

Onslow County

Learning Center

Student Handbook
2025-2026



SOARING TO SUCCESS

A Message from the Director:

The goal of the OCLC is to ensure that all students assigned to our setting will emerge as responsible, productive citizens who are capable of succeeding at a traditional school campus. OCLC is dedicated to implementing a rigorous and meaningful curriculum in a safe, supportive and orderly environment.

OCLC is committed to serving students who have experienced difficulties in traditional school settings while providing the necessary learning experiences to strengthen their skills in attendance, attitude, and academics so that students can make a successful transition back to their home school setting.

We are charged by the North Carolina General Assembly and the Onslow County Board of Education to provide a safe and orderly learning environment for all students. We take this responsibility very seriously. The following policies are designed to ensure that the environment of our school is positive and encouraging to the personal development and academic growth of our students.

Felecia Shannon
Director

Mission Statement

The Onslow County Learning Center will prepare students to become responsible leaders and globally competitive in the 21st century.

Vision

Excellence in Education

General Information

The Onslow County Learning Center alternative program is provided as an option for students in grades 6-12 who have behavior management, attendance concerns, or academic performance needs which cannot be met in the traditional school setting. The purposes of the alternative program is to: (1) intervene and address problems that prevent a student from achieving success in a traditional educational setting; (2) reduce the risk of the student dropping out of school by directing resources to help the student resolve issues affecting performance at school; (3) return the student to the traditional educational setting as soon as practical with the skills necessary to succeed in that environment; and (4) preserve a safe orderly and inviting learning environment at the traditional educational setting. (*Policy Code: 3470/4305*) OCLC students participate in a Positive Behavior Support Model. This system, and the consequences of conduct infractions, will be explained to students and parents during the intake interview.

School hours are from 8:50-2:50. The Onslow County Learning Center follows the traditional Onslow County Schools student calendar.

"The willingness to accept responsibility for one's own life is the source from which self-respect springs." Joan Didion



P.O. Box 99
Jacksonville, NC 28540
(910) 455-2211 or (910) 346-6212

Dear Parents or Guardians and Staff,

We would like to let you know that Onslow County Schools uses an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds for all school facilities.

The IPM approach currently in use focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources, and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some IPM techniques we will employ include monitoring, increased sanitation, sealing entry points, physically removing the pest, and modifying storage practices.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals must be used, the school system will use the least toxic products when possible. Access to treated areas will be secured against unauthorized access for the period specified on the pesticide label. Notices will be posted at application sites and will remain there until the posted safe re-entry time is met.

For your information, we have a list of pesticides and safety data sheets that may be used in the school during the school year. This list is available online at www.onslow.k12.nc.us under Auxiliary Services/Safety and Security/documents.

You may request prior notification of specific pesticide applications made at the school. Email wayne.williams@onslow.k12.nc.us with the subject line IPM Parent Notification, to be added to the notification list. The registrants will be notified at least 72 hours before a pesticide is applied.

If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), pesticides formulated as baits or gels, and any EPA exempt pesticide. If you would like to be placed on this registry, please contact Wayne Williams IPM Specialist at 910-455-2211 ext. 20543.

Advisory

The first period of the day incorporates advisory-advised activities.

Advisory group activities include but are not limited to discussion and instruction on the following: conflict resolution, service learning, financial management, study skills, life skills/goal setting, and appropriate social behavior and relationships.

Daily Point Sheets

The daily point sheets are the foundation of the Onslow County Learning Center's positive behavior management program. The purpose of the point sheets is to allow students to both see and monitor their own academic progress and social behavior, thereby providing them with the knowledge required to make changes and adjustments either academically or behaviorally to be more successful at school. A second purpose of the point sheets is to ensure that parents are contacted daily regarding their child's progress.

At the end of each school day, students should calculate their own points for that day and should note the total number on their daily point sheet and on their daily point sheet graph. It is important to the student's personal growth that they calculate their own points and document those points on a daily point sheet graph.

Attendance

Students returning to school after an absence must bring a written note that is dated and signed by parent or guardian. This note must contain the reason for the absence and the exact date(s) of the absences. If a student fails to bring in a note, an unexcused absence will be given until a note is brought in. The primary responsibility for good attendance lies with the parents and guardians of students. Parents and guardians of students between the ages of 7 and 16 are legally responsible for their children attending school. Parents/guardians who do not enforce school attendance of their children will be reported to the appropriate authorities.

In accordance with the rules and regulations of the North Carolina State Board of Education, the following conditions are valid reasons for student absences:

- Illness or injury which prevents the student from being physically able to attend school.
- Death in the immediate family (immediate family of a student includes but is not limited to parents, grandparents, brothers, and sisters).
- Medical or dental appointments.
- Court or administrative proceedings when the student is a party to the action or under subpoena as a witness.

