-375.4 requires Local Boards of Education to provide parents and guardians information on Meningococcal disease and vaccines. Information on these diseases can be found at http://www.orange.k12.nc.us/academic_dept_pages/student_services_nurse.html or www.cdc.gov/vaccines/vpd-vac. Those without internet access can contact a school nurse or the Orange County Health Department at 919.245.2400 for more information.

- Add Permissible Use of Seclusion and Restraint

It is the policy of the Orange County School System to promote the safety of all students, staff, and visitors in its schools. To further this policy, school personnel may, in compliance with G. S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students.

The Superintendent or designee shall provide copies of this policy and General Statute 115C-391.1 to school personnel and parents/guardians at the beginning of each school year. Principals shall notify parents of any prohibited use of seclusion, restraint, or aversive techniques and shall provide a written incident report within 30 days of any such incident as required by G. S. 115C-391.1 and applicable policies and procedures. The Superintendent or designee shall annually provide a record of reported incidents to the State Board of Education.

- Add North Carolina's Safe Surrender Law

In 2001, the North Carolina General Assembly passed a law, G.S. 7B-500(b) or G.S. 7B-500(d), making it legal for females to surrender their newborn baby to a responsible adult without fear of criminal prosecution. While any responsible adult may receive a newborn, school social workers or family specialist social worker, school nurses, school counselors and law enforcement are examples of responsible adults who are familiar with this law. More information can be found at www.safesurrender.net. Those without internet access can contact their school nurse, school social worker or family specialist social worker.

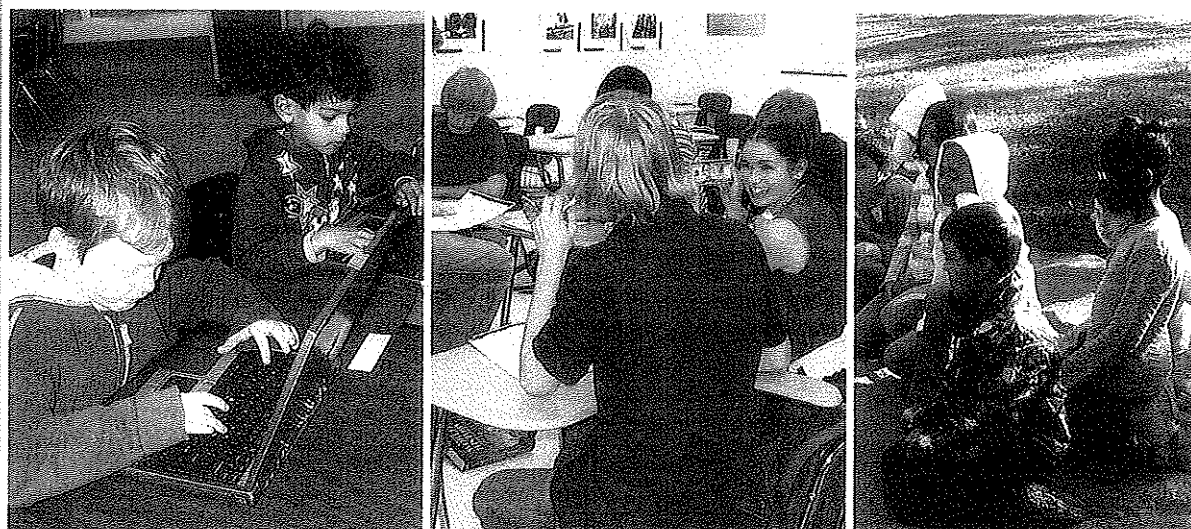
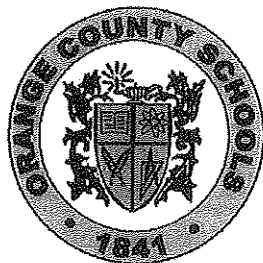
ORANGE COUNTY SCHOOLS

Student Code of Conduct

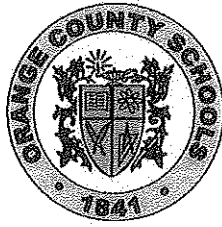
and

Annual Notifications

2011-2012



www.orange.k12.nc.us



Mission

Orange County Schools, in partnership with students, families and the community, is committed to providing challenging and engaging educational experiences that will develop responsible, knowledgeable and resourceful citizens prepared to contribute in our global society.

Vision

Orange County Schools prepares students to be responsible citizens in a diverse world by promoting academic and individual success.

Orange County Board of Education

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**PARENT NOTIFICATION
AND DUE PROCESS**

When the violation of the Student Code of Conduct results in a potential suspension of the student, either in-school suspension (ISS) or out-of-school suspension (OSS), immediate effort will be made to notify parents/guardians by telephone, facsimile transmission, e-mail, or any other method reasonably designed to give actual notice. Written notification at the last known address will follow. Students are entitled to due process for any suspension from school.

For conduct resulting in a potential short-term suspension of ten days or less, due process means that the student will receive notice of the conduct and an opportunity to present the student's version of the events surrounding the incident to the principal.

For conduct resulting in a potential long-term suspension for more than ten days, due process means that the student will receive notice of the conduct, an opportunity to present the student's version of the events surrounding the incident to the principal, and the Long Term Suspension Due Process Procedures (see page 31) set forth herein shall apply.

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Legal References:

*Goss v. Lopez, 419 U.S. 565
(1975), NCGS 115C-391*

Rules at a Glance:

Violations of the Student Code of Conduct

- Rule 1** Minor Infractions of Classroom Rules
- Rule 2** Dress Code
- Rule 3** Issues of Integrity
- Rule 4** Trespassing
- Rule 5** Attendance
 - Skipping School (not coming to school) in whole or in part
 - Skipping School (leaving school once present) in whole or in part
 - Unexcused Tardies in Homeroom or Assigned Classes
- Rule 6** Forging Notes/Documents
- Rule 7** Inappropriate Interpersonal Behavior
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- Rule 9** Noncompliance with Directives from Principals, Teachers, and Other School Personnel
- Rule 10** Electronic Devices
- Rule 11** Portable Communication Devices
- Rule 12** Bus Misbehavior
- Rule 13** Gambling
- Rule 14** Insulting, Abusive, Harassing, Profane, Obscene or Seriously Disrespectful Words, Acts of Touching, Gestures, Signs (including Gang Signs), Verbal Threats and Threats by Electronic Devices or Other Acts
- Rule 15** Sexual Harassment
- Rule 16** Prohibition Against Unlawful Discrimination, Harassment, Bullying and Cyberbullying
- Rule 17** Hazing and Intimidation
- Rule 18** Fighting Among Students
- Rule 19** Unjustified Activation of a Fire or Other Alarm System
- Rule 20** Extortion
- Rule 21** Theft or Destruction of School or Personal Property
- Rule 22** Robbery, Burglary, Taking or Destroying Property, Using Violence or Threat of Violence
- Rule 23** Assaults, Threats and Harassment Against Adults
 - Serious Assaults on School Personnel
 - Written or Verbal Assault to School Employees and Other Adults
- Rule 24** Violent Physical Assault Upon a Student
- Rule 25** Possession of a Firearm
 - Possession of Gun, Rifle, Pistol, or Other Actual Firearm
 - Possession of Other Types of Guns
 - Possession of Other "Look-alike" Firearms
- Rule 26** Disruption of School
 - Communicating a False Bomb Report or Perpetrating a Bomb Hoax
 - Communicating a Terroristic Threat or Perpetrating a Terroristic Hoax
 - Inciting or Participating in Student Disorder
- Rule 27** Possession of a Dangerous Weapon or Other Instruments
- Rule 28** Arson or Making or Possessing Explosive or Incendiary Devices
- Rule 29** Exploding Firecrackers or Igniting Similar Devices
- Rule 30** Narcotics, Alcoholic Beverages, Controlled Substances, Chemicals and Paraphernalia
- Rule 31** Violation of North Carolina Criminal Statutes

Board Policy 4300

Student Code of Conduct

The Orange County Board of Education has established rules and expectations of all students enrolled in the Orange County School System in a document called the "Student Code of Conduct." The purpose of the Student Code of Conduct is to help students develop as responsible citizens in a healthy learning environment that is safe and orderly. Violent, disrespectful, or disruptive behavior will not be tolerated. Teachers and administrators shall use positive disciplinary measures to the extent possible, be familiar with and use a continuum of positive disciplinary actions, and reserve more serious disciplinary measures for more severe behaviors. This Code is based on the General Statutes of North Carolina. Students who violate any rules of the Code shall be subject to disciplinary action by school officials. Student violations involving weapons, assaults, and/or controlled substances shall be reported to law enforcement officials and subject to prosecution within the court system.

