2019-2020 MONTGOMERY COUNTY SCHOOLS CODE OF STUDENT CONDUCT

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PREAMBLE: Montgomery County Schools Code of Student Conduct is based on the premises that all human beings have the right to be treated with respect and dignity. Student will be expected to conduct themselves at all times with courtesy and respect for one another and for the adults with whom they interact.

The Montgomery County Schools Board of Education recognizes that students are fully protected by and have all rights extended by the United States Constitution and that those rights cannot be abridged, except in accordance with the law. Those rights include First Amendments rights, personal rights, grievance rights, and procedure rights.

Board policies may authorize suspension for conduct not occurring on educational property, but only if the student's conduct otherwise violates the Code of Student Conduct and the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment. G.S. 115C-390.2(c).

Along with rights come responsibilities. A full discussion of students' rights and responsibilities may be found in the *Montgomery County Board of Education Policy Manual* (Section 4000), which is accessible on-line at www.montgomery.k12.nc.us in all public schools.

In the event of a discrepancy between the code of student conduct and the policy manual, the policy manual is the controlling document.

Students and parents need to be fully aware of the following areas of concern, which are outlined in further detail in the *Policy Manual*.

1. DIRECT DISOBEDIENCE (Policy 4300)

Failure to obey a school official's request promptly may result in one or more of the following:

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.

The parent or guardian is responsible for transportation that may be required to carry out a consequence.
The Board of Education has an expectation that school administrators will contact the parent/guardian for any disciplinary consequences or interventions that remove the child from the regular classroom, and such contact will be clearly documented on discipline forms.

2. TOBACCO (Policy 4320)

Students are prohibited from using or possessing tobacco products, this includes all lighted and smokeless tobacco products, as well as electronic cigarettes, vaporizers, and electronic smoking devices even if they do not contain tobacco or nicotine, while on school grounds or while participating in any school-related activity. Failure to comply may result in one or more of the following:

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

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

3. DRUGS AND ALCOHOL (Policy 4325)

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

A. PROHIBITED BEHAVIOR

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

1. narcotic drugs;
2. hallucinogenic drugs;
3. amphetamines;
4. barbiturates;
5. marijuana or any other controlled substance;

6. synthetic stimulants, such as MDPV and mephedrone (e.g. “bath salts”), and synthetic cannabinoids (e.g. “Spice”, “K2”);
7. any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor; or
8. any chemicals, substances or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student’s mood or behavior.

Students participating in the sale of any of the illegal drugs listed above will automatically receive a long term suspension for an entire calendar year.

Upon the recommendation of the principal and approval by the superintendent the student may be placed in an alternative school setting for one calendar year.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Drug paraphernalia is any equipment, product or material used in the making of, distribution of, storage or for introducing to the human body any substance designated as controlled. Students may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property.

Possession or use of prescription and over the counter drugs is not in violation of this policy if possessed and used in accordance with policy 6125, Administering Medicines to Students. The principal may authorize other lawful uses of substances otherwise prohibited by this policy, such as for approved school projects.

In addition to school disciplinary action, the principal must confiscate the substances and report to the appropriate law enforcement agency any student who has used or possessed the substances prohibited by this policy.

B. CONSEQUENCES

First Violation: Possession/Under the Influence

Parents and law enforcement shall be notified immediately. The first violation will result in a 10-day suspension from school with a recommendation to the superintendent for longterm suspension. If the parent(s) and the student proceed with a program of substance abuse counseling, the principal may alter the discipline recommendation. If the student and parent(s) fail to complete the substance abuse counseling program the school administration may revoke the alternative discipline recommendation and recommend long-term suspension. All costs for counseling will be the responsibility of the parent(s) and student. School administration must receive written proof from the counseling program that all recommended treatment was successfully completed and also have access to medical records related to the counseling received.

Second Violation: Possession/Under the Influence

Parents and law enforcement shall be notified immediately. The second violation within the same school year or within succeeding school years shall result in automatic out-of-school suspension for a period of ten school days and suspension from participation in all school and co-curricular activities during the period of short- and long-term suspensions. The principal shall recommend to the superintendent that the student be given a long-term suspension for the remainder of the school year.

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

4. ATHLETIC PARTICIPATION/RANDOM DRUG TESTING PROGRAM (Policy 4326)

It is the responsibility of Montgomery County Schools to safeguard the overall well-being and development of student athletes at East Montgomery High School and West Montgomery High School. We, therefore maintain that the misuse of drugs and the unlawful possession and use of alcohol or steroids threatens the well-being and development of not only those who participate in sports, but the entire school community.

Montgomery County Schools is committed to the prevention of drug abuse and the rehabilitation of identified abusers.

We realize that the problem of illegal drugs and alcohol use presents a continuing challenge to the school and a danger to the entire student body. It is the intent of Montgomery County Schools to detect and prevent substance abuse by students involved in athletics. Participation in athletics is a privilege and it is the belief of Montgomery County Schools that student athletes have a responsibility to be drug and alcohol free. Montgomery County Schools is being proactive to ensure the safety of all students participating in athletics.

The primary emphasis of this program is deterrence and remediation rather than punishment of students who test positive for marijuana, cocaine, steroids, amphetamines/methamphetamines, PCP (a hallucinogen), opiates, barbiturates, benzodiazopenes, alcohol, steroids and other non-prescribed medications and will be followed according to board policy. This policy is ***NOT*** intended to be disciplinary or punitive in nature. No student will be expelled or suspended from school as a result of any verified positive test conducted by the school under the Random Drug Testing Program. The program is aimed at the identification and remediation of athletes involved with drugs. This program will be therapeutic in nature allowing for the opportunity to refer identified users of drugs to an appropriate substance abuse program as recommended by Montgomery County Schools.

This policy will comply with all required federal confidentiality regulations.

This policy and regulations will apply to all student athletes, including cheerleaders, at East Montgomery High School and West Montgomery High School.

This Montgomery County Board of Education policy will be made available to all coaching staff, athletes, and parents/guardians annually. The policy will be published in the East Montgomery and West Montgomery High School athletic handbook. This information will also be included with the "consent for participation in athletics" form.

For Complete Details Regarding Athletic Participation /Random Drug Testing Program Consult Policy 4326 on our website www.montgomery.k12.nc.us.

5. GANG-RELATED ACTIVITY (Policy 4328)

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

Failure to comply may result in one or more of the following:

a. parental involvement, such as conferences;

b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

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

The Board of Education has an expectation that school administrators will contact the parent/guardian for any disciplinary consequences or interventions that remove the child from the regular classroom, and such contact will be clearly documented on discipline forms.

Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.

6. THEFT, TRESPASS AND DAMAGE TO PROPERTY (Policy 4330)

Theft of money, property or damage to school or private property may result in one or more of the following:

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.

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

The Board of Education has an expectation that school administrators will contact the parent/guardian for any disciplinary consequences or interventions that remove the child from the regular classroom, and such contact will be clearly documented on discipline forms.

7. ASSAULTS, THREATS AND HARASSMENT (Policy 4331)

The obtaining of money, property or favors from any unwilling student or adult through the use of force or threats is not allowed.

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such as could reasonably cause injury to any other person. Assault also includes engaging in a fight.

Any student, 13 years of age or older, who physically assaults or injures school personnel must be placed in an alternative setting or be suspended for at least 300 days but not more than 365 days.

Students are also 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, unwelcomed, and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim. The hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

Harassment, sexual harassment and bullying are further defined in policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying.

Consequences for participating in prohibited behavior may result in one or more of the following:

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

A student who is long-term suspended or reassigned to alternative education services as a result of assaulting or injuring a teacher shall not return to that teacher's classroom without the teacher's consent.

The board will not tolerate the presence of weapons or destructive devices, bomb or terrorist threats or actions that constitute a clear threat to the safety of students or employees. Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.

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

The Board of Education has an expectation that school administrators will contact the parent/guardian for any disciplinary consequences or interventions that remove the child from the regular classroom, and such contact will be clearly documented on discipline forms.

8. WEAPONS, BOMB THREATS AND CLEAR THREATS TO SAFETY (Policy 4333)

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon.

Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.

9. INTEGRITY AND CIVILITY (Policy 4310)

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

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

1. cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of work;
2. plagiarizing, including copying the language, structure, idea and/or thought of another and representing it as one's own original work;
3. violating copyright laws, including the unauthorized reproduction, duplication and/or use of printed or electronic work, computer software, or other copyrighted material;
4. cursing or using vulgar, abusive or demeaning language towards another person; and
5. playing abusive or dangerous tricks or otherwise subjecting a student or employee to personal indignity.

Consequences for participating in prohibited behavior may result in one or more of the following:

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
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o. long-term suspension or expulsion.

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

The Board of Education has an expectation that school administrators will contact the parent/guardian for any disciplinary consequences or interventions that remove the child from the regular classroom, and such contact will be clearly documented on discipline forms.

10. DISRUPTIVE BEHAVIOR (Policy 4315)

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

Principals and teachers have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

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

1. intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions:

2. appearance of clothing that (1) violates a reasonable dress code adopted and publicized by the school; (2) is substantially disruptive; (3) is provocative or obscene; or (4) endangers the health or safety of the student or others (see policy 4316, Student Dress Code);

3. possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful;

4. engaging in behavior that is immoral, indecent, lewd, disreputable or of an overly sexual nature in the school setting;

5. failing to observe established safety rules, standards and regulations, including on the bus and in the hallways; and

6. interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.

Consequences for participating in disruptive behavior may include, but are not limited to, the following:

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.

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

The Board of Education has an expectation that school administrators will contact the parent/guardian for any disciplinary consequences or interventions that remove the child from the regular classroom, and such contact will be clearly documented on discipline forms.

11. STUDENT DRESS (Policy 4316)

ELEMENTARY, MIDDLE AND HIGH SCHOOLS

The board believes that the dress and personal appearance of students greatly affect their academic performance and their interaction with other students. The board requests that parents outfit their children in clothing that is conducive to learning. Generally, dress and grooming standards as determined by the student and his or her parents will be deemed acceptable. However, the board prohibits any appearance or clothing that does the following:

1. violates a reasonable dress code adopted and publicized by the school;
2. is substantially disruptive; (for more information on gang-related attire, see policy 4328, GangRelated Activity);
3. is provocative or obscene; or
4. endangers the health or safety of the student or others.

The following list provides examples of inappropriate school dress or accessories that will not be allowed. However, the list is not all inclusive.

1. Caps, hats, bandannas, sweatbands, other head-coverings, or sunglasses will not be worn inside school buildings, except for religious attire.

2. Articles of clothing that are see-through, or do not cover the abdomen, chest, both shoulders and the back.

3. Clothing, book bags, tattoos, or other materials with messages that may be interpreted as obscene, lewd, suggestive, vulgar, derogatory, insulting or disruptive to others.

4. Clothing, book bags, or other materials with messages that promote, encourage, or display alcohol, tobacco products, or illegal drugs or the use of such products.