Students are responsible for all work missed when absent. Immediately upon returning to school, a student must make arrangements with each of his/her teachers to make up all missed assignments and tests within five (5) school days. Parents/guardians will receive a written warning if their child has missed 10 days during a semester. Attendance letters will be sent out from the student's traditional school.

Students who arrive at school after the school day has begun must sign in at the school office. No student may be dropped off before 8:45 a.m. or picked up after 3:15 p.m. Students who leave before the official school day concludes must have a parent or guardian sign them out at the school office.

Students who are 18 years of age or older have the option of signing in/out the front office and may leave campus.

Affection

Social development between boys and girls is very important; however, it is not an integral part of our educational process. Students are expected to conduct themselves in a manner appropriate for young ladies and gentlemen. **Physical contact between students is prohibited** and will result in consequences. Physical contact includes but is not limited to: hugging, kissing, handshaking, slap-boxing, bumping into another student, arm over another students' shoulder or any other type of contact whether it be welcomed or unwelcome. OCLC adheres to a "Hands Off" policy.

Arson

The use of any material intended or reasonably likely to result in a fire on school property is prohibited unless specifically authorized by school officials. This includes cigarette lighters and other objects with potentially explosive properties.

Assaults, Threatening Acts, Threats, and Hazing

According to the Onslow County Schools Board of Education *Policy Code: 4331*: The board will not tolerate assaults, threatening actions, bullying or hazing by any student. Acts of retaliation for reporting violations of this policy are prohibited.

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. Any student exhibiting such behavior will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. Violations of this policy code may result in suspension and/or a charge of disorderly conduct.

A student who is attacked may use reasonable force in self-defense but **only** to the extent to free himself/herself from the attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight. Self-defense should only be used by a student to free themselves from a physical altercation when they are blocked from moving forward, backwards or side to side.

Students are prohibited from directing toward any other person any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence or disruption. Hazing is prohibited. No student or group of students shall subject another student to physical injury as part of an initiation, or as a prerequisite to membership into any school group, athletic team, or other similar groups.

**“I am a unique creature of nature. I am rare, and there is value in all rarity;
therefore, I am valuable.”** OG Mandino

Prohibition against Discrimination, Bullying, and Harassment *policy 1701/4021/7230*

The board believes that all employees and students should be free of unlawful discrimination, bullying, and harassment, as a part of a safe, orderly and inviting working and learning environment. The board commits itself to non-discrimination, bullying, or harassment, including based on race, color, national origin, sex, pregnancy, religion, age or disability. The board also prohibits retaliation against an employee or student who has exercised any rights

made available through state or federal law. Any violation of this policy is considered a serious violation and appropriate action will be taken in response to a violation.

The term “bullying” is defined as deliberate verbal, nonverbal and/or physical abuse of a student by one or more students. In the state of North Carolina bullying is considered a felony. Bullying often involves three people: the bully, a bystander, and the target. A bystander is someone who stands by and does nothing to stop or report the bullying incident. This person can be held accountable in some bullying situations. Violations may result in suspension and or charges through the judicial system. Examples of bullying include but are not limited to: 1) making fun of or teasing another student due to their physical appearance, educational ability or actions. 2) Instigating a physical or verbal altercation between other students. 3) Use of negative or disrespectful comments to belittle another student. 4) Cyber bullying.

School Meal Prices

Lunch	
Student, Full Paying	\$2.50
Student, Reduced	\$0.40
Breakfast	
Student, Full Paying	\$1.25
Student, Reduced	Free
Adult	Al la cart pricing

LUNCH/MEALS (OCS Policy 6200, 6225, 6230)

Onslow County Schools provides nutritious breakfast and lunch meals designed to meet the USDA federal guidelines and nutrition standards for school meals. These guidelines limit the amount of fat, sodium, and sugar in meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Well-balanced breakfasts and lunches contribute to the success in the classroom and students’ academic performance. Menus are available on the Onslow County Schools website at www.onslow.k12.nc.us and in local media.

Meal prices are \$1.25 for breakfast and \$2.50 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is \$.40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase. Parents/Guardians may request restrictions for students with a written note sent to the cafeteria. Students in grades K-8 with no money will be fed and charged for a meal only. **NO** a la carte items will be charged. **Families are responsible for all meal costs for food eaten by the student until the new meal application has been approved and any charges accrued until that approval.**

Payment for purchases in the cafeteria may be made by cash or check to the school cafeteria. Please do not send money to the school office. Other methods of payment are debit/credit card online at www.k12paymentcenter.com .