General Statute 115C-307 states "It shall be the duty of all teachers, including student teachers, substitute teachers, voluntary teachers, and teacher assistants when given authority over some part of the school program by the principal or supervising teacher, to maintain good order and discipline in their respective schools." According to General Statute 115C-288, the principal is authorized "to exercise discipline over the pupils of the school" and to "assign duties to teachers with regard to the general well-being and medical care of students." While the teacher has the major responsibility for classroom discipline, some disruptive behavior may require the attention of the principal or his/her designee. State law assigns the principal the authority to suspend for ten days or less, or with prior approval of the Superintendent, for more than ten days (G.S. 115C-391). Special statutory provisions apply in the event that a student enrolled in an Exceptional Children's Program exhibits behavior which might result in suspension or expulsion (G.S. 115C-112).

Students will demonstrate responsible citizenship by working cooperatively with staff members to promote a positive school climate that reflects tolerance and respect for everyone. Student compliance with the Student Code of Conduct is a requirement according to state and federal laws, school board policies and local school rules and expectations governing student behavior and conduct.

The Student Code of Conduct prohibits certain types of student misconduct that are major offenses. Students who violate any of these offenses can be subject to disciplinary actions, including the possibility of a short-term suspension (10 days or less) or long-term suspension (over ten days) or 365 day suspension or expulsion (G.S. 115C-288, 390, 391).

Law enforcement may be contacted for violations of the Student Code of Conduct in appropriate cases and in accordance with law.

If the Student Code of Conduct ever conflicts with any North Carolina or federal law, then the North Carolina or federal law will control and supersede the related rules of the Student Code of Conduct.

Legal References: G.S. 115C-307, G.S. 115C-288, G.S. 115C-390,391, G.S. 115C-112

Board Policy 4300
Student Code of Conduct

4300.1
Definitions

Alternative Setting – educational services provided by the system or another provider in a setting other than the student’s school assignment.

Board — the Orange County Board of Education.

Bullying or Cyberbullying — the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, emotional abuse or through attacks on the property of another. Bullying or cyberbullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.

Classroom — locations where designated learning experiences take place and where school officials have supervisory responsibility.

Consequences — Student Code of Conduct violations include, but are not limited to, conferences with parents/guardians, confiscation of property which disrupts the learning environment, restitution, in-school suspension, suspension from school activities and events, suspension from extracurricular or co-curricular activities, suspension of bus privileges, after-school detention, out-of-school suspension and expulsion.

Day or Days — school days excluding teacher workdays, holidays, vacations days and weekends.

Expulsion — permanent exclusion of a student from registering, enrolling or attending any Orange County school. This exclusion also includes riding in a school-owned or operated vehicle and prohibits the student from participating in school activities or entering any school property. Expulsion requires the approval of the Board of Education.

In-School Suspension (hereinafter ISS) — ISS program is an alternative to students being suspended out of school. The purpose of the program is to provide a form of consequence that results in improved behaviors without the removal of students from the school environment and supervision.

Long-Term Suspension — out-of-school suspension for any designated period of more than 10 days but not exceeding the time remaining in the school year (*General Statute 115C-391*).

Out-of-School Suspension (hereinafter OSS) — the removal of the student from school, school activities and school grounds for designated period of time as prescribed by law.

Parent — includes the natural parent, legal guardian, legal custodian or person serving in loco parentis having charge or control of any student enrolled in Orange County Schools.

PCD — portable communication devices.

Board Policy 4300
Student Code of Conduct

4300.1
Definitions

Principal — the school principal or any school professional to whom the principal may officially delegate authority.

Restitution — to make whole, by replacement or restoration of property to its original condition, or payment of money sufficient to compensate for damage to property.

Student — any person enrolled or attending any of the Orange County Schools.

Substitute Teacher — any person who is approved according to local policy to take the place of the teacher during his/her absence.

Superintendent — the Superintendent of the Orange County Schools or his/her chosen designee.

Snus — smokeless tobacco product that is held under the top lip and does not require chewing or spitting.

Teacher — the certified professional entrusted by the Board and the Superintendent with the responsibility pursuant to law for the education, health and well-being of students under his/her direction.

Tardy — means late for a class or other school period as defined by the schools and the North Carolina laws and regulations.

365 Day Suspension — out-of-school suspension for 365 calendar days.

4300.2
**Authority Roles and
Responsibilities**

Role of Administrators and School Personnel in School Safety and Student Discipline

N.C General Statute 115C-288(g) requires that certain criminal offenses occurring in the schools be reported to law enforcement immediately. These offenses must be reported if they occur on any site under the jurisdiction of the school regardless of the identity of the offender and even if the offender is unknown. When the principal has personal knowledge or actual notice that one of the acts listed below has occurred on school property, the principal shall immediately report the act to the appropriate local law enforcement agency or to the school resource officer (SRO) if the SRO is a staff member. Once the principal or designee reports the act(s), the principal will input the information into the discipline daily database called Fulcrum. For purposes of this subsection, "school property" shall include any public school building, bus, public school campus, grounds, recreational area

Board Policy 4300
Student Code of Conduct

4300.2
Authority Roles and
Responsibilities

or athletic field in the charge of the principal (*G.S. 115C-307 (a)*). Teachers and other school employees also have a legal obligation to report these same acts to the principal. The seventeen required reportable acts are as follows:

- Assault resulting in serious injury
- Assault involving use of a weapon
- Assault on school personnel not resulting in serious injury
- Bomb threat
- Burning of a school building
- Death by other than natural causes
- Kidnapping
- Possession of alcoholic beverage
- Possession of a controlled substance
- Possession of a firearm or powerful explosive
- Possession of a weapon
- Rape
- Robbery with a dangerous weapon
- Robbery without a dangerous weapon
- Sexual assault (not involving rape or sexual offense)
- Sexual offense
- Taking indecent liberties with a minor

The Code also applies at all times during school-sponsored field trips.

Power and Duties of Principal (*G.S. 115C-288*)

To Discipline Students and to Assign Duties to Teachers with Regard to the Discipline, General Well-Being and Medical Care of Students — The principal shall have authority to exercise discipline over the pupils of the school pursuant to policies adopted by the local board of education as prescribed by *G.S. 115C-391(a)*. The principal shall assign duties to teachers with regard to the general well-being and the medical care of students pursuant to the provisions of *G.S. 115C-390* and *115C-307*. The principal may also suspend or dismiss pupils pursuant to provisions of *G.S.115C-391*.

Duties of Teachers (*G.S. 115C-307 (a)*)

To Maintain Order and Discipline — It shall be the duty of all teachers, including student teachers and teacher assistants, when given authority over some part of the school program by the principal or supervising teacher, to maintain good order and discipline in their respective schools.

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Student Code of Conduct

4300.2
Authority Roles and
Responsibilities

Role of School Bus Driver

Subject to the Direction of the Principal — The school bus driver shall have complete authority over and responsibility for the operation of the bus and the maintenance of good order and conduct on the bus, and shall report promptly to the principal any misconduct or disregard or violation of the driver's instructions by any student riding on the bus. Furthermore, the school bus driver shall not permit any unauthorized person to enter or ride on the school bus except by written authorization of the principal.

Role of School Resource Officer (SRO)

The Center for Prevention of School Violence defines a SRO in the following way: a certified law enforcement officer who is permanently assigned to provide coverage to a school or a set of schools. The SRO is specifically trained as a law enforcement officer, law-related counselor, and law related education teacher. Duties of the SRO include, but are not limited to:

- Protecting lives and property of Orange County citizens and students;
- Enforcing federal, state and local criminal laws and ordinances;
- Assisting school officials with the enforcement of Board of Education policies and administrative regulations regarding student conduct;
- Investigating criminal activity committed on school property;
- Counseling students in special situations, such as students suspected of engaging in criminal misconduct, when requested by the principal or by the student's parent/guardian;
- Answering questions that students may have about North Carolina or juvenile laws;
- Assisting other law enforcement officers with outside investigations concerning students attending the school(s) where the SRO is assigned;
- Providing security for special events or functions such as PTA meetings upon request; and
- Directing traffic during the arrival and departure of students in the absence of a school crossing guard.

4300.3
Scope

The Student Code of Conduct applies to any student who is on school property, attending any school-sponsored activity, participating in any extracurricular activity, or traveling in any property owned by the Orange County Board of Education to and from events. This Code also applies to students whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the schools.

Board Policy 4300
Student Code of Conduct

4300.3

Scope

The Student Code of Conduct is not intended to restrict in any way the authority of principals to make rules, which they are authorized by law to make for the governance and operation of their respective schools or the authority of teachers to make such rules, which they are authorized by law to make for their respective classes.