5. Pants that are excessively baggy or drag the floor.

6. Rolling book bags are not allowed for safety reasons.

7. Pants for both male and female students must be worn at the waist.

8. Undergarments may not be exposed.

9. Proper footwear is required. Shoes must be tied.

10. Chains, spiked accessories, long earrings, or other heavy jewelry.

11. Shorts or shirts must be mid- thigh in length.

Before being punished, a student who is not in compliance with this policy or a school dress code shall be given a reasonable period of time to make adjustments so that he or she will be in compliance. Disciplinary consequences for a student who fails to comply after being offered this opportunity shall be consistent with Section D of policy 4300, Student Behavior Policies.

Consequences for participating in inappropriate dress may include, but are not limited to, the following:

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

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12. USE OF WIRELESS COMMUNICATION DEVICES (Policy 4318)

The board realizes that cellular phones have become an important tool through which people communicate with their children. Therefore, students are permitted to possess cellular phones and other wireless communication devices on school property as long as such devices secured during instructional time as outlined in Section A of this policy. Wireless communication devices include, but

are not limited to, cellular phones, electronic devices with internet capability, paging devices, two-way radios, IPAD, IPOD and other similar devices.

GENERAL GUIDELINES

Elementary school students are not allowed to possess a wireless communication device at school during the instructional day unless in the opinion of the principal a special circumstance exists that warrants approval. The principal will make this decision on a case by case basis and will provide instructions to the student on how the device is to be secured. The device should not be visible or in use at any time during the instructional day.

Middle and high school students may possess a wireless communication device as long as it is secured during instructional time. The device may only be visible and/or used during noninstructional periods at the discretion of the principal. An example of a non-instructional period includes lunch periods (in designated areas such as the cafeteria and eating spaces) and before and after the

instructional day. The device should not be visible and should remain secured during class changes during the instructional day. At the discretion of the principal, wireless devices may be used in distance learning classes and/or any class that the teacher is not physically located at the school site and/or as necessary for proper communication between student and teacher.

CONSEQUENCES FOR UNAUTHORIZED USE

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

Violations of this policy will result in consequences as provided in the school's student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Aggravating factors may subject a student to more stringent disciplinary consequences, up to and including expulsion. Examples of such aggravating factors include, but are not limited to, using wireless communication devices: (1) to reproduce images of tests, to access unauthorized school information or to assist student in any aspect of their instructional program in a manner that violates any school board policy, administrative regulation or school rule; and (2) illicit photographs for photography or videography of any kind, regardless of intent.

Consequences for unauthorized use of a cell phone may include, but are not limited to, the following:

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

Any student who violates this policy will be removed from the classroom or school environment for as long as necessary to provide a safe and orderly environment for learning.

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

The Board of Education has an expectation that school administrators will contact the parent/guardian for any disciplinary consequences or interventions that remove the child from the regular classroom, and such contact will be clearly documented on discipline forms.

LIABILITY

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

13. STUDENT FEES (Policy 4600)

Beginning **August 1, 2015** the fee for Driver's Education Instruction will be **$65.00** per student. This charge is due to the reduction in state funding.

A fee of $5.00 will be charged to receive a copy of school records before a student graduates. Students will be allowed two free transcripts after graduation. There will be an additional fee of $10 for each high school transcript requested after the first two are given. Fee waivers will be determined on a case by case basis by the Assistant Superintendent of Operations. The board will continue to attempt to hold student fees to a minimum.

14. COLLECTION OF STUDENT FEES AND CHARGES (Policy 4601)

In the event that students accumulate a balance of charges and are not eligible for a fee waiver, the expectation of the Montgomery County Schools Board of Education is that those fees be paid in a timely manner. Parents may apply for a fee waiver from technology fees by submitting the most recent year tax return. A fee waiver will be approved if the annual household income does not exceed the most recently published federal poverty level, based upon the size of the family. A parent that feels they meet such criteria should submit the tax returns to the principal. If there are no tax return records provided, there can be no fee waiver pursuant to this policy. This fee waiver pertains only to technology fees assessed in the current year. Any fee waivers do not cover fees incurred in previous years and fee waivers do not cover intentional damage to technological devices that is not covered by insurance.

All cafeteria, textbook, media center and/or library, extracurricular and/or athletic supply fees, fundraiser balances, and damages to laptops or other electronic devices must be paid. The amount of fees paid per grade span should follow the schedule below. Further, withholding from noncurricular events and communication to parents should be maintained as outlined:

K-2	10%	No Withholding	Letters of Future Consequences
3-5	25%	Withholding Allowed	Letters of Consequences
6-8	50%	Withholding Allowed	Letters of Consequences
9-11	75%	Withholding Allowed	Letters of Consequences
12	100%	Withholding Allowed	Letters of Consequences

The administration is authorized to withhold students from year-end events that are not educational in nature, such as awards ceremonies or promotion events as outlined above. Further, school administration shall make parents aware of fees owed, at a minimum of quarterly throughout the school year. For fees incurred past the mid-year mark, first notice to parents shall be sent as soon as practicable.

At the conclusion of a student's senior year of high school, reasonable attempts should be made to collect all fees owed prior to graduation.

In the event that such fees cannot be properly collected, the administration is authorized to withhold the student from appropriate end of year ceremonies to include graduation exercises.

15. STUDENT DRIVING AND PARKING (Policy 6325)

Driving to school and parking on school property are privileges afforded to high school students**. <u>The cost of parking permits at both East Montgomery High School and West Montgomery High School is $40.00</u>**. Students are expected to observe all traffic laws, safe driving procedures, and the speed limit of 15 mph on all school property. Any student violating regulations may have driving privileges suspended.

16. SCHOOL BUS REGULATIONS (Policies 4300 and 6305)

Riding a Montgomery County school bus is a privilege, not a right. Student may lose their opportunity to ride the bus for any of the following offenses, which may occur, on the bus, at a bus stop, or on school property:

a. delaying the bus schedule;
b. fighting, smoking, using profanity, or refusing to obey the directions of school authorities or the bus driver;
c. tampering with the bus;
d. refusing to meet the bus at designated stops;
e. leaving the bus without permission;
f. horseplay, excessive loudness, throwing objects, or otherwise distracting the driver or confusing the operation of the bus;
g. failure to observe safety regulations;
h. harassment of the bus driver by the student's parent (complaints regarding bus drivers or bus operations should be lodged with the school principal);
i. possession of alcoholic beverages, drugs, weapons, or any objects that may be used as weapons of any type;
j. misbehavior at bus stops;
k. riding any bus other than the one assigned; and
l. possession of large objects, such as floral arrangements, balloons, etc., that may interfere with the visibility of the bus driver or create other safety hazards.

Consequences for participating in prohibited behavior may result in one or more of the following:

a. parental involvement, such as conferences;
b. isolation or time-out for short periods of time;
c. behavior improvement agreements;
d. instruction in conflict resolution and anger management;
e. peer mediation;
f. individual or small group sessions with the school counselor;
g. academic intervention;
h. in-school suspension;
i. detention before and/or after school or on Saturday;
j. community service;
k. exclusion from graduation ceremonies;
l. exclusion from extracurricular activities;
m. suspension from bus privileges;
n. placement in an alternative school; and
o. long-term suspension or expulsion.

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

The Board of Education has an expectation that school administrators will contact the parent/guardian for any disciplinary consequences or interventions that remove the child from the regular classroom, and such contact will be clearly documented on discipline forms.

17. ATTENDANCE (Policy 4400)

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

STUDENT ATTENDANCE RECORDS

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

EXCUSED ABSENCES

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. If the student does not present a signed parental note within two days, the absence will be coded as unexcused and an excuse note will no longer be accepted. Absences due to extended illnesses may also require a statement from a physician. An absence may be excused for the following reasons:

1. personal illness or injury which makes the student physically unable to attend school;
2. isolation ordered by the State Board of Health;
3. death in the immediate family;
4. emergency medical or dental appointment or such an appointment which has been approved in advance by the principal;
5. participation under subpoena as a witness in a court proceeding;
6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with written prior approval from the principal;
7. participation in a valid educational opportunity, such as travel, with prior approval from the principal;
8. absence due to pregnancy and related conditions or parenting, when medical necessary;
9. principal discretion; or
10. Visitation with the student's parent or legal guardian, at the discretion of the superintendent or designee, if the parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

In the case of excused absences and out of school suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

EXCESSIVE ABSENCES

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement.

The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences.

In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

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

High School Attendance Policy

High school students can have no more than eight total (excused and unexcused) absences in a class per semester. Absence in excess of this amount will result in the student not receiving credit for the class. Each high school will have a standing Attendance Committee that meets bi-weekly to review attendance data, contact students and parents, and intervene as necessary to ensure success for all students. Violations of the North Carolina Compulsory Attendance Law will be reported as required by NC General Statutes.

High school students must make up time on an hour-for-hour basis. Make-up times will be arranged at the discretion of the principal, based upon the individual needs and resources of the school.

For the purpose of this policy, Montgomery County Schools recognizes that tardiness and early departures to and from school and individual classes is a major disruption to school operations and distracts from the learning environment of the student who is tardy and other students. High school students who are tardy or leave early from an individual class period five times (5) will be counted as absent for one (1) class period for that class. If total absences, including tardy/early departure absences exceed 8 for the class, the time must be made up on an hour-for-hour basis in order for the student to receive credit for the class. Persistent tardiness will be reviewed by the Attendance Committee and reported to parents/guardians.

At 3, 6 and 10 absences letters are sent to parents as required by NC General Statutes. Any student with excessive absences will also be required to meet with the Student Assistance Team.

A doctor's note may be required if the student is absent three days in a row. Teachers must daily complete attendance reports for POWERSCHOOL.

High school students may request a waiver of the attendance requirement due to extraordinary, extenuating circumstances. Waiver request forms must be submitted five (5) days prior to the end of the semester. This time frame may be adjusted at the discretion of the principal. The Attendance Committee will review the request for waiver and decide to grant or deny the request. If the request is denied, the student shall be allowed the opportunity to make up the missed time and work at the discretion of the principal.

Middle School Attendance Policy

Middle School students may not miss more than fifteen (15) days in a given school year. Any student who misses more that fifteen (15) days will be referred to the principal for possible retention. The principal/designee will notify the parent of the school's concern and remind the parent of the district's attendance policy, promotion standards/requirements, and the NC Compulsory Attendance Law requirements.

Students may make up time for any absence over fifteen (15) days at the discretion of the principal, based upon the needs and resources at the school.

If students do not make up required time under this policy, they may be retained in the current grade at the discretion of the principal. Parents/Guardians who feel that extraordinary, extenuating circumstances warranted the excessive absences can file a waiver request with the Attendance Committee at the school. The waiver request should be received at least five (5) days before the end of the final grading period. The Attendance Committee will grant or deny the waiver. If the request is denied, the student shall be allowed the opportunity to make up missed time and work at the discretion of the principal.