Meal applications for free or reduced meals can be found online at www.lunchapplication.com. This is the quickest method. **Only one application per household** should be completed. Return meal applications to the school cafeteria or the school nutrition central office. If you do not

receive notification for **all (each individual child)** students in the household, please notify the school nutrition central office immediately.



Facts About School Lunches

Cafeteria/Food Service

The Onslow County Learning Center lunch program is facilitated through Sandridge Elementary. All fees will be billed from the Sandridge Elementary School cafeteria staff and **all fees should be paid to (Sandridge Elementary School)**. Fees can be collected at OCLC; however, they will be forwarded to Swansboro High School.

Students will be offered an application for free or reduced lunch during the intake meeting. Students who begin the school year at OCLC will be given an application on the first day of school. Students who have been receiving free or reduced meals at their traditional school **must** have an approved application on file at the central office in order to continue that status at OCLC. If students do not have an application on file, a blank application will be provided. It is the responsibility of the parent to complete the form in a timely manner.

The cost of meals will be according to the guidelines established by the Onslow County Schools Board of Education. Students on free or reduced lunch must pay for additional meals or food items at the time of the order.

A student may bring a bag lunch from home and eat it in the cafeteria. Bagged lunches can only consist of a homemade sandwich(s) and or hand-held fruit or vegetables. Food items from restaurants such as: Subway, McDonalds, Burger King, etc. are prohibited. If a student does bring these food items to school, it will be confiscated and the student will be responsible for paying for a school lunch. Lunches from home must be turned in to the cafeteria upon arrival to school. Any type of snack/junk food item is prohibited. Items such as cookies, chips, candy, gum, and/or cakes can cause extreme disruptions. Beverages from outside the school cafeteria are prohibited on campus and school buses. **No beverages of any kind** are allowed to be transported to the school, on the school bus, nor are they allowed on campus. Snack/junk food items as well as outside beverages will be confiscated and thrown away. Students may purchase milk by the carton at breakfast or lunch. No food items should be taken out of the cafeteria or away from the outside eating area after breakfasts and lunches have been concluded. If food items are taken from the cafeteria or picnic area to other location on campus they will be confiscated. A student that frequently disregards this rule will be given a consequence.

If a student does not want to eat their lunch or portions of their lunch, they are prohibited from giving any portion of it to another student. This will limit the potential opportunity for students to bully/or be bullied for food.

The cafeteria, like all other school locations, has specific social behavior expectations. To avoid inappropriate social behavior, students should follow proper posted cafeteria procedures.

Money/Student Arrivals

OCLC students are not permitted to carry money on campus. The sole purpose of any money brought on campus is to fund students' cafeteria meals. As students arrive on campus, they must report to the cafeteria to be accountable

for attendance. At that time, money should be given to the cafeteria assistant to be placed on the student's lunch account. If a student arrives after classes have started, they are to sign-in at the front office and any money should be given to the secretary to be placed on the student's lunch account. If any money is confiscated during the school day, it will be placed on the student's lunch account.

The sale or Exchange of Items

Students should not bring items in an attempt to sell, exchange or give to other students or staff members on campus. This includes items being sold as fundraisers for other activities. If students bring personal items and attempt to sell them on campus they will be confiscated and must be picked up by a parent or guardian.

Code of Conduct

The Onslow County Learning Center participates in a Positive Behavior Management system. There are six basic school rules: Follow Directions, Be Courteous, Respect Space, Respect Property, Stay on Task, and Manage Time. Each teacher further defines how these school rules look in that particular classroom. For example, Respect for Space may be different in a physical education class than in a math classroom or a computer lab. In a civil society all members must abide by the common laws. To ensure that our school is both safe and civil, all staff and students are expected to follow the Code of Conduct. Students and parents are provided daily feedback by the OCLC staff regarding a student's application of the rules through their Daily Performance Balance Sheet (Point Sheet). Behavior goals are part of the student's Exit Goals. Students are informed of these expectations at the intake meeting.

Computer Use

Computers are provided as a learning tool. Students are expected to abide by the generally accepted rules of network etiquette while using a computer. They may not send or display offensive or vulgar messages or pictures; use obscene language; harass or attack others; damage computers or software; violate copyright laws; use another person's ID or password; use data in folders or work files from another student; waste resources (mass e-mail messages, storing files on servers without permission) or use the school network for commercial purposes. School computers available to students are not to be used for personal email, instant messaging or any social networking sites to include but not limited to: Twitter, Facebook and Instagram. Violation of these guidelines may result in disciplinary action including loss of hardware/software/internet use. If a student's assignment is to be completed on the computer and they have lost their computer privileges they will be required to complete a paper/pencil alternative assignment.