VIOLETIONS OF THE STUDENT CODE OF CONDUCT

Rule 1

**Minor Infractions of
Classroom Rules**

Teachers will follow a classroom discipline procedure to include: warning, parents/guardian contact, after-school detention, isolation and referral to office for assignment of ISS or OSS. Unnecessary objects which detract from the learning process or pose safety hazards, including but not limited to lighters, matches, toys, etc. should not be brought to school.

Rule 1

CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 1 day OSS.

Middle School

Ranging from in-school disciplinary action up to 3 days OSS.

High School

Ranging from in-school disciplinary action up to 10 days OSS.

Rule 2
Dress Code

The Orange County Board of Education respects a student's right to choose his or her style of dress or appearance. The Board of Education requires students to appear at school fully clothed and groomed in an appropriate manner consistent with the establishment and continuance of a proper atmosphere for learning. Good grooming promotes pride and good behavior. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirement of a good safe school environment. If a student's dress or lack of cleanliness is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and student's parent or guardian to take appropriate action to remedy the situation. In addition, if a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities, the student may be required to change his or her clothing. Appropriate action may include having a parent/guardian bring appropriate clothes to school or sending a student home to change into more appropriate attire.

Principals will maintain guidelines to assist students in determining appropriate dress and appearance for school. A copy of this policy will be distributed to all students each year. Reasonable accommodations will be made by the school principal or principal's designee for those students who, because of a sincerely held religious belief or medical reason, request in advance a waiver of a particular guideline for dress or appearance. Reasonable accommodations shall be made by the principal to accommodate students involved in special duties, activities, or projects approved by the school. This would include but not be limited to: athletics, career-technical education classes and projects, special events, or other activities that would allow for non-conforming dress on a school campus.

Items listed below shall apply to all students:

- No student's appearance or clothing will be acceptable if it is deemed disruptive, provocative, indecent, vulgar, or obscene, or if it endangers the health or safety of the student or others.
- Hats, sweatbands (or other head coverings) or sunglasses are not to be worn inside school buildings.
- No bandanas or gang-related clothing or styles are permitted before, during or after school hours, or at any school-sponsored/school related function.
- Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon, and any symbols, styles or attire frequently associated with intimidation, violence or violent groups will not be permitted.

Board Policy 4300
Student Code of Conduct

Rule 2 (cont.)

- Students are not to wear halter tops, tank tops or clothing that reveals underclothes or lack thereof, see-through clothes, undershirts or clothing bearing lewd/vulgar or offensive themes/remarks (including tee-shirts advertising alcohol or tobacco products). Sleeveless blouses are permissible if undergarments do not show the chest area and underarms are not exposed.
- Clothing must be worn appropriately (nothing inside-out or backwards, no rolled up pant legs, no shirts worn half on and half off, or unfastened bib overalls; belts must be buckled and worn at the waist line).
- Clothing must not reveal midriff, backs, cleavage, or the chest/torso area. Shirts and blouses must cover the waist and go past the waistline.
- Coats must fit and be appropriate for the season.
- No sagging pants are allowed. A belt is required if pants do not remain at the waist.
- Tight clothing such as knit or spandex bicycle/biker pants or overly tight pants are not allowed.
- Skirts, dresses, and/or shorts may be no higher than mid-thigh.
- Proper footwear is required. Shoes that have laces must be laced, tied and fit properly. No bedroom slippers or shower shoes are allowed.
- For elementary schools, high heels and platform shoes are dangerous for young students and are prohibited. Students are not able to walk well in them and may trip when trying to run. Flip-flops and backless sandals present similar problems and are prohibited. Shoes that are firmly attached to the feet are required.

**Rule 2
CONSEQUENCES**

Elementary

Ranging from in-school disciplinary action up to 1 day OSS.

Middle School

Ranging from in-school disciplinary action up to 3 days OSS.

High School

Ranging from in-school disciplinary action up to 3 days OSS.

**Rule 3
Issues of Integrity**

Cheating, plagiarism, falsification of notes or documents will result in disciplinary measures.

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Rule 3
CONSEQUENCES

Elementary

In-school disciplinary action.

Middle School

Ranging from in-school disciplinary action up to 5 days OSS.

High School

Ranging from in-school disciplinary action up to 10 days OSS. Zero on affected assignments.

Rule 4
Trespassing

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

- If he/she visits a school that isn't the student's home school without prior knowledge and consent of any school administrator;
- If he/she loiters at any school after the close of the school day without a specific reason or supervision; or
- If he/she has been suspended from school and appears on the property of any school during the suspension period without the express permission of any school administrator.

Rule 4
CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 1 day OSS. Law enforcement may be notified.

Middle School

Ranging from in-school disciplinary action up to 3 days OSS. Law enforcement may be notified.

High School

Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be notified.

Rule 5
Attendance

Students shall follow all state and local attendance guidelines and attend classes in a timely and regular fashion. Parents/Guardians have the responsibility under state law to insure their children comply with the compulsory attendance laws.

**Board Policy 4300
Student Code of Conduct**

**Rule 5 (a)
Skipping School
(Not coming to
School)**

- a) **Skipping School (not coming to school) in whole or in part** — Students shall come to school and be present in their designated homeroom and/or their assigned classroom unless they have been authorized to be absent by the principal or his/her designee or they have an absence that is excused pursuant to State guidelines and Board policy for attendance.

**Rule 5 (a)
CONSEQUENCES**

Elementary

In-school disciplinary action.

Middle School

ISS or other in-school disciplinary action, including after-school detention.

High School

ISS or other in-school disciplinary action, including after-school detention.

**Rule 5 (b)
Skipping School
(Leaving School)**

- b) **Skipping School (leaving school once present) in whole or in part** — 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.

**Rule 5 (b)
CONSEQUENCES**

Elementary

In-school disciplinary action.

Middle School

ISS or other in-school disciplinary action, up to 1 day OSS.

High School

ISS or other in-school disciplinary action, up to 2 days OSS.

**Rule 5c
Unexcused Tardies**

- c) **Unexcused Tardies in Homeroom or Assigned Classes** — Students are not to be tardy to homeroom or assigned classes.

**Rule 5c
CONSEQUENCES**

Elementary

In-school disciplinary action.

Middle School

ISS or other in-school disciplinary action.

High School

ISS or other in-school disciplinary action.

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Student Code of Conduct

Rule 6
**Forging Notes/
Documents**

Students shall not provide false information to school officials and/or parents or guardians with regard to any report card, attendance matter, grades or progress reports, discipline matters or any other school business.

Rule 6
CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 3 days OSS.

Middle School

Ranging from in-school disciplinary action up to 5 days OSS.

High School

Ranging from in-school disciplinary action up to 5 days OSS.

Rule 7
**Inappropriate
Interpersonal Behavior**

Students shall conduct their personal and social relationships according to acceptable community standards. Inappropriate public displays of affection as determined by the principal will not be allowed.

Rule 7
CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 2 days OSS.

Middle School

Ranging from in-school disciplinary action up to 5 days OSS.

High School

Ranging from in-school disciplinary action up to 5 days OSS.

Rule 8
Use of Tobacco Products

The Board of Education believes that a tobacco-free environment will better protect the health and well-being of students of the Orange County School System and of other persons. Therefore, the Board of Education prohibits the use of tobacco products as follows:

- Students may not possess, display, or use any tobacco product at any time on school premises, including school vehicles or while participating in school events, both indoor and outdoor and both on and off school property.
- The prohibition of display of tobacco products shall not extend to display that has a legitimate instructional or pedagogical purpose.

...continued

Rule 8 (cont.)

- No student shall be permitted under any circumstances to use tobacco products in any indoor facility owned, leased or contracted for by the Orange County Schools.

For purposes of this policy, "tobacco product" is defined to include cigarettes, cigars, pipes, chewing tobacco, snuff, snus, and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

**Rule 8
CONSEQUENCES**

Elementary

Confiscation. Parental/guardian contact. Conference with school nurse. In-school disciplinary action.

Middle School

Confiscation. First Offense: Mandatory Alternative To Suspension (ATS) course or a one-day suspension & parent notification. ISS/OSS to be determined by principal. Second Offense: Mandatory ATS course & parent notification. Third Offense: Three day suspension & parent notification. Fourth Offense: Administrator's discretion.

**See below*

High School

Confiscation. First Offense: Mandatory ATS course or a one-day suspension & parent notification. Second Offense: Mandatory ATS course & parent notification. Third Offense: Three day suspension & parent notification. Fourth Offense: Administrator's discretion **See below*

** For the first violation at the middle and high school levels, an alternative to suspension may be offered. The alternative shall require participation of the student and parent/guardian in an approved corrective education program (ex. ATS-Alternative to Suspension Tobacco Education Program). Failure to meet the requirements of the alternative program reactivates the suspension consequences listed above.*

Students interested in quitting tobacco will be assessed by the school designated ATS/NOT facilitator about participating voluntarily in the Not on Tobacco (NOT) cessation program. Continued follow-up by the ATS/NOT facilitator will be determined on a case-by-case basis.