For the purposes of this policy, seven (7) tardies or early dismissals will equal one (1) class absence.

At 3, 6, and 10 absences letters are sent to parents as required by NC General Statutes. Any student with excessive absences will also be required to meet with the Student Assistance Team:

A doctor's note may be required if the student is absent three days in a row. Teachers must daily complete attendance reports for POWERSCHOOL.

Elementary School Attendance Policy

Recognizing that regular school attendance is the foundation for learning and that NC Compulsory Attendance Law requires students to be in attendance, students in the Montgomery County Schools are required to have regular attendance in order to be promoted to the next grade. An elementary student who is absent more than fifteen (15) days will be referred to the principal for possible retention. Upon the 5th absence (excused or unexcused) the principal or designee will notify the parent/guardian of the school's concern and remind the parent of the district's attendance policy, promotion standards/requirements, and the NC Compulsory Attendance Law requirements.

If the principal determines that retention is necessary based upon attendance, the parent/guardian will be notified of this fact in writing. The parent/guardian may appeal the decision of the principal to retain the student to the Superintendent. Requests for appeal must be received by the Superintendent within five (5) days of receiving final notice of retention from the principal.

For purposes of this policy, ten (10) tardies or early dismissals will equal one day's absence.

At 3, 6 and 10 absences letters are sent to parents as required by NC General Statutes. Any student with excessive absences will also be required to meet with the Student Assistance Team.

A doctor's note may be required if the student is absent three days in a row.

TARDINESS AND EARLY DISMISSALS

The Superintendent shall work with principals to develop procedures for enforcing this policy. The principal shall work with school staff to develop procedures for accurate accounting of tardies and early dismissals. Schools are encouraged to develop check out schedules whereby a doctor's note is required for a child to be checked out during the last 30 minutes of the school day.

18. TECHNOLOGY ACCEPTABLE USE POLICY (Policy 3225/7320)

The board provides its student and staff access to a variety of technological resources, including laptop computers and tablets. These resources provide opportunities to enhance learning and improve communication within the school community and with the larger global community. Through

the school system's technological resources, users can observe events as they occur around the world, interact with others on a variety of subjects, and acquire access to current and in-depth information.

The board intends that students and employees benefit from these resources while remaining within the bounds of safe, legal and responsible use. Accordingly, the board establishes this policy to govern student and employee use of school system technological resources. This policy applies regardless of whether such use occurs on or off school system property, and it applies to all school system technological resources, including but not limited to computer networks and connections, the resources, tools and learning environments made available by or on the networks, and all devices that connect to those networks.

A. EXPECTATIONS FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

The use of school system technological resources, including access to the Internet, is a privilege, not a right. Individual users of the school system's technological resources are responsible for their behavior and communications when using those resources. Responsible use of school system technological resources is use that is ethical, respectful, academically honest and supportive of student learning. Each user has the responsibility to respect others in the school community and on the Internet. Users are expected to abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable board policies, the Code of Student Conduct and other regulations and school rules, apply to use of the Internet and other school technological resources.

In addition, anyone who uses school system computers or electronic devices or who accesses the school network or the Internet using school system resources must comply with the additional rules for responsible use listed in Section B, below. These rules are intended to clarify expectations for conduct but should not be construed as all-inclusive.

Before using the Internet, all students must be trained about appropriate online behavior as provided in policy 3226/4205, Internet Safety.

All students and employees must be informed annually of the requirements of this policy and the methods by which they may obtain a copy of this policy. Before using school system technological resources, students and employees must sign a statement indicating that they understand and will strictly comply with these requirements. The agreement is in effect until either the student changes schools or the employee moves to a different place of employment within the Montgomery County School System. Failure to adhere to these requirements will result in disciplinary action, including revocation of user privileges. Willful misuses may result in disciplinary action and/or criminal prosecution under applicable state and federal law.

B. RULES FOR USE OF SCHOOL TECHNOLOGICAL RESOURCES

1. School system technological resources are provided for school-related purposes only. Acceptable uses of such technological resources are limited to responsible, efficient and legal activities that support learning and teaching. Use of school system technological resources for commercial gain or profit is prohibited. Student personal use of school system technological resources for amusement or entertainment is also prohibited. Because some incidental and occasional personal use by employees is inevitable, the board permits infrequent and brief personal use by employees so long as it occurs on personal time, does not interfere with the school system business and is not otherwise prohibited by board policy or procedure.

3. School district technological resources are installed and maintained by members of the Technology Department. Students and employees shall not attempt to perform any installation or maintenance without the permission of the Technology Department.

4. Under no circumstances may software purchased by the school system be copied for personal use.

5. Students and employees must comply with all applicable laws, including those relating to copyrights and trademarks, confidential information, and public records. Any use that violates state or federal law is strictly prohibited. Plagiarism of Internet resources will be treated in the same manner as any other incidents of plagiarism, as stated in the Code of Student Conduct.

6. No user of technological resources, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages or other material that is obscene, defamatory, profane, pornographic, harassing, abusive or considered to be harmful to minors. All users must comply with policy 1710/4021/7230, Prohibition Against Discrimination, Harassment and Bullying when using school technology.

7. The use of anonymous proxies to circumvent content filtering is prohibited.

8. Users may not install or use any Internet-based file sharing program designed to facilitate sharing of copyrighted material.

9. Users of technological resources may not send electronic communications fraudulently (i.e., by misrepresenting the identity of the sender).

10. Users must respect the privacy of others. When using e-mail, chat rooms, blogs or other forms of electronic communication, students must not reveal personal identifying information, or information that is private or confidential, such as the home address or telephone number, credit or checking account information or social security number of themselves or fellow students. For further information regarding what constitutes personal identifying information, see policy 4705/7825, Confidentiality of Personal Identifying Information. In addition school employees must not disclose on school system websites or web pages or elsewhere on the Internet any personally identifiable, private or confidential information concerning students (including names, addresses or pictures) without the written permission of a parent or guardian or an eligible student, except as otherwise permitted by the Family Educational Rights and Privacy Act (FERPA) or policy 4700, Student Records. Users also may not forward or post personal communications without the author's prior consent.

11. Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data or any user connected to school system technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance. Users must scan any downloaded files for viruses.

12. Users may not create or introduce games, network communications programs or any foreign program or software onto any school system computer, electronic device or network without the express permission of the technology director or designee.

13 Users are prohibited from engaging in unauthorized or unlawful activities, such as "hacking" or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts.

14. Users are prohibited from using another individual's ID or password for any technological resource without permission from the individual. Students must also have permission from the teacher or other school official.

15. Users may not read, alter, change, block, execute or delete files or communications belonging to another user without the owner's express prior permission.

16 Employees shall not use passwords or user IDs for any data system (e.g., Power School, CECAS, time-keeping software, etc.) for an unauthorized or improper use.

17. If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

18. Teachers shall make reasonable efforts to supervise ~~a~~ students' use of the Internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.

19. Views may be expressed on the Internet or other technological resources as representing the view of the school system or part of the school system only with prior approval by the superintendent or designee.

20. Without permission by the board, users may not connect any personal technologies such as laptops, workstations and printers, wireless access points and routers, etc. to a district owned and maintained local, wide or metro area network. Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by Montgomery County Schools. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service).

21. Users must back up data and other important files regularly.

22. Those who use district owned and maintained laptops must also follow these guidelines:

    a. Keep the laptop secure and damage free
    b. Use the provided protective case at all times.
    c. Do not loan out the laptop, charger or cords.
    d. Do not leave the laptop in your vehicle.
    e. Do not leave the laptop unattended.
    f. Do not eat or drink while using the laptop or have food or drinks in close proximity to the laptop.
    g. Do not allow pets near the laptop.
    h. Do not place the laptop on the floor or on a sitting area such as a chair or couch.
    i. Do not leave the laptop near table or desk edges.
    j. Do not stack objects on top of the laptop.
    k. Do not leave the laptop outside.
    l. Do not use the laptop near water such as a pool.
    m. Do not check the laptop as luggage at the airport.
    n. Back up data and other important files regularly, Montgomery County Schools Technology Department will at times perform maintenance on the laptops by

imaging. All files not backed up to server storage space or other storage devices will be deleted during this process.

C. RESTRICTED MATERIAL ON THE INTERNET

The Internet and electronic communications offer fluid environments in which students may access or be exposed to materials and information from divers and rapidly changing sources, including some that may be harmful to students. The board recognizes that it is impossible to predict with certainty what information on the Internet students may access or obtain. Nevertheless, school system personnel shall take reasonable precautions to prevent students from accessing material~~s~~ and information that is obscene, pornographic or otherwise harmful to minors, including violence, nudity, or graphic language that does not serve a legitimate pedagogical purpose. The superintendent shall ensure that technology protection measures are used as provided in policy 3226/4205, Internet Safety, and are disabled or minimized only when permitted by law and board policy. The board is not responsible for the content accessed by users who connect to the Internet via their personal mobile telephone technology (e.g., 3G, 4G service

D. PARENTAL CONSENT

The board recognizes that parents of minors are responsible for setting and conveying the standards their children should follow when using media and information sources. Accordingly, before a student may independently access the Internet, the student's parent must be made aware of the possibility that the student could obtain access to inappropriate material while engaged in independent use of the Internet. The parent and student must consent to the student's independent access to the Internet and to monitoring of the student's e-mail communication by school personnel.

In addition, in accordance with the board's goals and visions for technology, students may require accounts in third party systems for school related projects designed to assist students in mastering effective and proper online communications or to meet other educational goals. Parental permission will be obtained when necessary to create and manage such third party accounts.

E. PRIVACY

No right of privacy exists in the use of technological resources. Users should not assume that files or communications created or transmitted using school system technological resources or stored on services or hard drives of individual computers will be private. School system administrators or individuals designated by the superintendent may review files, monitor all communications, and intercept e-mail messages to maintain system integrity and to ensure compliance with board policy and applicable laws and regulations. School system personnel shall monitor on-line activities of individuals who access the Internet via a school-owned computer.

F. SECURITY/CARE OF PROPERTY

Security on any computer system is a high priority, especially when the system involves many users. Employees are responsible for reporting information security violations to appropriate personnel. Employees should not demonstrate the suspected security violation to other users. Unauthorized attempts to log onto any school system computer on the board's network as a system administrator may result in cancellation of user privileges and/or additional disciplinary action. Any user identified as a security risk or having a history of problems with other systems may be denied access.

Users of school district technology resources are expected to respect school district property and be responsible in using the equipment. Users are to follow all instructions regarding maintenance or care of the equipment.

Users may be held fiscally responsible for any loss or damage caused by intentional or negligent acts in caring for computers while under their control. The school district is responsible for any routine maintenance or standard repairs to school system computers.

G. PERSONAL WEBSITES

The superintendent may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos or trademarks without permission.