Consequences: Violation of the Onslow County Schools Board of Education Policy Code 4331 may result in loss of computer access privilege and/or long or short-term suspension. In addition, students participating in such activities may be referred to the school resource officer.

Curriculum

When a student is assigned to an alternative placement during the school year, every effort will be made to maintain the student's pre-assignment schedule. In cases where the student is unable to continue with coursework their parents will be notified. The Onslow County Learning Center operates on a standard four block schedule. In some cases, middle school courses are split during a one block time period. Course credit is awarded by the referring school based on the work completed at the Onslow County Learning Center. Instructional methods/modes include but are not limited to the following:

- Direct instruction
- North Carolina Virtual Public Schools
- APEX Learning software and other software/web-based programs

- Referral school coursework (45-day placements)
- Individualized instruction to the greatest extent possible
- Recovery Credit

Recovery credit courses follow established Onslow County Schools recovery credit procedures. The Onslow County Learning Center offers recovery credit courses provided a student has met the criteria for recovery credit.

Discipline/ Student Behavior (Policy 4300)

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

Acceptable behavior is essential to the development of responsible and self-disciplined citizens and to the provision of an effective school program. The board and staff of the school system shall help students achieve maximum development of individual knowledge, skills, and competence and to learn behavior patterns which will enable them to be responsible contributing members of society.

All professional staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere. Students are expected and required to act with due regard for the supervisory authority vested by the board in its employees, to respect the rights of other students, and to protect school property.

This policy shall apply to all students in the system before, during and after school hours, at school in any school building and on any school premises; on any school owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function; during any period of time when students are subject to the authority of school personnel; and at any time when the students behavior has a direct and immediate effect on the maintaining of order and discipline and protecting the safety and welfare of students and staff.

This policy is not intended to restrict in any way the authority of principals or teachers or directors to make such rules, not consistent with this policy, as they are authorized by law to make for the operation of their respective schools or classes. The Board encourages and supports the right of principals and directors to employ a variety of disciplinary actions which may include but are not limited to out-of-school suspension, suspension from school events and activities, after school detention, and out-of-school suspension.

Any student who refuses to comply with reasonable regulations, rules or directives imposed by any principal, director, assistant principal, assistant director, teacher, or authorized school employee shall be held in violation of this code of conduct.

It shall be the responsibility of the principal to investigate fully the cases of students appropriately referred to his/her office for behavior and to determine what if any disciplinary action is warranted. The teacher shall have the responsibility and authority to discipline students, except in those cases requiring the attention of the principal. In-school suspension, out-of-school suspension, campus work, and detention are all acceptable forms of discipline in the North Carolina public schools.

"I will refuse to dance to the pressure to be or to do or to prove something in order to win someone's love or acceptance." Lance Wubbels

Discipline Regulations and Policies

Further clarification can be found in the Onslow County School's *Student Discipline Policies* and *School Bus Safety Regulations Handbook*. Principals and Directors are responsible for discipline of students in school, including suspension or expulsion. Teachers are expected to maintain order and are required to report serious misconduct.

While school administration handles misbehavior, he/she must report crimes to law officials, who are then authorized to take appropriate action, including arrest. Public school is a social setting and students should behave in a socially appropriate manner. Students and parents/guardians should also be aware of the North Carolina State Statute 14-288.4 *Disorderly Conduct*:

(a) **Disorderly Conduct** is a public disturbance intentionally caused by any person who:

- **Engages in fighting** or other violent conduct; or
- **Makes or uses an utterance, gesture, display or abusive language which is intended and plainly likely to provoke** violent retaliation and thereby cause a breach of peace; or
- **Refuses to vacate** any building or facility of any public or private educational institution; or
- Takes possession of, exercises control over, or seizes any building or facility of any public educational institution without specific authority of the chief administrator or representative; or
- **Disrupts, disturbs or interferes with the teaching of students** at any public or private educational institution or engages in conduct which disturbs the peace, order or discipline at any public or private educational institution or on the grounds adjacent thereto.

Student Personal Items

The **ONLY** items a student can carry are ear buds for classroom instructional technology use. Students are not allowed to carry anything else on their person around campus. This includes but is not limited to: food, gum, Chap Stick/ lip stick, combs, brushes, body spray/perfumes, feminine items, cafeteria items, Spinners etc. If anything is found on a student (with the exception of ear buds/headphones) it will be confiscated and thrown away.

“Mistakes build character, and character takes you places money can’t.”

Dress Code

The purpose of the dress code is not to inhibit personal taste in attire, but rather to better facilitate the educational processes by preventing disruption, avoiding safety hazards and by generating a positive learning environment.