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Student Code of Conduct

Rule 9

**Noncompliance
with Directives from
Principals, Teachers and
Other School Personnel**

Students shall comply with the directives of all school personnel at all times while a student is at school. This includes being in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when a student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff.

Rule 9

CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 5 days OSS.

Middle School

Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.

High School

Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.

Rule 10

Electronic Devices

Students are not allowed to possess electronic devices including, but not limited to, beepers, lasers, walkie-talkies, and other non-instructional electronic devices on school grounds or at any school-sponsored activity, in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. All electronic devices will be confiscated and a parent/guardian is required to attend a conference in order to gain possession of the item. This rule does not apply to personal vehicles, overnight/day school-sponsored field trips and athletic events. Cell phones and pagers are governed by Board policy and are addressed elsewhere in the Student Code of Conduct.

Rule 10

CONSEQUENCES

Elementary

Confiscation of device. Ranging from in-school disciplinary action up to 2 days OSS.

Middle School

Confiscation of device. Ranging from in-school disciplinary action up to 5 days OSS.

High School

Confiscation of device. Ranging from in-school disciplinary action up to 5 days OSS.

Board Policy 4300
Student Code of Conduct

Rule 11

**Portable Communication
Devices (PCD)**

The Orange County Board of Education has as its highest priority a strong commitment to preserving an atmosphere that enhances the learning process in schools. Therefore, to avoid disruption to instruction, the use of electronic devices, including, but not limited to cellular telephones, pagers, and other portable communication devices are allowed only with the restrictions outlined below.

- Students in elementary school are not allowed to possess cellular telephones and other PCD on any school site except for health or other unusual reasons approved on an individual basis by the school principal and subject to regulations developed by the Superintendent.
- The use or possession of cellular telephones and other PCD is a privilege the Board extends to middle and high school students only before and after the official school day subject to regulations developed by the superintendent. The school day for middle school is defined as the hours between 8:20 a.m. and 3:20 p.m. High school hours are between 8:45 a.m. and 3:45 p.m. Middle/high school students are allowed to use cellular phones for athletic events and after school events; i.e., dances. PCD are prohibited during the school day.
- During the school day, all devices must be kept out of sight and inactivated.
- Students violating this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary action.
- Staff members and visitors shall turn off the audible notification on their cell phones and pagers during the school day when they are supervising students or participating in an activity with students. School bus drivers may not use a cellular phone while operating a school bus.
- Students must ensure that all cellular phones remain turned off and not visible when being transported to and from home by district owned vehicles; i.e., school buses. The school bus is viewed as an extension of the school and therefore, all regulations apply.
- Students shall be personally and solely responsible for the security of their cellular telephones and other PCD. The Orange County Board of Education shall not assume responsibility or liability for the theft, loss or damage to a student's cellular telephone or other PCD and does not assume responsibility for the unauthorized use of any device.
- Using portable communication devices to reproduce images of tests, to access unauthorized school information or to assist students in any aspect of their instructional program in a manner that violates any school board policy, district or school code of conduct is prohibited.
- Using cellular telephones or other devices with photographic capabilities in student locker-rooms, restrooms or any other student changing areas, at any time is prohibited.

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Board Policy 4300
Student Code of Conduct

Rule 11 (cont.)

- Cell phones are banned for all students attending Partnership Academy Alternative School.

**Rule 11
CONSEQUENCES**

Elementary

Confiscation of device. Ranging from in-school disciplinary action up to 2 days OSS.

Middle School

Confiscation of device. Ranging from in-school disciplinary action up to 5 days OSS.

High School

Confiscation of device. Ranging from in-school disciplinary action up to 5 days OSS.

**Rule 12
Bus Misbehavior**

Students, at all times while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the school bus driver and/or bus/contract vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges: delaying the bus schedule, fighting, smoking, using profanity or refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, throwing objects from the bus, failing to observe and obey safety regulations, willfully trespassing on a school-owned or operated vehicle or violating any other Code of Conduct rule while on the school bus. If a violation of this code also violates other rules, CONSEQUENCES in addition to those listed for this violation may be implemented.

**Rule 12
CONSEQUENCES**

Elementary

Ranging from in-school disciplinary action up to 10 days OSS, and/or suspension from bus transportation up to the remainder of the year.

Middle School

Ranging from in-school disciplinary action up to 10 days OSS, and/or suspension from bus transportation up to the remainder of the year.

High School

Ranging from in-school disciplinary action up to 10 days OSS, and/or suspension from bus transportation up to the remainder of the year.

Board Policy 4300
Student Code of Conduct

Rule 13
Gambling

Students shall not engage in any form of games of chance or gambling for money and/or objects of value.

Rule 13
CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 1 day OSS.

Middle School

Ranging from in-school disciplinary action up to 3 days OSS.

High School

Ranging from in-school disciplinary action up to 5 days OSS.

Rule 14
Insulting, Abusive, Harassing, Profane, Obscene or Seriously Disrespectful Words, Acts of Touching, Gestures, Signs (including Gang Signs), Verbal Threats and Threats by Electronic Devices or Other Acts

Students shall respect other students, visitors, school employees and other persons by utilizing appropriate language and behaviors at all times. Any action which is insulting, abusive, harassing, profane, obscene or seriously disrespectful and which disrupts the learning process for any student or which demeans or degrades another person is specifically prohibited.

The Orange County School System does not tolerate gang membership or gang-related activity. Orange County Schools supports a proactive approach to dealing with gangs and gang-related activities in schools, at school-related events, and in the community.

A gang is any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts, or the purposeful violation of any OCS policy and having a common name, identifying signs, colors, or symbols. No student shall commit any act that furthers gangs or gang-related activities. Conduct prohibited by this policy includes:

- A. Wearing, possessing, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, visible tattoos and body markings, or other items, or being in possession of literature that show affiliation with a gang, or is evidence of membership or affiliation in any gang or that promotes gang affiliation;
- B. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) to convey membership affiliation in any gang or that promotes gang affiliation;
- C. Tagging, or otherwise defacing school or personal property with gang or gang-related symbols or slogans;

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Board Policy 4300
Student Code of Conduct

Rule 14 (cont.)

- D. Requiring payment of money or insurance for gang-related protection or harassing others in intimidating or threatening ways as part of gang-related activities;
- E. Inciting other students to intimidate or to act with physical violence upon any other person as related to gang activity;
- F. Soliciting others for gang membership; and
- G. Conspiring to commit any violation of this policy or committing or conspiring to commit any other illegal act or other violation of school district policies that relates to gang activity.

**Rule 14
CONSEQUENCES**

Elementary

Ranging from in-school disciplinary action up to 5 days OSS.

Middle School

Ranging from in-school disciplinary action up to 5 days OSS. Repeated violations may result in long-term suspension.

High School

Ranging from in-school disciplinary action up to 10 days OSS. Repeated violations may result in long-term suspension.

**Rule 15
Sexual Harassment**

Students are prohibited from engaging in or encouraging any form of harassment against students, employees or any other individuals on school grounds or at school-related functions. Harassment is unwanted, not welcomed and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment can be created through pervasive or persistent misbehavior or a single incident if sufficiently severe. Harassment and sexual harassment are further defined in Board Policy 3532 "Prohibition Against Unlawful Discrimination, Harassment, Bullying, and Cyberbullying".

**Rule 15
CONSEQUENCES**

Elementary

Ranging from in-school disciplinary action up to 10 days OSS.

Middle School

OSS up to 10 days and including long-term suspension. Law enforcement may be notified.

High School

OSS up to 10 days and including long-term suspension. Law enforcement may be notified.

Rule 16

**Prohibition Against
Unlawful Discrimination,
Harassment, Bullying and
Cyberbullying**

The Orange County Board of Education believes that all employees and students should be free of unlawful discrimination, including harassment, bullying or cyberbullying, as a part of a safe, orderly and inviting working and learning environment.

Cyberbullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. Examples of cyberbullying: sending mean or threatening messages to a classmate via email, IM (instant messaging), or text messages; spreading rumors about classmates through email, IM, or text messages; creating a Web site or MySpace (or other social-networking) account that targets another student; sharing fake or embarrassing photos or videos of classmates with others via a cell phone or the Web; stealing a classmate's login and password to send mean or embarrassing messages from his or her account.

Bullying or cyberbullying is a form of harassment. Bullying or cyberbullying means the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse or through attacks on the property of another. Bullying or cyberbullying may include, but is not limited to, verbal taunts, name-calling and put-downs, extortion of money or possessions, implied or stated threats, and exclusion from peer groups.