1. Students

   Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's on-line behavior has a direct and immediate effect on school safety or maintaining order and discipline in the schools, the student may be disciplined in accordance with board policy (see the student behavior policies in the 4300 series).

2. Employees

   Employees' personal websites are subject to policy 7335, Employee Use of Social Media.

3. Volunteers

Volunteers are to maintain an appropriate relationship with students at all times. Volunteers are encouraged to block students from viewing personal information on volunteer personal websites or on-line networking profiles in order to prevent. The possibility that students could view materials that is not ageappropriate. An individual volunteer's relationship with the school system may be terminated if the volunteer engages in inappropriate online interaction with students

19. PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND BULLYING (POLICY 1710/4021/7230)

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

A. PROHIBITED BEHAVIORS AND CONSEQUENCES

1. Discrimination, Harassment and Bullying

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

Students are expected to comply with the behavior standards, established by board policy and the student Code of Conduct. Employees are expected to comply with board policy and school system regulations. Volunteers and visitors on school property also are expected to comply with board policy and established school rules and procedures.

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

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

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

2. Retaliation

The board prohibits reprisal or retaliation against any person for reporting or intending to report violations of this policy, supporting someone for reporting or intending to report a violation of this policy or participating in the investigation of reported violations of this policy.

After consideration of the nature and circumstances of the reprisal or retaliation and in accordance with applicable federal, state or local laws, policies and regulations, the superintendent or designee shall determine the consequences and remedial action for a person found to have engaged in reprisal or retaliation.

B. APPLICATION OF POLICY

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

This policy applies to behavior that takes place:

1. in any school building or on any school premises before, during or after school hours;

2. on any bus or other vehicle as part of any school activity;

3. at any bus stop;

4. during any school sponsored activity or extracurricular activity;

5. at any time or place when the individual is subject to the authority of school personnel;

6. at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline in the schools; and

7. by way of inclusion, but not limitation, this policy applies to the use of computers, text messaging, cell phones, or other medium in a manner that materially and substantially interferes with the requirements of appropriate discipline in the operation of the schools.

C. DEFINITIONS

For purposes of this policy, the following definitions will apply:

1. Discrimination

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

2. Bullying

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

(1) Places a student or school employee in actual and reasonable fear of harm to his or her person or damage to his or her property.

(2) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits.

"Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident, if sufficiently severe. Harassment and bullying include, but are not limited to, behavior described above that is reasonable perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Examples of behavior that may constitute bullying or harassment include, but are not limited to, verbal taunts, name-calling and put-downs, epithets, derogatory comments or slurs, lewd propositions, exclusions from peer groups, extortion of money or possessions, implied or stated threats, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

It is possible for harassment, including sexual or gender-based harassment to occur in various situations. For example, harassment may occur: between fellow students or co-workers, between supervisors and subordinates, between employees and

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

a. Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

(1) Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, academic progress or completion of a school-related activity;

(2) Submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or in the case of a student, submission to or rejection of such conduct is used in evaluating the student's performance within a course of study or other school-related activity; or

(3) Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with an employees work or performance or a student's educational performance, limiting a student's ability to participate in or benefit from an educational program or environment, or creating an abusive, intimidating, hostile or offensive work or educational environment.

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

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

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

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

E. TRAINING AND PROGRAMS

The board directs the superintendent to establish training and other programs that are designed to help eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community.

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

F. NOTICE

The superintendent is responsible for providing effective notice to students, parents and employees of the procedures for reporting and investigating complaints of discrimination, harassment and bullying. This policy must be posted on the school system website, and copies of the policy must be readily available in the principal's office, the media center at each school and the superintendent's office. Notice of this policy must appear in all student and employee handbooks and in any school system publication that sets forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. COORDINATORS

The superintendent or designee shall publish the name(s), office address(es) and phone number(s) of the compliance coordinator(s) in a manner intended to ensure that students, employees, applicants, employees, applicants, parents and other individuals who participate in the school system's programs are aware of the coordinator(s).

H. RECORDS AND REPORTING

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

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

I. EVALUATION

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

20. ADMINISTERING MEDICATION TO STUDENTS (Policy 6125)

The board recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a health care practitioner upon the written request of a student's parent. In limited circumstances, a student may be authorized to self-administer medications. To minimize disruptions to the school day, students should take medications at home rather than at school whenever feasible. School officials may deny a request to administer any medication that could be taken at home or when, in the opinion of the superintendent or designee in consultation with school nursing personnel, the

administration of the medication by school personnel would pose a substantial risk of harm to the student or others.

For purposes of this policy, all references to "parent" include parents, legal guardians, and legal custodians. In addition, for purposes of this policy, the term "health care practitioner" is limited to licensed medical professionals who are legally authorized to prescribe medications under North Carolina law, such as doctors of medicine, doctors of osteopathic medicine, physician assistants, and nurse practitioners.

A. MEDICATION ADMINISTRATION BY SCHOOL EMPLOYEES

1. Conditions for Administering Medication

Authorized school employees may administer medication to students when all of the following conditions are met. These conditions apply to all medications, including those available over-the-counter without a prescription.

a. Parental Consent: The student's parent must make a signed, written request that authorizes school personnel to administer the medication to the student.

b. Medication Authorization/Order: A health care practitioner must prescribe the medication for use by the student and provide explicit written instructions for administering the medication.

c. Certification of Necessity: The student's health care practitioner must certify that administration of the medication to the student during the school day is necessary to maintain and support the student's continued presence in school.

d. Proper Container/Labeling: If the medication to be administered is available by prescription only, the parent must provide the medication in a pharmacy-labeled container with directions for how and when the medicine is to be given. If the medication is available over-the-counter, it must be provided in the original container or packaging, labeled with the student's name.

e. Proper Administration: The employee must administer the medication pursuant to the health care practitioner's written instructions provided to the school by the student's parent, and in accordance with professional standards.

The board of education and its employees assume no liability for complications or side effects of medication when administered in accordance with the instructions provided by the parent and health care practitioner.

2. Procedures for Administering Medications

The superintendent shall develop procedures for the implementation of this policy. The procedures and a copy of this policy must be made available to all students and parents each school year. The superintendent's procedures should be developed according to the guidelines listed below.

a. The health and welfare of the student must be of paramount concern in all decisions regarding the administration of medication.

b. Procedures for medication administration must be consistent with recommendations of the School Health Unit of the Children & Youth Branch of the

N.C. Division of Public Health, as described in the *North Carolina School Health Program Manual*.

c. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the *Policies Governing Services for Children with Disabilities*. Students with disabilities also are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

d. No student may possess, use, or transmit any drug or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.

e. The board generally encourages school personnel to administer medication from a centralized location. However, in all instances, whether administered from a centralized location or multiple locations, any medications kept at school for a student must be kept in a locked and secure place. An exception to the requirement for locked storage may be made for emergency medications that must be immediately accessible.

f. All school personnel who will be administering medications must receive appropriate training.

g. Only medications clearly prescribed for the student may be administered by school personnel. At the time a parent brings a medication to school for administration, if school personnel have concerns regarding the appropriateness of the medication or dosage for a student, a confirmation should be obtained from the student's health care practitioner or another health care practitioner prior to administering the medication or allowing a student to self-administer the medication.

h. Although efforts should be made not to disrupt instructional time, a parent has the right to administer medication to his or her child at any time while the child is on school property.

i. Written information maintained by school personnel regarding a student's medicinal and health needs is confidential. Parents and students must be accorded all rights provided by the Family Educational Rights and Privacy Act and state confidentiality laws. Any employee who violates the confidentiality of the records may be subject to disciplinary action.

B. EMERGENCY MEDICATION

Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies, must have an emergency health care plan developed for them to address emergency administration of medication. Students must meet the requirements of subsection A.1, above, including providing authorization and instructions from the health care practitioner and written consent of the parent, in order for emergency medication to be administered by school personnel while the student is at school, at a school sponsored activity, and/or while in transit to or from school or a school-sponsored event.

C. STUDENT SELF-ADMINISTERING MEDICATIONS

The board recognizes that students with certain health conditions like diabetes or asthma, or an allergy that could result in an anaphylactic reaction, may need to possess and self-administer medication on school property in accordance with their individualized health care plan or emergency health care plan. As used in this section of the policy, "medication" refers to a medicine

prescribed for the treatment of diabetes, asthma, or anaphylactic reactions and includes insulin or a source of glucose, a prescribed asthma inhaler, or a prescribed epinephrine auto-injector. The superintendent shall develop procedures for the possession and self-administration of such medication by students on school property, during the school day, at school-sponsored activities, and/or while in transit to or from school or school-sponsored events.

1. Authorization to Self-Administer Medication

Before a student will be allowed to self-administer medication pursuant to this section, the student's parent must provide to the principal or designee all of the documents listed below:

a. written authorization from the student's parent for the student to possess and selfadminister the medication;

b. a written statement from the student's health care practitioner verifying that:

1) the student has diabetes or asthma, or an allergy that could result in anaphylactic reaction;

2) the health care practitioner prescribed the medication for use on school property during the school day, at school-sponsored activities, or while in transit to or from school or school-sponsored events; and

3) the student understands, has been instructed in self-administration of the medication, and has demonstrated the skill level necessary to use the medication and any accompanying device;

c. a written treatment plan and written emergency protocol formulated by the prescribing health care practitioner for managing the student's diabetes, asthma, or anaphylaxis episodes and for medication use by the student;

d. a statement provided by the school system and signed by the student's parent acknowledging that the board of education and its employees and agents are not liable for injury arising from the student's possession and self-administration of the medication; and

e. any other documents or items necessary to comply with state and federal laws.

Prior to being permitted to self-administer medication at school, the student also must demonstrate to the school nurse, or the nurse's designee, the skill level necessary to use the medication and any accompanying device.

The student's parent must provide to the school backup medication that school personnel are to keep in a location to which the student has immediate access in the event the student does not have the required medication.

All information provided to the school by the student's parent must be reviewed by the school nurse and kept on file at the school in an easily accessible location. Any permission granted by the principal or designee for a student to possess and self-administer medication will be effective only for the same school for 365 calendar days. Such permission must be renewed each school year.

2. Responsibilities of the Student

A student who is authorized in accordance with this policy to carry medication for selfadministration must carry the medication in the original labeled container with the student's name on the label.

3. Consequences for Improper Use

A student who uses his or her medication in a manner other than as prescribed or who permits another person to use the medication may be subject to disciplinary action pursuant to the school disciplinary policy. However, school officials shall not impose disciplinary action on the student that limits or restricts the student's immediate access to the diabetes, asthma, or anaphylactic medication.

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

21. COMPREHENSIVE HEALTH EDUCATION PROGRAM (Policy 3540)

The board is committed to a sound, comprehensive health education program that provides students with accurate information and encourages them to be responsible for their own health and behavior. The board recognizes the primary role of parents in providing for the health and well-being of their children and seeks to involve parents as provided in this policy. The comprehensive health education program provided by the school district will meet the requirements of the Basic Education Program (BEP), as articulated in G.S. 115C-81(e1) and aligned state-adopted standards. The board may, in its discretion, expand on the subject areas to be included in the program and on the instructional objectives to be met.