The parent assumes responsibility for their child’s appearance at school. Therefore, if a student arrives dressed inappropriately, parents will be expected to bring appropriate clothing to school. In the event parents cannot be reached, the school will provide clean, used clothing for the student to wear for the remainder of the day. Refusal to comply with dress code guidelines may result in disciplinary action.

A. Shirts and Blouses

1. All shirts must be tucked into bottom wear (pants/trousers/capris/blue jeans) **at all times**. Female shirts designed to be tied at the end and worn out are **NOT** allowed.
2. All shirts must be buttoned to an appropriate level so that no excessive skin or cleavage is shown.
3. Baggy/oversized shirts and blouses are not permitted.
4. See-through shirts must have a camisole or shirt underneath and NO part of the bra or bra straps should be visible.

B. Bottom Wear

1. Boys may wear shorts below the knee, pants, or blue jeans.
2. Girls may wear shorts, skirts and dresses that fall below the knee; also pants, Capri’s, or blue jeans.
3. Baggy/oversized pants are not permitted.

4. All bottom wear must be worn at waist-level. **Sagging is prohibited.**
5. Joggers style pants are not allowed.
6. A belt must be worn with bottom wear and the bottom wear must have belt loops.
7. Shirts and blouses **MUST** be tucked inside the student's bottom wear.
8. Holes/tears in shirts/blouses, bottom wear, or any attire must be worn with clothing underneath so that **NO** skin is showing or revealed. If any skin is showing, students will be given tape to place over the tear/holes.

C. Sweaters, Sweatshirts, and Undershirts

1. Sweaters, sweatshirts, and vests may be worn.
2. Sweaters and sweatshirts must be worn no more than two (2) – three (3) inches below the waist and are not to be folded or tucked underneath.
3. Baggy/oversized sweaters, sweatshirts and vests are not permitted.

D. Jackets/Coats/Hoodies

1. Jackets and hoodies must be appropriately sized and may not be baggy or oversized.

E. Shoes

1. Spiked heels are prohibited.
2. Bedroom shoes and shower shoes are prohibited.
3. Shoes must be tied and properly fastened at all times.
4. Oversized shoes are not authorized.
5. Slides are permitted as long as they have socks

F. Headwear

1. **Headwear may not be worn at all.** This includes, but is not limited to: bandanas, rags, headbands, scarves, hair nets, hats, combs, etc.
2. No unusual or disruptive hair cuts or styles (examples are: spiked hair, outlandish color choices, or Mohawks).

ALL CLOTHING, TO INCLUDE SHOES, MUST BE THE APPROPRIATE SIZE FOR THE STUDENT. For example, the waist of the bottom wear should not be bunched or overlapped when a belt is worn. The length of the crotch should be in close proximity of one's crotch.

- No clothing with discriminatory or racially offensive language or symbols; with vulgar inscriptions, expressions or graphics; or advertising alcohol/drug or tobacco products.
- No jewelry that is excessively larger than 2 inches, sharp or pointed, or contains discriminatory or racially offensive language or symbols; with vulgar inscriptions, expressions or graphics; or advertising alcohol/drug or tobacco products.
- No wallet chains or free-swinging chains on clothing.
- No midriff outfits, bare-back, see-through, clothing, including clothing worn to reveal cleavage, or bare skin between the upper chest and below the knee. (These items may not be worn even if covered by a jacket.)
- No tight or form fitting clothing (including tank tops or muscle shirts).
- No vulgar or sexually explicit visible tattoos. Gang related tattoos must be covered.

Drivers Education

OCLC does not have a driver's education program. Students may only take driver's education on a traditional school campus with prior principal approval. OCLC will not accommodate transportation drop-off location changes due to driver's education attendance. Parents and students need to be aware of the State Law that requires students to pass three out of four subjects per semester to retain their driving privilege.

Electronic Devices

All electronic devices are prohibited on campus. Electronic games, iPods, cameras, cell phones, laser pointers, and any other type of electronic equipment are not allowed on school grounds. With the exception of the students utilizing 1:1 Laptops district wide initiatives. Violation of this rule will result in confiscation of the item. Consequences are given per student not per electronic item.

First offense Taken by administration and returned to parent

Second offense Taken by administration and returned to the parent at the end of the school year

Due to extended bus rides, students are allowed to have MP3 players only while being transported to and from school on the school bus. However, the device is **NOT** allowed on campus. It **MUST** be given to the bus driver upon arrival to school **before** getting off the bus. If the student forgets to give the music device to their bus driver it will be confiscated.