Rule 16

CONSEQUENCES

Elementary

Parents/guardian contact. Ranging from in-school disciplinary action up to 10 days including OSS. Repeated offenses may require student participation in an approved corrective education program (ex. Violence Prevention Program and/or Dispute Settlement Center involvement). Law enforcement may be notified.

Middle School

Parents/guardian Contact. Ranging from in-school disciplinary action up to 10 days including OSS. More severe infractions may result in long-term suspension. Repeated offenses may require student participation in an approved corrective education program (ex. Dispute Settlement Center). Law enforcement may be notified.

High School

Parents/guardian Contact. Ranging from in-school disciplinary action up to 10 days including OSS. More severe infractions may result in long-term suspension. Repeated offenses may require student participation in an approved corrective education program (ex. Dispute Settlement Center). Law enforcement may be notified.

Board Policy 4300
Student Code of Conduct

Rule 17

Hazing and Intimidation

It shall be a violation for any student to engage in what is known as hazing or to aid or abet any other student in hazing. For the purpose of this policy, hazing is defined as follows: "to annoy any student by playing abusive or ridiculous tricks on him/her, to frighten, scold, beat or harass him/her or to subject him/her to personal indignity." Furthermore, deliberate intimidation or harassment in any form is prohibited (*G.S. 14-36 & 115C-391*).

Rule 17

CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 5 days OSS. Law enforcement may be notified.

Middle School

Ranging from in-school disciplinary action up to 10 days OSS. More severe infractions may result in long-term suspension. Law enforcement may be notified.

High School

Ranging from in-school disciplinary action up to 10 days OSS. More severe infractions may result in long-term suspension. Law enforcement may be notified.

Rule 18

Fighting Among Students

Students shall not fight or attempt to cause bodily harm to another student. If a student is attempting to involve another student in a fight, the other student should walk away and report it to a teacher, assistant principal or principal. Students who instigate fights will be subject to the same CONSEQUENCES as those who are actually involved in fighting.

Rule 18

CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 10 days OSS.

Middle School

Ranging from in-school disciplinary action up to 10 days OSS. Special circumstances may result in a long-term suspension. Law enforcement may be notified.

High School

Up to 10 days OSS. Special circumstances may result in a long-term suspension. Law enforcement may be notified.

Board Policy 4300
Student Code of Conduct

Rule 19
**Unjustified Activation of
a Fire or Other Alarm
System**

Students shall not activate any fire or other alarm system unless authorized to do so by school employees or unless there are reasonable grounds to believe that an actual emergency situation exists.

Rule 19
CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 5 days OSS. Law enforcement may be notified.

Middle School

Up to 10 days OSS and including long-term suspension. Law enforcement may be notified.

High School

Up to 10 days OSS and including long-term suspension. Law enforcement may be notified.

Rule 20
Extortion

Students shall not extort through verbal, written or physical threats, coercion or intimidation anything of value from any other student or school employee.

Rule 20
CONSEQUENCES

Elementary

Restitution of costs may be required. Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be notified.

Middle School

Restitution of costs may be required. Minimum of 3 days OSS up to and including long-term suspension. Law enforcement may be notified.

High School

Restitution of costs may be required. Minimum of 3 days OSS up to and including long-term suspension. Law enforcement may be notified.

Rule 21
**Theft or Destruction
of School or Personal
Property**

Students shall not steal or attempt to steal or knowingly be in possession of stolen property or intentionally damage or attempt to damage any school or private property while under school jurisdiction. Students shall not vandalize or damage or attempt to damage property belonging to others.

Board Policy 4300
Student Code of Conduct

Rule 21
CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be notified. Restitution may be required.

Middle School

OSS up to 10 days and/or long-term suspension. Law enforcement may be notified. Restitution may be required.

High School

OSS up to 10 days and/or long-term suspension. Law enforcement may be notified. Restitution may be required.

Rule 22
**Robbery, Burglary, Taking
or Destroying Property
Using Violence or Threat
of Violence**

Students shall not steal or attempt to steal, damage or destroy property of others using threats of bodily harm.

Rule 22
CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be notified. Restitution may be required.

Middle School

OSS up to 10 days and/or long-term suspension. Law enforcement may be notified. Restitution may be required.

High School

OSS up to 10 days and/or long-term suspension. Law enforcement may be notified. Restitution may be required.

Rule 23 (a)
**Assaults, Threats and
Harassment Against
Adults – Serious Assault
on School Personnel**

Assaults, threats or harassment will not be tolerated from any student. Any student exhibiting such behavior will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning. Except when certain consequences for misbehavior are required by law, principals in the elementary grades are directed to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or school rules. Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes

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Rule 23 (a) (cont.)

engaging in a fight. By definition, "seriously injured" means requiring medical attention or first aid. Individual students guilty of assaulting employees shall be disciplined in accordance with school board policies, system conduct procedures and the state laws of North Carolina. This includes, but is not limited to, reporting the incident to local law enforcement, filing a juvenile petition with the juvenile court system and the injured employee taking legal action against the student. A student who is at least 13 years old and has physically assaulted and seriously injured school personnel must be removed to an alternative educational setting in accordance with *G.S. 115C-391 (d2)*. If an appropriate alternative educational setting is not available, the superintendent, upon recommendation of the principal, must suspend the student for no less than 300 days but no more than 365 days.

**Rule 23 (a)
CONSEQUENCES**

Elementary

Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be notified.

Middle School

Removal to an alternative educational setting or OSS for no less than 300 days but no more than 365 days. Law enforcement will be notified.

High School

Removal to an alternative educational setting or OSS for no less than 300 days but no more than 365 days. Law enforcement will be notified.

**Rule 23 (b)
Assaults, Threats and
Harassment Against
Adults – Written or
Verbal Assault to School
Employees and Other
Adults**

Students shall not, through written (may include electronic devices and MySpace) or oral communication, threaten to cause or attempt to cause harm to principals, assistant principals, teachers, substitute teachers, student teachers, teacher assistants, coaches, advisors, counselors, media specialists, bus drivers or monitors, or other adults at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

Board Policy 4300
Student Code of Conduct

Rule 23 (b)
CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement may be notified.

Middle School

OSS up to 10 days and including long-term suspension. Law enforcement may be notified.

High School

OSS up to 10 days and including long-term suspension. Law enforcement may be notified.

Rule 24
Violent Physical Assault
Upon a Student

Students shall not cause, attempt to cause or verbally (written, electronically or orally) threaten to cause injury of any kind to a student while a student is at school in any school building and on any school premises, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

Rule 24
CONSEQUENCES

Elementary

Ranging from in-school disciplinary action up to 10 days OSS. Law enforcement will be notified.

Middle School

Long-term suspension up to 365 days. Law enforcement will be notified if required by law and may be notified in other circumstances.

High School

Long-term suspension up to 365 days. Law enforcement will be notified if required by law and may be notified in other circumstances.

Rule 25
Possession of a Firearm

Students shall not possess or conceal or transport any gun, air gun, BB gun, pellet gun, firearm, stun-gun, starter pistol, paintball gun, zip gun or any similar weapon that is capable of or causing serious bodily injury or any gun facsimile (an exact or close reproduction or imitation of an actual or real gun) or incidental items relating to firearm use, such as bullets, magazine clips, or other projectile items at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school approved

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Rule 25 (cont.)

activity or function during any period of time when students are subject to the authority of school personnel, and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting the safety and welfare of students and staff. Students will be subject to the following circumstances.

Rule 25 (a)

**Possession of a Gun,
Rifle, Pistol, or Other
Actual Firearm**

a) Possession of Gun, Rifle, Pistol, or Other Actual Firearm – Students shall not possess or conceal or transport any gun, rifle, pistol, firearm or other weapon capable of firing a bullet or missile. (The term does not include weapons listed in subsection 25b or those weapons approved in advance by the principal for instructional or school sanctioned purposes, such as a drama production). Any student who brings a gun, rifle, pistol or firearm of any kind on campus may be suspended for 365 days pursuant to *N.C.G.S. 115-391(d1)*.

Rule 25 (a)

CONSEQUENCES

Elementary

365 day suspension. Confiscate weapon. Law enforcement will be notified.

Middle School

365 day suspension. Confiscate weapon. Law enforcement will be notified.

High School

365 day suspension. Confiscate weapon. Law enforcement will be notified.

Rule 25 (b)

**Possession of Other Types
of Guns**

b) Possession of Other Types of Guns – Students shall not possess, conceal or transport any air gun, BB gun, pellet gun, stun-gun, starter pistol, paintball gun, zip gun or any other weapon capable of or causing serious bodily injury or any gun facsimile (an exact or close reproduction or imitation of a gun perceived by a person to be an actual or real gun) or incidental items relating to firearms use, such as bullets, magazine clips, or other projectile items.