A. COMPREHENSIVE HEALTH EDUCATION PROGRAM

A comprehensive health education program must be taught to students from kindergarten through ninth grade. As required by law, the health education program must include age-appropriate instruction on bicycle safety, nutrition, dental health environmental health, family living, consumer health, disease control, growth and development, first aid and emergency care, mental and emotional health, drug and alcohol abuse prevention, preventing sexually transmitted diseases (STDs), including HIV/AIDS and other communicable diseases, and reproductive health and safety education.

As required by law, reproductive health and safety education in seventh grade and beyond will include age –appropriate instruction on sexual abstinence until marriage, STDs, the human reproductive system, effective contraceptive methods for preventing pregnancy and awareness of sexual assault and sexual abuse.

B. PARENTAL OPPORTUNITIES TO REVIEW MATERIALS AND WITHHOLD CONSENT FOR STUDENT PARTICIPATION

Each year before students participate in reproductive health and safety education or in other separate instruction on the prevention of STDs, including HIV/AIDS, or the avoidance of out-ofwedlock pregnancy, the principal or designee shall provide and notify parents of a reasonable opportunity to review the materials and objectives that will be used in instruction. A copy of all objectives and materials will be available for review in the media center of each school where these subjects will be taught.

The principal or designee shall also notify parents of the right to withhold or withdraw consent for their child's participation in all reproductive health and safety education instruction or in specific topics such as STDs, the effectiveness and safety of contraceptive methods and awareness of sexual assault and sexual abuse. Parents may also withhold consent to student participation in other separate instruction on the prevention of STDs, including HIV/AIDS, or the avoidance of out-of-wedlock pregnancy. Any parent wishing to withhold or withdraw consent must do so in writing to the principal.

C. STANDARDS FOR INSTRUCTION

For reproductive health and safety education, teachers shall follow the instructional objectives and only use the age-appropriate materials that have been made available to parents for review in accordance with this policy. Information conveyed during instruction will be objective and based upon scientific research that is peer reviewed and accepted by professionals and credentialed experts in the field of sexual health education.

A determination of what is an appropriate education for a student with disabilities must be made in accordance with the student's individualized education plan, following all procedures as provided in the *North Carolina Procedures Governing Programs and Services for Children with Disabilities*.

22. IMMUNIZATION REQUIREMENTS FOR SCHOOL ADMISSION (POLICY 4110)

The board of education requires all students entering public schools for the first time, regardless of grade level, to meet the eligibility requirements for school admission established by the State and the board, including immunization. The principal or designee shall maintain on file immunization and health assessment records for all students, and these records, may be inspected by officials of the county or state health departments. Each school principal shall file required reports with the Department of Health and Human Services and the Department of Public Instruction.

A. IMMUNIZATION

1. Requirements for Initial Entry

Within 30 calendar days of his or her first day of attendance in the school system, each student must show evidence of age appropriate vaccination in accordance with state law and regulation, including the following vaccines as applicable

a. DTaP (diphtheria, tetanus, and pertussis);
b. poliomyelitis (polio);
c. measles (rubeola);
d. rubella (German measles);
e. mumps;
f. Haemophilus influenza, type b (Hib);
g. hepatitis B;
h. varicella (chickenpox); and
i. any other vaccine as may be required by law or regulation.

The current required vaccination schedule is available from the N.C. Immunization Branch online at http://immunize.nc.gov/.

2. Additional Requirements

All students entering seventh grade or who have reached age 12, whichever comes first, are required to receive the following;

a. a booster dose of Tdap (tetanus, diphtheria, and pertussis vaccine), if they have not previously received it; and
b. the meningococcal conjugate vaccine (MCV).

3. Certificate of Immunization

a. Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other that North Carolina must present an official certificate that meets the immunizations requirements of G.S. 130A154(b).

b. Principals are required to refuse admittance to any child whose parent or guardian does not present a medical certification of proper immunizations within the allotted time. If, following approved medical practice, the administration of a vaccine requires more than 30 calendar days to complete, upon certification of this fact by a physician, additional days may be allowed in order to obtain the required immunizations.

c. Exception to the immunization requirement is made only for religious reasons or for medical reasons approved by a physician pursuant to state law and regulation.

B. HEALTH ASSESSMENT/VISION SCREENING

Within 30 calendar days of the first day of school entry, all kindergarten students must furnish to the principal a document indicating that the student has received a health assessment pursuant to G.S. 130A-440. The assessment must include a medical history and physical examination with screening for vision and hearing and, if appropriate, testing for anemia and tuberculosis. The health assessment must be conducted no more than 12 months prior to the date of school entry. Exceptions to the health assessment requirements will be made only for religious reasons. Vision screening must comply with the vision screening standards adopted by the Governor's Commission on Early Childhood Vision Care. Within 180 days of the start of the school year, the parent of the child must present to the principal or designee certification that within the past 12 months, the child has obtained a comprehensive eye examination performed by an ophthalmologist or optometrist or has obtained a vision screening conducted by a licensed physician, an optometrist, a physician assistant, a nurse practitioner, a registered nurse, an orthoptist, or a vision screener certified by Prevent Blindness North Carolina. If a child enters the first grade without having been enrolled in a kindergarten program requiring a vision screening, the screening is required at that point.

Children who receive and fail to pass the required vision screening must obtain a comprehensive eye exam conducted by a duly licensed optometrist or ophthalmologist. The provider of the exam must present to the parent a signed transmittal form, which the parent must submit to the school. If a member of the school staff has reason to believe that a child enrolled in kindergarten through the third grade is having problems with

vision, the staff member may recommend to the child's parent that the child have a comprehensive eye examination.

No child will be excluded from attending school for a parent's failure to obtain a comprehensive eye exam. If a parent fails or refuses to obtain a comprehensive eye exam or to provide the certification or a comprehensive eye exam, school officials shall send a written reminder to the parent of required eye exams.

C. HOMELESS STUDENTS

Notwithstanding the provisions of this policy, admissions for homeless students will not be prohibited or delayed due to the student's inability to provide documentation of immunizations or health assessments. The homeless liaison shall work with the student, parent/guardian, school personnel or other agencies to obtain documentation of immunization and/or the health assessment or to arrange for such immunizations and/or assessments in a timely manner.

D. FOSTER CHILDREN

Notwithstanding the provisions of this policy, admissions for students in foster care will not be prohibited or delayed due to the student's inability to provide documentation of immunizations or health assessments. The enrolling school will immediately contact the school last attended by the foster child to obtain any relevant documentation.

E. CHILDREN OF MILITARY FAMILIES

The board acknowledges the immunization requirements for newly enrolling military children are governed by the Interstate Compact on Educational Opportunity for Military Children. Children of military families, as defined in policy 4050, Children of Military Families, will have 30 days from the date of enrollment or within such time as reasonably determined by the rules of the Interstate Commission to obtain any required immunization. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the Interstate Commission.

23. STUDENT WELLNESS (Policy 6140)

The board recognizes that it is important for students to maintain their physical health and receive proper nutrition in order to take advantage of educational opportunities. The board further recognizes that student wellness and proper nutrition are related to a student's physical well-being, growth, development and readiness to learn. The board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and regular physical activity as part of the total learning experience.

24. PEST MANAGEMENT (Policy 9215)

Pests are significant problems for people and property. The pesticides that are commonly used in pest control may pose a potential risk to human health and the environment. The board is committed to maintaining a safe educational environment while also protecting the physical conditions of school facilities. To this end, the board will utilize Integrated Pest

Management (IPM) programs or incorporate IPM procedures into the maintenance program conducted by the school system. The superintendent will appoint an IPM contact person to facilitate the use of IPM techniques. As necessary, the superintendent will develop administrative procedures for the IPM program.

A. Overview of Integrated Pest Management

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

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

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

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

B. Use of IPM in Facility and Maintenance Operations

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

C. Providing Information on IPM to the School Community

Staff, students, pest managers, parents and the public will be informed about potential school pest problems, school IPM policies and procedures, and their respective roles in achieving the desired pest management objectives. Each year, the principal or his or her designee will ensure that the student handbook includes the schedule of anticipated pesticide use on school property and a notice to parents, guardians and custodians of their right to request notification of nonscheduled pesticide use. Additionally, the principal or designee shall annually notify school staff of scheduled pesticide use on school property and of their right to request notice of nonscheduled pesticide use. Notice of nonscheduled pesticide use should be made at least 72 hours in advance of such use, to the extent possible.

D. RECORDKEEPING

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

ANNUAL PUBLIC NOTICES

NOTICE OF PESTICIDE USE

Parents who desire notification in the event of pesticide use on school property should provide advance notice to the principal's office. Additional questions pertaining to pesticide management should be directed to the LEA designee by calling 910-576-6511, ext. 231.

NOTIFICATION of ASBESTOS STATUS

In order to comply with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), we are required under section 763.84, paragraph (c), to inform you of Asbestos containing materials that are present in our facilities.

Under section 763.99, paragraph (7), if a school is constructed after October 12, 1988, and the architects signed a letter stating no Asbestos containing materials were used in construction; the school is excluded from re-inspection.

In 1987, extensive testing was conducted at all Montgomery County Schools facilities and all threatening hazards were abated and disposed of properly. All non-hazardous ACBM was encapsulated, in the case of floor tiles with wax. The last three-year inspection of all MCS facilities was conducted by Republic Industries, Inc., David A. Nugent, NC accreditation number 20064 on June 26, 2014.

The following facilities were noted as no ACBM present: Candor Elementary School, East Middle School, Green Ridge Elementary School, Mount Gilead Elementary School, Page Street Elementary School, Star Elementary School, and West Middle School.

The following facilities have known ACBM present:
East High School – Non-Friable ACBM present in 9" floor tiles, Friable ACBM present in ceiling of kitchen area, both types encapsulated.
West High School – Non-Friable ACBM present in 9" floor tiles, encapsulated.
Troy Elementary School - Non-Friable ACBM present in old wing 9" floor tiles, encapsulated.
Montgomery Learning Academy – Non-Friable ACBM present in 9" floor tiles, encapsulated.
Administrative Building – Non-Friable ACBM present in 9" floor tiles, encapsulated.

No known Asbestos containing material have been used in the maintenance of any facility. The AHERA Management Plan is available for public inspection at each school office and the LEA designee office (maintenance building) in Troy. System re-inspections are conducted every three years and a periodic surveillance is conducted every six months. Any questions relating to AHERA should be directed to the LEA designee by calling 910-576-6511, ext. 231.