Exit Goals

Exit Goals focus on the following areas: Academic Goals, Behavior Goals, and Attendance Goals. Goals may be identified in other areas as agreed upon by participants. Exit Criteria refers to the minimum length of stay. The minimum length of stay is dependent upon referral factors and is generally dictated by the referring principal. It should be noted that once a student is enrolled in the alternative program, considerations are given to parents who request that their child be allowed to remain because of improved behavior or academic success once goals are achieved. However, the mandate to return a student to a traditional educational setting should always be the overshadowing and foundational goal.



Field Trips/Service -Learning Projects

Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction. Field trips, therefore, become an integral part of the curriculum and are as essential to the instructional process as textbooks, equipment, and other instructional devices and teaching/ learning strategies. They allow students to learn what might not be learned within the classroom. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their intelligence in ways different from those typically available inside the classroom.

"Nothing is more powerful and liberating than knowledge." William H. Gray III

While most field trips are directly related to specific academic curricula, they also may address the need for intra/interpersonal growth in children and thus may be designed to promote social and emotional development and to provide development of the "whole" child. In addition to field trips, research indicates that at-risk students who participate in service-learning projects show improvement in both academic and social development. Therefore, students at the Onslow County Learning Center may participate in a variety of field trips and service-learning projects during the course of the school year.

Fighting

Fighting is the act of two or more persons involved in the physical conflicts such as hitting or kicking another person; "slap-boxing" or other types of contact games not part of the classroom curriculum that involve physical contact are, for school purposes, considered fighting. A student who is attacked may use reasonable force in self-

defense but only to the extent to free himself/herself from the attack and notify the proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight. The goal of self-defense in physical conflicts should be to move away from the aggressor. Any student who engages in a fight or who is determined to have either provoked it or who could have reasonably prevented it from happening may be suspended. Fighting is unlawful on public property and may result in criminal prosecution. During altercations, if students are asked to disperse and they do not, they may be disciplined for refusal to follow directions.

Following Directions

Student shall comply with all appropriate or reasonable directions the director, teachers, School Resource Officer, substitute teachers, teacher assistants, student teachers, bus drivers, and all other school personnel who are authorized to give such directions during any period when they are subject to the authority of such school personnel. The refusal to follow a reasonable directive of a school personnel or administrators will be considered disobedience and may result in disciplinary action. The degree of disobedience will determine the seriousness of the consequences. Consequences include but are not limited to loss of points on point sheet, letters of apology, campus work, physical exercise, in-school-suspension, or out-of school suspension.

Grading

The Onslow County Learning Center follows the Onslow County Schools grading policies.

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59

With the exception of the year-end report cards, report cards and progress reports will be sent home with the student on the designated district appointed reporting calendar day. The students' home school will mail out year-end report cards at the end of the school year. Any questions or concerns about a student's academic progress while in attendance at OCLC should be addressed at OCLC.

Hallways

Students are expected to move within the school hallways in a socially appropriate manner and refrain from disrupting the educational environment.

Intoxicants-Drugs

Students are prohibited from bringing on the school bus, on the school premises, or to a school function away from our campus an intoxicant or narcotic drug. If prescribed by a physician, a parent/guardian must bring the medicine to the school office and the parent/guardian must complete Permission for Prescription Medication to Be Given During School hours. Each pupil is specifically prohibited from boarding a school bus, coming on school premises or attending a school function away from the school while under the influence of any narcotic drug not prescribed by a physician or intoxicants of any kind. Violation of this rule may result in suspension or, long-term suspension and notification to the School Resource Officer.

Any student who has been charged with the felonious possession, selling of narcotics, or any other such serious violation of the criminal law while off the school grounds may be expelled from school by the principal upon the approval of the superintendent when it is necessary to protect the other students or avoid substantial disruption to school operations, and when the continued presence of the student endangers other students or would substantially disrupt school operations.

Medication

Students who take medication during the school day MUST turn the medication into the school office along with a doctor's note stating exact dosage and the exact time(s) medication should be taken. The medication must be in its original container with the pharmacist's label intact. **Non-prescription drugs such as aspirin, cough medicine, eye drops, ear drops, etc. are included in this policy.** The school office or any staff member cannot provide any medication to students. All prescription medications must be provided by the student. Medication permission slips are included in the student's intake packet and should be completed at the time of the intake interview, with necessary signatures required for school records. Additional medication permission slips can be picked up from the school office. **Students who have other medical issues requiring specialized privileges, must have medical verification.**

The *only* medication (prescription or over the counter) that students are allowed to carry and self-administer are certain emergency medicines (i.e. asthma inhalers, Epipens) that the child's physician deems necessary to be kept with the student at all times. In addition,

- For safety reasons, since the student is carrying medication, the school must have a "Permission for Medication" form on file that has been completed by the parents and physician and is signed by the school nurse. Forms may be obtained from the school office.
- The medicine must be labeled with the student's name and directions for use.
- The student agrees to only take the medicine as directed and to not share it with other students.