Rule 25 (b)

CONSEQUENCES

Elementary

Long-term suspension up to 365 days. Confiscate weapon. Law enforcement will be notified.

Middle School

Long-term suspension up to 365 days. Confiscate weapon. Law enforcement will be notified.

High School

Long-term suspension up to 365 days. Confiscate weapon. Law enforcement will be notified.

Board Policy 4300
Student Code of Conduct

Rule 25 (c)

**Possession of Other
"Look-alike" Firearms**

- c) **Possession of Other "Look-alike" Firearms** – Students shall not possess any other "look-alike" gun such as a plastic gun, rubber gun, candy gun, water pistol or knife.

Rule 25 (c)

CONSEQUENCES

Elementary

Up to 10 days of OSS and conference with parents/guardian. Confiscate "look-alike" weapon. Repeated offenses may result in a recommendation for long-term suspension. Law enforcement will be notified.

Middle School

Up to 10 days of OSS and conference with parents/guardian. Confiscate "look-alike" weapon. Repeated offenses may result in a recommendation for long-term suspension. Law enforcement will be notified.

High School

Up to 10 days of OSS and conference with parents/guardian. Confiscate "look-alike" weapon. Repeated offenses may result in a recommendation for long-term suspension. Law enforcement will be notified.

Rule 26 (a)

**Disruption of School
Communicating a
False Bomb Report or
Perpetrating a Bomb
Hoax**

- a) Students shall not communicate a false bomb report that there is located on any school property or at any school-sponsored event on or off school property any device designed to cause damage by explosion, blasting, or burning. Students shall not perpetrate a bomb hoax by any means, including the concealment, placement, or display of any device, machine, or artifact to cause a person to reasonably believe the item is a bomb.

Rule 26 (a)

CONSEQUENCES

Elementary

365 day suspension. Law enforcement will be notified.

Middle School

365 day suspension. Law enforcement will be notified.

High School

365 day suspension. Law enforcement will be notified.

Rule 26 (b)

**Communicating a
Terroristic Threat or
Perpetrating a Terroristic
Hoax**

- b) Students shall not communicate a false report by any means that there is located on any school property or at any school-sponsored school activity off school property any device, substance, or material used to cause harmful or life-threatening illness or injury to others. Students shall not perpetrate a hoax by concealing, placing, disseminating, or displaying on

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Board Policy 4300
Student Code of Conduct

Rule 26 (b) (cont.)

school property or at school-sponsored activity off school property any device, machine, instrument, artifact, letter, package, material or substance to cause a person to reasonably believe the item is capable of causing harmful or life-threatening illness or injury. Students shall not threaten to commit an act of terror with the intent of causing a serious disruption to or causing an actual significant disruption of the instructional day or school-sponsored activity while a student is on any school property or school-sponsored activity on or off school property. Students shall not communicate a false report that a terroristic act likely to cause serious injury or death is about to occur or is occurring on any school property or at any school-sponsored event off school property, with the intent of causing a significant disruption or actually causing a significant disruption of the instructional day or school-sponsored activity.

Rule 26 (b)
CONSEQUENCES

Elementary

Long-term suspension up to 365 days. Law enforcement will be notified.

Middle School

Long-term suspension up to 365 days. Law enforcement will be notified.

High School

Long-term suspension up to 365 days. Law enforcement will be notified.

Rule 26 (c)
Inciting or Participating
in Student Disorder

Rule 26 (c)
CONSEQUENCES

- c) Students shall not lead or participate in any activity that has as its purpose the disruption of school business or which adversely 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.

Elementary

Ranging from in-school disciplinary action up to 10 days OSS. Special circumstances may result in long-term suspension. Law enforcement will be notified.

Middle School

Ranging from in-school disciplinary action up to 10 days OSS. Special circumstances may result in long-term suspension. Law enforcement will be notified.

High School

Ranging from in-school disciplinary action up to 10 days OSS. Special circumstances may result in long-term suspension. Law enforcement will be notified.

Board Policy 4300
Student Code of Conduct

Rule 27

**Possession of a
Dangerous Weapon or
Other Instruments**

Students shall not possess or conceal or transport any weapon or other instrument that could cause or that is intended to cause bodily injury or other harm to another or misuse otherwise acceptable objects in a manner intended to cause harm to others at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicles, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

Rule 27

CONSEQUENCES

Elementary

Confiscate weapon. Up to 10 days OSS. Special circumstances may result in long-term suspension. Law enforcement will be notified.

Middle School

Confiscate weapon. Up to 10 days OSS. Special circumstances may result in long-term suspension. Law enforcement will be notified.

High School

Confiscate weapon. Long-term suspension recommended. Law enforcement will be notified.

Rule 28

**Arson or Making or
Possessing Explosive or
Incendiary Devices**

Students shall not make or possess firecrackers, explosives, pyrotechnic, incendiary (capable of producing flame or fire) or smoke-creating devices or materials or facsimiles thereof including matches and lighters. Students shall not set fire to anything unless directed to do so under the supervision of a teacher or administrator for educational purposes. In the event that a device is discovered, it shall be confiscated and not returned to the student.

Rule 28

CONSEQUENCES

Elementary

Confiscate device. OSS up to 365 days. Law enforcement will be notified.

Middle School

Confiscate device. OSS up to 365 days. Law enforcement will be notified.

High School

Confiscate device. OSS up to 365 days. Law enforcement will be notified.

Board Policy 4300
Student Code of Conduct

Rule 29

**Exploding Firecrackers or
Igniting Similar Devices**

Students shall not explode firecrackers or ignite pyrotechnic, incendiary or smoke-producing devices or cause any fire whether or not there is an intent to commit arson or other crimes involving fire or explosion at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

Rule 29

CONSEQUENCES

Elementary

Confiscate device. Ranging from in-school disciplinary action up to 365 days OSS. Restitution may be required. Law enforcement may be notified.

Middle School

Confiscate device. OSS up to 365 days. Restitution may be required. Law enforcement may be notified.

High School

Confiscate device. OSS up to 365 days. Restitution may be required. Law enforcement may be notified.

Rule 30

**Narcotics, Alcoholic
Beverages, Controlled
Substances, Chemicals
and Paraphernalia**

No student shall possess, use, distribute, sell, possess with intent to distribute or sell, or conspire or attempt to distribute or sell, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, counterfeit substance, any unauthorized prescription drug, or any other chemicals or products with the intention of bringing about a state of exhilaration, euphoria, or of otherwise altering the student's or other persons' mood or behavior.

For the purpose of the Student Code of Conduct the following definitions apply:

1. **Possess:** Having the power or intent to control a prohibited substance and shall include, but is not necessarily limited to the possession of a prohibited substance in a student's automobile, locker, book-bag, desk, or on a student's person.

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Board Policy 4300
Student Code of Conduct

Rule 30 (cont.)

2. **Use:** The consumption, injection, inhalation or absorption of a prohibited substance into a student's body by any means.
3. **Under the influence:** The use of any prohibited substance at any time or place when the prohibited substance would influence a student's mood, behavior, or learning to any degree.
4. **Sell:** The exchange of a prohibited substance for money, property, or any other benefit or item of value.
5. **Distribute:** To give, share, or pass a prohibited substance.
6. **Possess with intent to distribute/sell:** Intent to distribute or sell may be determined from the amount of the prohibited substance found, the manner in which it was packaged, the presence of packaging materials such as scales, baggies or other containers, or from statement or actions of the student that demonstrate an intent to distribute or sell.
7. **Counterfeit Substance:** Any substance that is described or presented with the intention of deceiving another into believing that it is a substance prohibited under this policy.
8. **Unauthorized Prescription Drug:** Any drug or medication that has not been prescribed for the student.

**Rule 30
CONSEQUENCES**

Elementary

Ranging from in-school disciplinary action up to long-term suspension. See # 1 & 2 below.

Middle School

Long-term suspension. See # 1 & 2 below.

High School

Long-term suspension. See # 1 & 2 below.

1. When a first infraction does not involve the distribution, sale or possession with intent to distribute or sell, or conspiracy or attempt to distribute or sell a substance prohibited by this policy, an alternative to long-term suspension may be offered. This alternative may be offered only one time to students during their school career unless an exception is made by the Superintendent. Upon the student's return to school, he/she will be asked

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Board Policy 4300
Student Code of Conduct

Rule 30
CONSEQUENCES (cont.)

to sign an OCS No Drug Contract. Violation of this contract and/or a second offense will result in a long-term suspension recommendation.