I. STUDENT RECORDS: Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a federal law, gives parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. **The right to inspect and review your child's education records within 45 days of the day the school receives a request for access.** You should submit to the school principal a written request that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
2. **The right to request the amendment of your child's education records that you believe are inaccurate or misleading.** You should write the school principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in your child's education records.** FERPA requires that the school obtain your written consent prior to the disclosure of any such information with certain exceptions. By law, we are required to give you specific notice of the following three exceptions:

   a. Disclosure to a school official who needs to review an education record in order to fulfill his or her professional responsibility. A school official is (i) a person employed by the school district as an administrator, supervisor, teacher, counselor, or support staff member (including health or medical staff and law enforcement unit personnel); (ii) a person serving on the school board; (iii) a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or (iv) a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

   b. Disclosure of education records, including disciplinary records of long-term suspension or expulsion, upon request, to officials of other school districts in which a student seeks or intends to enroll.

   c. Disclosure of "directory information" about a student, unless you have advised the school to the contrary. The school district has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Weight and height of members
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Most recent educational institution attended
- Participation in official activities and sports
- Dates of attendance
- Enrollment status
- Grade level of athletic teams

The primary purpose of the directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets showing weight and height of team members.

Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings and publish yearbooks.

In addition, under federal law we are required to provide military recruiters and institutions of higher education, upon their request, with the names, addresses and telephone numbers of high school students, unless the student or parent has advised the school that they do not want such information disclosed without their prior written consent.

If you do not want the school to disclose some or all of the directory information described above from your child's education records to all or certain recipients without your prior written consent, the school district must be notified in writing within **30** days of receiving the ***Annual Public Notices*****. [For your convenience, a form that can be used for this purpose is provided at the end of this handbook.]**

4. The right to file a complaint with the **U.S. Department of Education concerning alleged failures of the school district to comply with the requirements of FERPA**. The name and address of the office that administers FERPA is:

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

II. STUDENT SURVEYS, COLLECTION OF INFORMATION, PHYSICAL EXAMS: Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

A. ***Consent-*** before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. political affiliations or beliefs of the student or student's parent;
2. mental or psychological problems of the student or student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom respondents have close family relationships;
6. legally recognized privileged relationships, such as lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or parents; or
8. income, other than as required by law, to determine program eligibility.

B. ***Receive notice and an opportunity-*** *to opt a student out of:*

. 1. any other protected information survey, regardless of funding;
2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the

immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

3. activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

C. *Inspect*- upon request and before administration or use:

1. protected information surveys of students;
2. instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act, as amended.

The school district **will/has develop(ed) and adopt(ed)** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school district will directly notify you of these policies at least annually at the start of each school year and after any substantive changes. The school district will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The school district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- collection, disclosure, or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office U.S.Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

III. NON-DISCRIMINATION: Title VI of the Civil Rights Act of 1964; TITLE IX of the Education Amendments of 1972; The Rehabilitation Act of 1973 (Section 504) and The Americans With Disabilities Act of 1990 (ADA)

Montgomery County Schools does not discriminate on the basis of race, color, creed, national origin, sex or handicap regarding participation in or receiving the benefits of any of its programs or activities.

For inquiries or complaints or to request a copy of the school district's grievance procedures, please contact:

Dr. Kevin Lancaster
Title IX Coordinator
Montgomery County Schools
PO Box 427
Troy, NC 27371

Dr. Kevin Lancaster
504/ADA Contact
Montgomery County Schools
PO Box 427
Troy, NC 27371

IV. STUDENTS WITH DISABILITIES: Individuals with Disabilities Education Act (IDEA)

Pursuant to the IDEA, a federal law, Montgomery County Schools must provide special education services to all children residing in the school district who are between the ages of 3 and 21 who have been diagnosed with or are suspected to have mental, physical, or emotional disabilities and who are unable to benefit from a regular school program without special assistance. If your child or a child you know may qualify for such special assistance, please contact:

Charles Dulin
Director for Exceptional Children
Montgomery County Schools
PO Box 427 Troy, NC 27371
910-576-6511

V. HOMELESS STUDENTS: McKinney-Vento Homeless Assistance Act

For information concerning the educational rights of homeless students, please contact:

Dr. Kevin Lancaster, Homeless Liaison
Montgomery County Schools
PO Box 427
Troy, NC 27371
910-576-6511

VI. NO CHILD LEFT BEHIND

As required by the No Child Left Behind Act (NCLB) of 2001, Title I Part A, information is available at our school to include but is not limited to the following:

- The school improvement plan
- Qualifications of your child's teacher
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Montgomery County Schools Improvement plan, The Montgomery County Title I Parent Involvement Plan and School Parent Involvement Plan
- Montgomery County System Report Card
- School Report Card

VII. USE OF SECLUSION/RESTRAINT/ISOLATION

The Montgomery County Board of Education has adopted a policy and regulation for use of seclusion and restraint in schools. More information can be found regarding the North Carolina General Statute 115C-391.1*, Permissible Use of Seclusion and Restraint,* at ncpublicschools.org under legislation.

BALANCING STUDENT PRIVACY AND SCHOOL SAFETY:

A. GUIDE to the *FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT* for ELEMENTARY AND SECONDARY SCHOOLS

School officials are regularly asked to balance the interests of safety and privacy for individual students. While the **Family Educational Rights and Privacy Act** (***FERPA***) generally requires schools to ask for written consent before disclosing a student's personally identifiable information to individuals other than his or her parents, it also allows schools to take key steps to maintain school safety. Understanding the law empowers school officials to act decisively and quickly when issues arise.

HEALTH or SAFETY EMERGENCY

In an emergency, *FERPA* permits school officials to disclose without consent education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See 34 CFR § 99.31 (a) (10) and § 99.36. This exception is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from student's education records.

LAW ENFORCEMENT UNIT RECORDS

Many school districts employ security staff to monitor safety and security in and around schools. Some schools employ off-duty police officers as school security officers, while others designate a particular school official to be responsible for referring potential or alleged violations of law to local police authorities. Under *FERPA*, investigative reports and other records created and maintained by these "law enforcement units" are not considered "education records" subject to *FERPA*. Accordingly, schools may disclose information from law enforcement unit records to anyone including outside law enforcement authorities, without parental consent. *See 34 CFR § 99.8*.

While a school has flexibility in deciding how to carry out safety functions, it must also indicate to parents in its school policy or information provided to parents which office or school official serves as the school's "law enforcement unit". (The school's notification to parents of their rights under *FERPA* can include this designation. As an example, the U.S. Department of Education has posted a model notification on the Web at: http://www.ed.gov/policy/gen/guid/fpco/ferpa/lea-officials.html .)

Law enforcement unit officials who are employed by the school should be designated in its *FERPA* notification as "school officials" with a "legitimate educational interest." As such, they may be given access to personally identifiable information from students' education records. The school's law enforcement unit officials must protect the privacy of education records it received and may disclose them only in compliance with *FERPA*. For that reason, it is advisable that law enforcement unit records be maintained separately from education records.

SECURITY VIDEOS

Schools are increasingly using security cameras as a tool to monitor and improve student safety. Images of students captured on security videotapes that are maintained by the school's law enforcement unit are not considered education records under *FERPA*. Accordingly, these videotapes may be shared with parents of students whose images are on the video and with outside law enforcement authorities, as appropriate. Schools that do not have a designated law enforcement unit might consider designating an employee to serve as the "law enforcement unit" in order to maintain

the security camera and determine the appropriate circumstances in which the school would disclose recorded images.

PERSONAL KNOWLEDGE OR OBSERVATION

FERPA does not prohibit a school official from disclosing information about a student if the information is obtained through the school official's personal knowledge or observation, and not from the student's education records. For example, if a teacher overhears a student making threatening remarks to other students, *FERPA* does not protect that information, and the teacher may disclose what he or she overheard to appropriate authorities.

TRANSFER OF EDUCATION RECORDS

Finally, under *FERPA*, school officials may disclose any and all education records, including disciplinary records and records that were created as a result of a student receiving special education services under Part B of the Individuals with Disabilities Education Act, to another school or postsecondary institution at which the student seeks or intends to enroll. While parental consent is not required for transferring education records, the school's annual FERPA notification should indicate that such disclosures are made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the parent about the disclosure, unless the parent initiated the disclosure. Additionally, upon request, schools must provide a copy of the information disclosed and an opportunity for a hearing. See 34 CFR § 99.31(a)(2) and § 99.34(a).

CONTACT INFORMATION

While the education agency or institution has the responsibility to make the initial, case-by-case determination of whether a disclosure is necessary to protect the health or safety of students or other individuals, U.S. Department of Education staff members are available to offer assistance in making this determination.

For further information about FERPA, contact the Department's Family Policy Compliance Office.

U.S. Department of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202-5920
202-260-3887

For quick, informal responses to routine questions about *FERPA,* school officials may also e-mail the Family Policy Compliance Office at FERPA@ED.Gov.

For inquiries about FERPA compliance training, email FERPA.Client@ED.Gov.

Additional information and guidance may be found at FPCO's Web site at:
http://www.ed.gov/policy/gen/guid/fpco/index.html

The Montgomery County School District will take the necessary measures to ensure the safety of all students and staff members. It is the responsibility of the principals, teachers, teacher assistants and any student support staff to ensure this safety. All necessary staff members will be trained as to the contents of seclusion, isolation and time-out procedures. Those employees will also be trained regarding the notices, reporting and documentation that must be kept.

Annual Public Notices are adopted and approved by the Board of Education and are a supplement to existing Board of Education Policy. To the extent that a conflict exists between these Annual Public Notices and existing board policy, these Annual Public Notices can control. The Superintendent has the authority to amend these Annual Public Notices from time to time in conformity with existing laws.

Every attempt has been made to ensure the accuracy of the above Montgomery County Schools Code of Student Conduct; however, any applicable federal and state laws and the most up-to-date policies, as approved by the Montgomery County Board of Education, will always take precedence in the event of a discrepancy."

2019-2020
MONTGOMERY COUNTY SCHOOLS
DEVICE PROGRAM TECHNOLOGY HANDBOOK

MONTGOMERY COUNTY SCHOOLS
P.O. BOX 427
441 PAGE STREET
TROY, N.C. 27371

910-576-6511
910-576-2044 FAX

www.montgomery.k12.nc.us

Dr. Dale Ellis, Superintendent

MONTGOMERY COUNTY BOARD OF EDUCATION

Steven DeBerry, *Chair*

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Montgomery County Schools Device Program

Technology Handbook

Montgomery County Schools accepts responsibility for educating its students at the highest levels possible as reflected in our vision and mission statements.

High Expectations, High Ethical Standards, Motivated to Achieve,

Child Centered, Service and Safety Driven, Continuous Improvement Focus, Data-driven Decisions, and Results Matter - serve as the core values of the system.

Woven throughout the vision, mission, and core values is the belief that ALL children can learn and be successful in life. Our leadership supports teachers and staff in becoming 21st Century educators through quality professional development. It is the responsibility of educators to provide a future ready workforce prepared to meet the demands of a globally connected society. Technology enhances differentiated instruction and promotes creative learning, allowing students to become actively engaged learners. Providing equal access to technology resources will level the playing field for all of our students.