All other medications (prescription or over the counter) that a child's physician says *must* be taken during school hours will be administered in the office by the school nurse or trained staff person. In addition:

- The parent/guardian may pick up a "Permission for Medication" form from the school office. After the form is completed by the parent and physician, the parent should bring the form and the medicine to the school for review by the school nurse.
- This medicine will be kept locked in the front office for the duration of time needed. The parents must pick up any remaining medicine.
- Prescription medicine must be in a correctly labeled pharmacy bottle.
- Over-the-counter medicine, such as Tylenol, must be in the original *unopened* bottle.
- If medication is taken during the instructional period, the student will need a pass from the teacher to go to the office.
- **Any change in dosage, time to be given, or other changes will require a new form signed by the doctor.**

Medication permission slips are included in the student's intake packet and should be completed at the time of the intake interview, with necessary signatures required for school records. If no "Permission for Medication" form is on file, the parent/guardian must come to the school and personally administer any medication needed during school hours.



Parent-Teacher Conferences

Parent-teacher conferences may be scheduled Monday through Wednesday and Friday from 7:30-8:30 and 3:00-4:00. Please call the school office to schedule an appointment in advance. Parents/guardians who wish to discuss a student's progress should request a meeting in advance to be held outside regular school hours. (Subject to change)

Profanity/Derogatory Comments/Racial Slurs/Disparaging Remarks

Remarks aimed at bullying, intimidation, and/or harassment will not be tolerated in the school environment. Verbal abuse is language intended to demean a person's race, religion, sex, national origin, or disability, or using sexually offensive or degrading language. Use of this inappropriate language in the presence of the teacher may result in a three days out-of-school suspension; use of this language directed at a staff member may result in a minimum of five

days out-of-school suspension. Students who are disrespectful or rude to school staff members may be suspended out-of-school for up to 10 days depending on the severity of the action. The degree of disobedience will determine the seriousness of the consequences. Consequences include but are not limited to: loss of points, letters of apology, campus work, physical exercise, in-school-suspension, or out-of school suspension.

"Always will I dig for reasons to applaud; never will I scratch for excuses to gossip." OG Mandino

Property

Staff members' work areas are off limits for students. For instance, students should not be allowed in the teachers' lounge unless accompanied by an adult, and students should not be allowed to sit behind the teachers' desk. Students should respect all school property and handle it as it is designed to be used.

Safety

Various safety drills are held, in accordance with state regulations, as required. A continuous ringing of the bell and emergency systems will signify a school fire drill. Students will line up in an orderly fashion while exiting the school building. Students are to be at least 100 feet from the building.

Skipping School and Classes

Skipping will subject a student to in-school suspension. Habitual skipping may result in out-of-school suspension and/or referral to the school social worker.

Student Behavior

It is crucial that everyone works together to keep our campus safe and orderly. Any student reported by a staff member for inappropriate behavior can expect disciplinary action to be taken. Parents/guardians will be informed of such action.

Student Searches

Students and their personal effects may be searched if a school authority has reason to believe they may possess illegal, stolen or unauthorized materials. A pat down search may be conducted in private by a school official of the same sex with an adult witness of the same sex present. Random, unannounced searches may be conducted at OCLC. These searches will conform to established guidelines and may include the use of metal detectors. Searches may be conducted by all school personnel including school bus drivers.

Telephone

As a general rule, calls home will be made through the school Secretary only to a parent, guardian or person(s) listed on school contact forms. **Students are not allowed to bring cell phones on the school bus or on school grounds.** Consequences for violation of this policy are as follows: First offense, the cell phone will be taken by administration and returned to parent; Second offense, cell phone will be taken by administration and returned to the parent at the end of the school year (even if the student drops out for the current semester).

Tobacco

Possession or use of tobacco products including vaping is not allowed on school property by either students or adults. If a student has a tobacco product in his or her hand, pocket or purse, he or she will be considered to be using a tobacco product. School buses are considered part of the school campus. Any student who possesses or uses a tobacco product on a bus can expect to be disciplined and may also lose his/her riding privileges. Electronic cigarettes are also banned on all Onslow County Schools campuses.

"The best day of your life is the one on which you decide your life is your own.

No apologies or excuses,
No one to lean on, rely on, or blame.
The gift is **yours** - it is an amazing journey.
You alone are responsible
for the quality of it.
This is the day **your** life really begins.”