2. Any student who is fourteen (14) years of age or older and who distributes, sells, possesses with intent to sell, or conspires to distribute or sell any schedule I or schedule II controlled substance as defined by the North Carolina Controlled Substances Act may be recommended for expulsion.
3. The proper use of a drug authorized by valid medical prescription from a legally authorized health care provider shall not be considered a violation of this rule when the drug is taken by the person for whom the drug was prescribed.

Note: Schedule I substances include, among other types, opiates; hallucinogenics such as LSD.

Rule 31
**Violation of North
Carolina Criminal
Statutes**

Students shall not violate any criminal statute or local ordinance or commit any act which could result in criminal prosecution or juvenile proceedings not previously covered elsewhere in these rules at any time while a student is at school in any school building and on any school premises, attending school-sponsored activities, on or about any school-owned or operated vehicle, off school property at any school-sponsored or school-approved activity or function or during any period of time when students are subject to the authority of school personnel and at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline and protecting safety and welfare of students and staff.

Rule 31
CONSEQUENCES

Elementary

Long-term suspension for more than 10 days not to exceed the time remaining in the school year. Law enforcement will be notified.

Middle School

Long-term suspension for more than 10 days not to exceed the time remaining in the school year. Law enforcement will be notified.

High School

Long-term suspension for more than 10 days not to exceed the time remaining in the school year. Law enforcement will be notified.

Long Term Suspension and Due Process Procedures

1. When a student is recommended for suspension for more than ten days, the parent, guardian, caregiver or other person legally responsible for the student (hereinafter collectively referred to as "parent") shall receive written notice no later than the end of the next workday following the recommendation of suspension. Notice will be given by certified mail, hand delivery, fax, email or other method reasonably designed to give actual notice. The notice will include the following:
 - a. A brief description of the incident or behavior leading to the recommendation that the student be suspended.
 - b. The specific provisions of the student code of conduct allegedly violated.
 - c. An explanation that the parent has the right to request a hearing to contest a suspension of more than 10 days by written notification delivered to the Office of Student Support Services within five days of receipt of the suspension notice. The written notification of a request for hearing shall also indicate if the parent intends to be represented by legal counsel at the hearing.
 - d. An explanation of the following process for the hearing.
 - i. A hearing officer will conduct the hearing in private at a time agreeable to the parent and the principal or other school administrator recommending suspension, with every reasonable effort to hold such hearing within the initial 10 day period of suspension.
 - ii. The hearing will be recorded.
 - iii. The parent and school administrator will have the opportunity at the hearing to examine any evidence and question any witnesses who give testimony.
 - iv. Hearsay testimony and other evidence that is commonly relied upon by reasonably prudent persons conducting serious affairs are permitted.
 - v. Witnesses may give testimony, however, they may be sequestered except for the time they are actually testifying.
 - vi. The school administrator shall present a summary report of the student's code or activity, the specific provisions of the student code of conduct allegedly violated and the recommended disciplinary action.
 - vii. The hearing officer has the authority to limit testimony or the presentation or other evidence if irrelevant, repetitive or unreasonably lengthy and unproductive to the determination of the matter.
 - e. The parent may have an advocate other than an attorney accompany the parent and student to assist in the presentation of their appeal, provided the advocate must abide by the procedures set forth herein.
 - f. The parent has the right to review the student's educational records prior to the hearing provided the parent first contacts the Office of Student Support Services and makes arrangements to review those records within two days after the parent gives the written notice request a hearing to contest a suspension of more than 10 days.
 - g. If English is the second language of the parent, the notice of suspension will be written in the first language of parents and also in English if the appropriate foreign language resources are available.

2. After the hearing is concluded, the hearing officer will make one of two recommendations: (1) to affirm or support the decision to suspend or (2) to return the matter to the school administrator for reconsideration. The Office of Student Support Services will notify the parents of the hearing officer's decision. If the hearing officer decides to affirm or support the decision to suspend, the Office of Student Support Services will forward the decision to the superintendent for approval. Any final decision by the superintendent resulting in a suspension of more than 10 days or any modification of the recommended suspension by either the school administrator or the superintendent resulting in disciplinary action shall be forwarded to the parent immediately by the Office of Student Support Services.
3. The parent may request in writing an appeal to a panel of the Board of Education within 10 days of receipt of any final decision by the superintendent resulting in a suspension of more than 10 days. Upon such request, the chair of the Board of Education shall appoint a panel consisting of three Board members to consider the appeal.

The Board panel shall meet as soon as is reasonably possible but in no event less than 10 days following the receipt of the written notice of appeal to the panel by the parent. The appeal to the Board shall be a "whole record" appeal and the Board shall consider the whole record and reach one of three decisions: (1) to affirm the suspension (2) to modify the suspension or (3) to refer the matter back to the superintendent for reconsideration. The Board may request additional evidence to be presented before reaching a final decision or may decide the matter based upon the whole record including all evidence presented to the hearing officer. The parent may submit a written position statement prior to their meeting to consider the appeal provided a copy is delivered simultaneously to the superintendent. If the parent submits a written statement, the superintendent may respond in writing prior to the meeting of the Board panel with a copy provided to the parent.

Legal References for Suspension and Expulsion Recommendations

The superintendent shall suspend for 365 days any student who brings a weapon, as defined in *G.S. 14-269.2 (b) and (g)*, on school property, who brings explosives or assaults a teacher, student, or in some instances as described in *G.S. 115-391 (d1)* and/or who communicates a false bomb report or perpetrates a bomb hoax as described in *G.S. 115-391 (d3)*. The Board may modify the suspension upon recommendation of the superintendent. The Board may also elect to provide educational services in an alternative setting. (*G.S. 115C-391(d1)*)

The local Board of Education may, upon the recommendation of the principal and superintendent, expel any student 14 years of age or older whose behavior indicates that the student's continued presence in school constitutes a clear threat to the safety of other students and employees. (*G.S. 115C-391 (d1)*)

The superintendent's decision may be appealed to the Board of Education.

The decision of the Board of Education is subject to judicial review in accordance with Article 4 of Chapter 150A of the General Statutes.

Suspension and Expulsion Consequences

Lose Control, Lose Your License Notification and Procedures

Students who receive an expulsion/suspension for more than ten (10) consecutive days for any of the reasons listed below can have their driver's permit or license suspended for up to one calendar year.

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property;
- The possession or use on school property of a weapon or firearm that resulted in disciplinary action under *G.S. 115C-391 (d1)* or that could have resulted in that disciplinary action if the conduct had occurred in a public school; and
- The physical assault on a teacher or other personnel on school property.

Students who are least 14 years old or who are rising 8th graders are subject to this law. This law also applies to those students exempted under the Dropout Prevention/Driver's License Legislation. Unlike the Dropout Prevention/Driver's License law that ends when a student turns 18 years old, the "Lose Control, Lose Your License" law does not end at age 18 nor does it stop when the student graduates. Students who may lose their driver's permit or license under this legislation may be eligible to regain the driver's permit or license after a six-month period by displaying exemplary behavior in an alternative educational setting or successfully completing a substance abuse treatment program.

REQUIRED ANNUAL NOTIFICATIONS

~~PUBLIC NOTICE~~

ORANGE COUNTY SCHOOLS' PUBLIC NOTICES

Federal and state laws require public school systems across the nation and the state to provide parents and legal guardians with annual notification regarding specific issues. Those issues are listed below.

Section 504 of the Rehabilitation Act of 1973

No otherwise qualified individual with a disability in the United States...shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. *U.S. Department of Education*

Medical Information and New Vaccines

North Carolina General Statute 115C-47 requires schools to provide information concerning cervical cancer, cervical dysplasia and human papillomavirus. North Carolina General Statute 115C-375.4 requires Local Boards of Education to provide parents and guardians information on Meningococcal disease and vaccines. Information on these diseases can be found at http://www.orange.k12.nc.us/academic_dept_pages/student_services_nurse.html or www.cdc.gov/vaccines/vpd-vac. Those without internet access can contact a school nurse or the Orange County Health Department at 919.245.2400 for more information.

Permissible Use of Seclusion and Restraint

It is the policy of the Orange County School System to promote the safety of all students, staff, and visitors in its schools. To further this policy, school personnel may, in compliance with G. S. 115C-391.1 and state and local policies and procedures, employ reasonable restraint or seclusion techniques with students.

The Superintendent or designee shall provide copies of this policy and General Statute 115C-391.1 to school personnel and parents/guardians at the beginning of each school year. Principals shall notify parents of any prohibited use of seclusion, restraint, or aversive techniques and shall provide a written incident report within 30 days of any such incident as required by G. S. 115C-391.1 and applicable policies and procedures. The Superintendent or designee shall annually provide a record of reported incidents to the State Board of Education.