Montgomery County Schools is committed to expanding digital learning opportunities to ensure all of our students are college and career ready. To this purpose, we are issuing devices to students for use both at school and at home. Our digital learning focus is to foster opportunities for students to use their devices to collaborate, create, communicate, and critically think - always grounded in the foundation of our curriculum standards. Our digital learning initiative can only work in collaboration with parents/guardians and students. This booklet contains the policies, guidelines, requirements, and other information parents/guardians and students must understand to fully participate in the many technology opportunities we offer.

Students and parents/guardians should be aware that a number of Board policies apply to the use of technology in Montgomery County Schools while using the network and/or districtissued technology devices. Please review the Montgomery County Schools Technology Responsible Use Policy (3225/4312/7320), the Student Code of Conduct, and other potentially applicable Board policies in the Board policy manual. The policy can be found in this handbook and on Montgomery County Schools website at www.montgomery.k12.nc.us.

Montgomery County Schools provides an Internet filter that works on devices both at school and at home; however, no technical solution can be 100% effective. Actively monitor your child's online activity at home, just as teachers monitor the use of technology in the classroom. Please consult these useful links for keeping you and your child safe online:

http://www.netsmartz.org/Parents
http://www.staysafeonline.org/ http://www.ikeepsafe.org/
http://www.google.com/goodtoknow/

General Terms and Conditions of Use

By signing the signature page at the end of this booklet, the student and the student's parent/guardian acknowledge they will comply with the following terms and conditions which will govern the student's possession and use of a technology device ("the Device"), issued to the student by Montgomery County Schools ("MCS"), at all times while the Device is in their possession or under their control:

- **The student's possession and use of the Device is a privilege, not a right**. The Device is and will remain at all times the property of MCS. The student and the student's parent/guardian acknowledge that they have no right or entitlement to possession or use of the Device and that neither this document, nor any conversation, correspondence or understanding between themselves and any representative of MCS, gives them any ownership or contractual rights of any kind whatsoever in the Device.
- Participation in the take-home program is voluntary, if applicable to the student's grade level. Grades K-2 do not take their devices home. If authorized by MCS and the student's parent/guardian, the student may transport the Device to and from home. If the student or student's parent/guardian do not wish to be issued a Device for home use or do not agree to the terms and conditions of use, the student will use an MCS-issued device only at school and the parent/guardian will be responsible for providing the use of a personal device at home.
- The Device is intended only for approved educational uses. The student's use of the Device will be governed by the rules, policies, and guidelines described in this document, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by MCS, at all times and in all locations, both on and off campus and both during and outside of instructional time.
- MCS may recall the Device, or place additional restrictions on the student's use or possession of the Device, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any MCS teacher or administrator, the student or the student's parent/guardian will immediately surrender the Device to that teacher or administrator.
- The student will not share or loan the Device with any other person unless expressly authorized to do so by an MCS teacher or administrator.
- The student's possession and use of the Device will comply at all times, both on and off campus, with all applicable state and federal laws and regulations, as well as all applicable policies and procedures of MCS.
- Under no circumstance will the student use the Device or permit the Device be used in furtherance of any crime; fraud; threat; defamation; plagiarism; copyright, patent, or trademark infringement; illegal downloading; theft of intellectual property; gambling; accessing, viewing, or transmission of pornographic or violent images or content; illegal or unauthorized accessing or use of data; bullying or harassment (including cyberbullying); malicious Internet activities (including "hacking" of other computers or websites); advertising or commercial activities; abusive or insulting communications; or any unlawful activity of any kind.
- It is the responsibility of the student and the student's parent/guardian to inform themselves as to any Board policies, available on the school system's website, that might apply to the student's use or possession of the Device and to comply with those polices at

all times including Montgomery County Schools Technology Responsible Use Policy (3225/4312/7320), the Student Code of Conduct, and other potentially applicable Board policies in the Board policy manual. The policy can be found in this handbook and on Montgomery County Schools website at www.montgomery.k12.nc.us.

- Under no circumstance will the student use the Device, or permit the Device to be used to access any networks, websites, or online resources including instant messaging ("IM"), chat rooms, or non-school social networking websites unless access has been specifically approved by MCS.
- Any attempt to circumvent content filtering, such as using anonymous proxies, is a violation of this policy.
- The student's parents/guardians are solely responsible for ensuring that the student's use of the Device to access the Internet while off campus will be safe and responsible and in compliance with all applicable laws, policies, rules, and regulations. The student and student's parent/guardian will hold MCS and its employees faultless for any harm that may come to the student or any other person as a result of the student's off-campus Internet activities.
- Should the student inadvertently gain access through the Device to any confidential information about other MCS students, including but not limited to course work or grade information, or MCS staff members, the student will immediately report the incident to the school principal or the Director of Technology and will not share the information with any other person.
- MCS reserves the right to change the terms or conditions of the student's possession or use of the Device, or to impose new restrictions on use or possession of the Device at any time.
- Any violation of the terms or conditions set forth or referenced in this document may result in the possession or use of the Device being restricted, suspended, or terminated, with or without prior notice, at the sole discretion of MCS.

Parent/Guardian Permission and Annual Fee

- An orientation session will be made available online for parents/guardians to review our policies and procedures.
- As a condition of being issued a Device for take home use, all parents / guardians must sign on the MCS online Code of Conduct. Students in grades K-2 will not take devices home.
- All students will be assessed an annual technology fee for access to digital tools, such as online subscriptions for curricular content, as well as for additional staffing for technical and instructional support and other enhancements to the MCS network.
- The annual fee for 2019-20 will be $25.00 per child for K-2 and $40.00 per child for 3-12. This is to be paid at the child's school. Parents will have the option of making a $5.00 down payment, with the remaining balance being due by the end of the school year

Issuance and Return of Device

- On the first day of school, the Device will be issued for home use. The laptop is issued to a student and the loan is recorded in TipWeb-IT software. Students are reassigned the same laptop each year while enrolled at Montgomery County Schools.

- Devices will be collected annually on or before the last day of each school year. The student's privilege to use the Device terminates on the last day of the school year, unless terminated earlier by MCS.
- Given the time required for technology staff to inspect, maintain, and upgrade Devices over the summer, penalties will be assessed for the late return of the Device at the end of the school year.
- If the student fails to return the Device by the last day of the school year, or upon the termination by MCS, the student and the student's parent/guardian will incur a late fee of $5 per day for the first 30 days, and $10 per day for the next 30 days, until the Device is returned.
- If the Device is not returned within 60 days, the student and the student's parent/guardian will be assessed the full replacement cost for the Device, which may necessitate MCS instituting legal actions against the student and/ or the student's parent/guardian.
- Students are responsible for bringing laptops to school daily. They are responsible for taking them home each day and charging the battery each night.

Terms of Laptop Loan

- Students enrolled in Montgomery County Schools will be issued a laptop/tablet after the following conditions of the loan are met: Review of Technology Handbook (mandatory)

  Technology fee for the school year is paid (mandatory)

  Parent/guardian and student must sign all online documents

Care, Maintenance and Inspections

- The student and the student's parent/guardian will comply with all the specifications in the Proper Device Care Guidelines as well as any additional rules or guidelines regarding care and maintenance of the Device, supplied by MCS as needed. Proper care of Montgomery County Schools' devices should be observed at home as well as at school.
- Under no circumstances will the student install or permit to be installed on the Device any hardware, software, drivers, or other programs or devices without the advance written approval of the Director of Technology or designee. Further, the student will not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs installed on the Device by MCS.
- The Device may be inspected at any time by MCS officials, with or without prior notice, either in person or remotely via the Internet or network connections, for purposes of maintenance and/or to monitor the student's use of the Device, including any email communications and Internet activities, to determine whether the student is complying with the terms and conditions set forth in this document.
- The student and parent/guardian acknowledge that they have no reasonable expectation of privacy to any data or information of any kind contained on the Device. The student and the student's parent/guardian further acknowledge that if any such inspection reveals evidence that the student has violated the Student Code of Conduct or any criminal law, such evidence may be used in support of a disciplinary action against the student and/or shared with law enforcement.

Loss or Damage

- The Device is a valuable piece of property that is being made available to the student by MCS for purposes of advancing the student's education.
- The student is responsible for ensuring that the Device is kept safe and secure at all times while it is in the student's possession or under the student's control.
- Under no circumstances will the student leave the Device unattended, either on or off campus, unless it is safely secured in the student's school locker or at the student's home.
- If the Device is lost or damaged, the student will immediately report the problem to a MCS teacher or administrator. If damage is caused by another student, the student must report immediately to a MCS teacher or administrator so MCS incident report can be completed and filed in the school's office.
- MCS will investigate all incidents of Devices reported as lost and may refer any such incidents to law enforcement.

Repair and Replacement Costs

- In recognition of the advantages that come from being issued a Device and the considerable expense to MCS in funding the Device program, the student and student's parent/guardian acknowledge that they must bear some risk for the possibility that the Device may be damaged, lost, or stolen.
- If for any reason the Device is damaged during the time that it is issued to the student, the student and student's parent/guardian will be assessed a fee that will be the cost of the part/parts for the repair. No labor costs will be associated with any repairs.

  Note: No fees will be charged for repair or replacement of the Device that is fully covered by a manufacturer's warranty.
- MCS reserves the right to decline to issue a replacement Device if it determines, in its sole discretion, that the risk of loss or damage to the replacement Device is unacceptable. The decision not to issue a replacement Device shall not excuse the student and his parent/guardian from any fees associated with the loss, theft, or damage of any previously-issued MCS Devices, given that those fees are intended to help offset the actual cost to MCS of repair or replacement of MCS property.
- Students may be barred from participating in extracurricular activities for failure to pay fees, including any technology fees. Seniors may also be barred from participating in graduation ceremonies until all fees are paid in full.

Theft

- If the Device has been stolen, the student and the student's parent/guardian will immediately file a report with law enforcement.
- Incidents of theft occurring off campus must be reported to the police. Incidents occurring on school grounds should be reported to the designated school resource officer.
- As soon as possible after reporting the Device stolen, the student or parent/ guardian will provide a copy of the police report to the school principal.

- MCS Devices can be easily identified and traced. Any theft, conspiracy to steal, or unauthorized sale of or conspiracy to sell a MCS-owned Device will be vigorously prosecuted to the fullest extent of the law.
- Filing a false police report is punishable by law. The district will work with local law enforcement to report all model, asset, and serial numbers of stolen or lost Devices to local pawn shops and area law enforcement agencies.
- If for any reason the Device is lost or stolen during the time that it is issued to the student, the student and the student's parent/guardian may be assessed the following fees to help offset the actual replacement costs to MCS:
- For the any devices lost, the cost will be the actual cost of replacement device at the depreciated value as determined by MCS.
- If the Device is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less.
- For purposes of this document, the replacement cost will be the actual cost to replace device
  MCS at the time of replacement of a new device in Montgomery County, North Carolina, at retail price.