North Carolina's Safe Surrender Law

In 2001, the North Carolina General Assembly passed a law, G.S. 7B-500(b) or G.S. 7B-500(d), making it legal for females to surrender their newborn baby to a responsible adult without fear of criminal prosecution. While any responsible adult may receive a newborn, school social workers or family specialist social worker, school nurses, school counselors and law enforcement are examples of responsible adults who are familiar with this law. More information can be found at www.safesurrender.net. Those without internet access can contact their school nurse, school social worker or family specialist social worker.

Students with Disabilities – Individuals with Disabilities Education Act (IDEA)

The Individual with Disabilities Education Act mandates that every student (ages 3-21) identified with a disability under the Individuals with Disability Education Act receive a free and appropriate public education. If a student or parent/guardian suspects the child may have a disability, the parent should contact the school principal for a possible referral.

Non-Discrimination Statement

The Orange County Board of Education believes that all employees and students should be free of unlawful discrimination, including harassment and bullying and cyberbullying, as a part of a safe, orderly and inviting working and learning environment. It commits itself to non-discrimination in all its educational and employment activities. The Board expressly prohibits unlawful discrimination, harassment, bullying and cyberbullying however motivated, directed toward any person or group, including, but not limited to members of a socially distinct group or category, race, sex, religion, age, national origin, sexual orientation, pregnancy, or disability.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of student(s) or students if they are at least 18 years of age have both the right to inspect records kept by the school about the student and the right to request correction of inaccuracies in the records. Access to the records by persons other than the parents or the eligible student is limited and generally requires prior consent by the parents or the eligible student.

Career and Technical Education (CTE)

The Orange County School System offers a wide range of Career and Technical education programs including Agriculture Sciences, Business and Marketing, Family and Consumer Sciences, Career Development, Technology, Trade and Industrial Education, and Health Occupations. All middle schools offer exploratory Career and Technical Education courses. Orange County Career and Technical Education programs do not discriminate on the basis of race, color, national origin, sex, disability, or age in its activities and programs, including employment policies and practices.

The following person(s) has/have been designated to handle inquiries regarding the non-discrimination policies at the following address:

Orange County Schools
200 East King Street
Hillsborough, NC 27278

IDEA – Ms. Milinda Grenard, Director of Exceptional Children's Program

Title IX and Title VI – Ms. Marcie Holland, Assistant Superintendent of Human Resources

Section 504 – Ms. Donna Williams, Director of Student Support Services/Healthful Living

Career and Technical Education – Ms. Patricia Harris, Director of Career and Technical Education Program

REQUIRED ANNUAL NOTICE

Family Educational Rights And Privacy Act

General Guidance For Parents

Family Educational Rights and Privacy Act (FERPA) is a federal law that applies to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. Under FERPA, schools must generally afford parents:

- access to their children's education records
- an opportunity to seek to have the records amended
- and some control over the disclosure of information from the records.

Parents may access, seek to amend, or consent to disclosures of their children's education records, unless there is a court order or other legal document specifically stating otherwise. When a student turns 18 years of age or attends a postsecondary institution, the student, and not the parent, may access, seek to amend, and consent to disclosures of his or her education records.

Access to Education Records

Schools are required by FERPA to:

- provide a parent with an opportunity to inspect and review his or her child's education records within 45 days of the receipt of a request;
- provide a parent with copies of education records or otherwise make the records available to the parent if the parent, for instance, lives outside of commuting distance of the school; and
- redact the names and other personally identifiable information about other students that may be included in the child's education records.

Schools are not required by FERPA to:

- Create or maintain education records;
- Provide parents with calendars, notices, or other information which does not generally contain information directly related to the student.

Amendment of Education Records

Under FERPA, a school must:

- Consider a request from a parent to amend inaccurate or misleading information in the child's education records;
- Offer the parent a hearing on the matter if it decides not to amend the records in accordance with the request; and
- Offer the parent the right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

A school is not required to consider requests for amendment under FERPA that:

- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record;
- Seek to change a determination with respect to a child's status under special education programs.

Disclosure of Education Records

A school **MUST**:

- Have a parent's consent prior to the disclosure of education records; and
- Ensure that the consent is signed and dated and states the purpose of the disclosure.

A school **MAY** disclose education records without consent when:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the school district's annual notification of rights to parents;
- The student is seeking or intending to enroll in another school;

...continued

Family Educational Rights And Privacy Act (cont.)

- The disclosure is to state or local educational authorities auditing or evaluating Federal or State supported education programs or enforcing Federal laws which relate to those programs;
- The disclosure is pursuant to a lawfully issued court order or subpoena; and
- The information disclosed has been appropriately designated as directory information by the school.

Annual Notification

A school must annually notify parents of students in attendance that they must allow parents to:

- Inspect and review their children's education records;
- Seek amendment of inaccurate or misleading information in their children's education records; and
- Consent to most disclosures of personally identifiable information from education records.

The annual notice must also include:

- Information for a parent to file a complaint of an alleged violation with the Family Policy Compliance Office;
- A description of who is considered to be a school official and what is considered to be a legitimate educational interest so that information may be shared with that person; and
- Information about who to contact to seek access or amendment of education records.

Means of notification:

- Can include local or student newspaper; school calendar; student program guide; rules handbook, or other means to inform parents;
- Notification does not have to be made individually to parents.

Complaints of Alleged Violations:

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Complaints must:

- Be timely submitted, not later than 180 days from the date the parent/guardian learned of the circumstances of the alleged violation; and
- Contain specific allegations of fact giving reasonable cause to believe that a violation has occurred, including:
- Relevant dates, such as the date of a request or a disclosure and the date the parent learned of the alleged violation;
- Names and titles of school officials and other third parties involved;
- A specific description of the specific education record in which the alleged violation occurred;
- A description of any contact with school officials regarding the matter, including dates and estimated times of telephone calls and/or copies of any correspondence exchanged between the parent and the school regarding the matter;
- The name and address of the school, school district, and superintendent of the district; and
- Any additional evidence that would be helpful in the consideration of the complaint.

Student Internet Acceptable Use

User Responsibilities

Use of the electronic media provided by the Orange County Schools is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of the Orange County Schools.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Subscriptions to mailing lists and bulletin boards must be reported to the system administrator. Prior approval for such subscriptions is required for students and staff.
6. Mailing list subscriptions will be monitored and maintained, and files will be deleted from the personal mail directories to avoid excessive use of fileserver hard-disk space.
7. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
8. From time to time, the Orange County Schools will make determinations on whether specific uses of the network are consistent with the acceptable use practice.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. Any use of the network for commercial or for-profit purposes is prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.

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Student Internet Acceptable Use Form (cont.)

9. The unauthorized installation of any software, including shareware and freeware, for use on Orange County Schools computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Orange County Schools network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Orange County Schools for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Orange County Schools.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose is prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.

Adapted from the National Center for Education Statistics suggested Acceptable Use Policy template.

Required Signature Forms

Student Internet Acceptable Use Agreement

Student Internet & Media Permission Slip

Student & Parent/Guardian Code of Conduct Verification of Receipt & Review

Student Internet Acceptable Use Agreement

I have read, understand, and will abide by the Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Orange County Schools. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated. The Orange County School System seeks to promote positive, responsible and appropriate use of the Internet/Network.

However, the user is ultimately responsible for his or her activity on the Internet/Network.

Name of Student (please print) _____

Name of Parent/Guardian (please print) _____ Phone Number: _____

Signature of Parent/Guardian: _____ Date: _____

Adapted from the National Center for Education Statistics suggested Acceptable Use Policy template.

Orange County Schools Student Internet and Media Permission Slip

Photographs/Videos

The Orange County School System seeks to promote the positive classroom experiences of students. To do so, schools or the district public information officer will frequently contact area news media to report on activities in our schools. In addition, the media may contact the school district for permission to photograph or video classroom or school activities. Media representatives may not photograph students without principal approval. The district also publishes student accomplishments on school or district web sites. To give the district permission to release photographs/videos or other likenesses of your child to media representatives, please sign and return the permission slip below.

I give my permission for photographs/videos or other likenesses of my child to be released to the media (newspapers/TV) or published on school or district web sites and publications.

Name of Parent/Guardian (please print) _____ Phone Number: _____

Name of Student (please print) _____

Signature of Parent/Guardian: _____ Date: _____

Orange County Schools Student Code of Conduct and Annual Notifications

Student and Parent/Guardian Verification of Receipt and Review

This is to certify that we have received and reviewed the Student Code of Conduct and Annual Notifications and understand that this document governs the standards of behavior for students in the Orange County School District. We understand that these standards of student behavior apply to all school sites, off-site school sponsored activities, and on any form of transportation provided by the Orange County Schools.

Signature of Student _____ Date _____

Signature of Parent/Guardian _____ Date _____