Proper Device Care Guidelines

These guidelines are intended to help ensure the proper care and use of MCS-issued Devices. This document does not list all applicable rules and may be changed from time to time. In addition to following these guidelines, students are expected to use common sense and good judgment to protect their Device both on and off campus. Failure to follow these guidelines or other applicable rules may result in disciplinary action, loss of Device privileges for home use, and/or financial responsibility for loss or damage.

General Guidelines

- Although the Device is owned by Montgomery County Schools, it is your responsibility to treat with great care the Device you are issued.
- Report concerns with your Device or online issues to a teacher or the school's Digital Learning Coach.
- To reduce the risk of damage, keep your Device in the protective bag you have been issued by MCS when the Device is not in use.
- Do not use your Device for any illegal purpose or in violation of any MCS policy or procedure. Be aware that all Internet use and email are monitored.
- Do not use your Device to make, receive, or transmit any words, images, files, or other materials that are inappropriate in a public school setting.
- Do not loan your Device or its accessories to any other person.
- Do not share passwords or attempt to discover others' passwords.
- Do not download or install any programs, files, or games from the Internet or other sources onto your Device. All programs and files must be installed only at the specific direction of MCS.
- Do not delete, uninstall, or attempt to circumvent any hardware, software, drivers, filters, or other programs or devices installed on the Device by MCS.

- Do not tamper with computer hardware or software, attempt to override or bypass Internet filters, change network profiles or configurations, or "hack" or otherwise obtain unauthorized access to any network, computer, file, or program.
- Do not attempt any repair or maintenance service yourself. All repairs and maintenance must be done through an authorized Montgomery County Schools representative.

General Device Care

- Do not "decorate" your Device in any manner (e.g. stickers, markers, or paint) or otherwise scratch or in any way deface any surface of the Device.
- Do not damage or remove any factory or MCS marking or labeling on your device.
- Do not open the Device housing, as doing so may void the warranty.
- Do not eat or drink while using the Device, as liquids and other debris can damage electronic equipment.
- Do not use or leave your Device near any water source, such as a sink, bathtub, or pool.
- Do not allow pets near your Device.
- Do not use your Device around activities or in areas where it might be knocked over or damaged.
- Do not leave the Device on the floor, near table or desk edges, or in sitting areas such as couches or chairs.
- Do not leave your Device in direct sun or in temperatures of 80 degrees Fahrenheit or above or in any location that falls below 32 degrees Fahrenheit.
- Do not leave your Device unattended in a public space or in a vehicle.
- Do not check your Device as luggage at an airport or in connection with other forms of transportation.

Carrying the Device

- You will be supplied a protective bag for your Device which you must use when transporting your Device.
- Always close the lid before moving your Device, which sends the Device into standby.
- For prolonged periods of inactivity, shut down the Device completely before closing the lid. This will help to conserve the battery.

Taking Care of the Screen

- Take particular caution with the screen, which is very susceptible to damage from excessive pressure. Avoid grasping the Device by the screen with any force.
- Do not stack books or other objects on your Device since pressure can crack the screen.
- You may clean the screen as you would a camera lens or a good pair of glasses (i.e., use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses).
- Do <u>not</u> use glass cleaners, sprays, soaps, or anything else to clean your screen.

Maintaining Your Battery

- You are expected to come to school with a fully charged battery. Each night when you go to sleep, so does your Device. Plug it in for a good night's rest.
- When charging, protect the device by using a surge protector whenever possible.

- **Daily Logistics**
- During the school day, the Device should be in your immediate vicinity or in your locker.
- You remain responsible for the security of your Device during after-school activities. Keep it with you or locked in a classroom or other secure location.
- Take your Device home every night unless you have permission to leave your Device in a secure location at school.
- We all need to be conscientious of our surroundings. If you see an "unattended" Device, be a good citizen and take it to the main office.

Use of Web Tools, Email, and Publication of Digital Work

Web Tools in Montgomery County Schools

The tools that students need to use in their daily digital work are increasingly moving to the web, often referred to as "the cloud." These tools include methods for our students to create instructionally meaningful products such as multimedia posters, informational videos, interactive presentations, 3D Models, and dynamic music. Other tools allow students to collaborate with peers and teachers in real-time, reflect on their work, and publish instructional videos. Online web tools that we use in Montgomery County Schools are used strictly for educational purposes and are selected and vetted as useful instructional tools by MCS staff. Other web tools may be used as directed by the teacher.

Use of Office 365 Email Account

All students in Montgomery County Schools are provided a Microsoft Office 365 account. This account has no personally identifiable information about our students and is housed within a domain controlled by MCS. Accompanying this account is a functional email address. In MCS, this email address exists strictly for educational purposes to include emailing teachers for assistance and signing up for web tools.

MCS staff also monitors all email activity with filters in place that allow for the "flagging" of inappropriate words or phrases sent via email. Inappropriate use of email will result in disciplinary action against the student.

Your signature on the form at the back of this booklet authorizes your student(s) to utilize their Microsoft Office 365 email address to communicate within Montgomery County Schools, as well as outside of our domain, for educational purposes only.

Publication of Work

The ability to publish work online can be a transformative and powerful motivator for students in the digital age. Allowing family, friends, and others to see the digital work they have completed can help push students to take their work to new heights.

Many of the web tools available for instructional use contain the ability to publish student work to the web for others to see and experience. Keeping in mind that student safety is our number one priority; these guidelines will be in effect for all published work within MCS:

- All content must relate to the Montgomery County Schools mission and not conflict with any district rules, policies, or regulations.
- Any student work published must adhere to copyright and fair use laws.
- Students must keep their Microsoft Office 365 username and password confidential.
- Student information included in published work will be limited to: first names and last initials

  pictures and videos of students that do not include personally identifiable information (such as last names, addresses, and phone numbers)

MONTGOMERY COUNTY SCHOOLS
Life-Ready
Globally Competitive

441 Page Street • P.O. Box 427
Troy, North Carolina 27371-0427
PHONE: (910) 576-6511 • FAX: (910) 576-2044

August 5, 2019

Dear Parents,

In order to be career and college ready technical skills are a must. Technical skills and the drive to gain and improve upon those skills will shape everything in your child's future. As you know now, the plastic toys that we played with growing up does very little to engage today's children. These changes will become more evident with the passage of time. Nothing can prepare our students better for their future than access to the latest technology tools. The Montgomery County Schools Board of Education has made a commitment to making sure that all Montgomery County students have access to what they need to be prepared for a technologically driven future. However, that commitment does come at a significant cost. That cost approaches $500,000 just for the software and related infrastructure alone, and the cost of the devices adds up from there.

The goal of the technology program has always been to maintain it for the students of today and tomorrow. Fees have been charged to help offset program costs and to make sure that everyone had some level of investment in the program. Fees have also been charged for damage. As was the case last year, the annual technology fee includes insurance for all devices. This insurance will cover accidental damage. It will not cover intentional damage or lost chargers, but it will cover most anything else that could happen. Also included with this letter is a copy of the fee policy that outlines a process for fee waiver and the economic guidelines required for a fee waiver. The Board of Education realizes that a minimal cost for the program can be a hardship for some families and they want to help. Please see your child's principal if you feel you qualify for this fee waiver.

We thank you for your continued support of our technology program. We will continue to work hard to make sure all of our students are prepared for college and/or a post-secondary workforce that continues to be driven by further advances in technology.

Sincerely,

Dale Ellis, Ed. D
Superintendent

HHS 2019 Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Persons in family/household	Poverty guideline
1	$12,490
2	16,910
3	21,330
4	25,750
5	30,170
6	34,590
7	39,010
8	43,430

For families/households with more than 8 persons, add $4,420 for each additional person.

Montgomery County Schools
Student and Parent/Guardian 2019 - 2020 Signature Page

Student _____ _____
First Name **Last Name**

Parent/Guardian _____ _____
First Name **Last Name**

Parent/Guardian Email_____

Home Address_____

Phone: Home_____Work_____Cell _____

I, the parent/guardian named above, give authorization for my student to participate in the Montgomery County Schools Device Program and request for my student to be issued a Device and to be allowed to remove it from campus under the terms and conditions described in the Student and Parent/Guardian Device Agreement section of this booklet. My student has read and will comply with the guidelines and procedures outlined in the Proper Device Care Guidelines section of this booklet. Further, I have read and understand the section titled Use of Web Tools, Email, and Publication of Digital Work. I hereby authorize my child to utilize their MCS Office 365 account to register for instructional web tools, email both within and outside of our MCS domain, and publish digital work to the Internet. I understand that I may revoke this consent in writing and that, absent such written revocation, this consent will expire a full calendar year from the date I sign.

We, the student and the parent/guardian named above, have carefully read, understand, and accept the preceding terms and conditions which will govern the student's possession and use of a Device issued to the student by Montgomery County Schools. We certify that we will comply with these terms at all times while the Device is in the possession or under the control of the student.

Student Signature_____

Date_____

Parent/Guardian Signature_____

Date_____

I have read and understand the fee waiver information contained in this document. I will comply with the outlined process, if I choose to apply for the fee waiver.

_____
Parent Initials

Appendix A:

Worth Ave. Group Electronic Device Insurance Coverage
Insuring Personal Property Since 1971
Coverage for 201ϕ -20нл School Year

Montgomery County Schools

Troy, NC

Your school has chosen Worth Ave. Group to insure school-issued device given to students and faculty. Insurance with Worth Ave. Group will protect the device against an assortment of damages. This insurance policy will provide full replacement cost coverage. This policy is also transferable to a replacement unit.

Worth Ave. Group Coverage

- ⊘ Standard Wear & Tear
- ✔ Accidental Damage (Drops & Spills)
- ✔ Cracked Screen
- ✔ Liquid Submersion
- ✔ Fire, Flood & Natural Disaster
- ✔ Power Surge By Lightning
- ✔ Theft & Vandalism (with police report)
- ⊘ Manufacture Defect & Mechanical Failure
- ⊘ Cosmetic Damage
- ⊘ Unexplained Loss

Coverage Details

Device	Coverage $300.00	Deductible
Student Issued Devices		$0.00

Worth Ave. Group is affiliated with National Student Services, Inc. Since 1971, Worth Ave. Group has been the leader in providing personal property insurance designed specifically for students, faculty and staff of colleges and universities. Our expertise has now expanded to include K-12 education, businesses, and individuals. Our corporate headquarters is located in Stillwater, Oklahoma. We are licensed in all states, including Alaska and Hawaii. We are underwritten by an A.M. Best Company (Rated A - Excellent), an organization rating insurance companies based on operating performance and financial strength.

PLEASE SIGN HANDBOOK ACKNOWLEDGEMENT FORM

You may also choose from opt out choices and additional forms from the link below.

Online Forms