Bob Moawad

State Testing

Students at the Onslow County Learning Center participate in all North Carolina State mandated testing. There are testing accommodations available for some children with disabilities and some students who speak English as a second language. The need for accommodation must be documented in the student’s Individual Education Program (IEP), LEP Plan, or Section 504 Plan.

“Do the best you can until you know better, then when you know better DO BETTER.”

Maya Angelou



Transportation

The Onslow County Learning Center provides transportation to school according to the Onslow County Schools Bus Policy. Bus stops and routes are assigned by the OCLC Bus Transportation Coordinator and are arranged to pick up each student as close to their home as possible while also ensuring efficient use of school assets.

Bus pick-up and drop-off locations and assignments will only be changed on a permanent basis (**NO ONE DAY CHANGES WILL BE HONORED**). To change bus assignments the parents or guardians must go the student’s home school and submit the required proof of residency and complete all required paperwork. OCLC administration has to be officially notified by the home school that the parent / guardian has completed all of the required paperwork and provided sufficient proof of residency before the student’s stop will be changed.

Due to the size of the bus service areas, the bus ride to and from school may be lengthy. In addition, scheduled pickup times will change as needed to accommodate the enrollment fluctuation of new students and returning students. Riding a school bus is a privilege. Students need to be at their assigned bus stop waiting when the bus to arrive. Students are required to be at the bus stop 10 minutes before their assigned pickup time. The bus drivers are not required to blow the horn for students to come out. **The drivers have been instructed to leave students who are not at the bus stop on time.** Once transportation has been established for students, be assured that the bus route will take place on all student school days. If there is a mandated school delay, the bus route pick-up and drop off time will be adjusted to the delayed times. If there are unforeseen circumstances that prohibited the bus from

arriving at the scheduled time (such as accidents or temporary road closure) it is recommended that students wait until the bus arrives or if possible, have a parent or guardian call the Bus Transportation Coordinator at (910-989-2032).

Student safety is of the utmost concern; therefore, it is extremely important that students behave appropriately while being transported to and from school. Bus safety rules are outlined on page 18. Please go over these rules with your students to ensure that they fully understand what is expected of them while being transported to and from school. Students will be held accountable for knowing and adhering to all the bus safety rules upon boarding the bus.

Please note that when students are suspended from the bus but not from school, they are expected to attend school. Suspension from the school bus is not a valid excuse for student absence and will be recorded as an unexcused absence and will be subject to action taken by a school social worker.

Vehicles on Campus

The following rules apply to all vehicles on campus.

- Students are not allowed to transport themselves to and from campus.
- Only parents, guardians, or designated emergency contacts may transport students to and/or from OCLC.
- Anyone who transports a student to and/or from campus must be at least 21 years of age and must sign that student in and out on the designated “sign-in/sign out” sheets.
- Any vehicle on campus is subject to patrols and random inspections as outlined in the *Onslow County School’s Student Handbook*.



“It’s better to look ahead and prepare than to look back and regret.”
Jackie Joyner-Kersee

Onslow County School Bus Safety Rules

- Obey the Bus Driver **at all times**.
- The following items are prohibited: cell phones, CD players, radios, back packs, games, hats, food, drinks or school supplies.
- No fighting, profanity, or loud rude noises. Keep your hands, feet, and all body parts to yourself at all times.
- No eating, drinking, chewing gum, tobacco or vaping.
- All students must remain seated with feet flat on the floor while the bus is in motion. Always sit up, **NO** lying down sleeping.
- No body parts outside the windows.
- Students will not damage or vandalize any part of the bus.
- Aisles and emergency exits must be kept clear at all times. Emergency exits are only used during emergencies.

*All bus misconduct will be evaluated on a case-by-case basis after an investigation by administration. Depending upon the severity of the incident, suspension may be issued regardless of the sequence or frequency of the behavior.

*All rule violations are cumulative for the school year. A series of minor infractions will result in serious consequences.

*Continued disorderly conduct on the bus, fighting, possession of weapons, prohibited items, possession of controlled substances or alcohol will be reported to the School Resource Officer for action.

*A total loss of bus transportation can occur if habitual misbehavior and conduct persists.

Please note:

No parent, guardian, or designated emergency contact should transport any other OCLC student without

PRIOR WRITTEN PERMISSION from the student's parent or guardian that has been submitted to and **verified by the office.**

Visitors

All visitors must report to the main office. Parents/guardians must sign their child in and out on the designated sheet. Only custodial parents are allowed visitation, unless prior arrangements have been made by the custodial parent. However, the school must be notified in advance of any visit. No students visiting students are allowed on campus. Anyone who disrupts school operations, damages school property, or poses a risk to the students, staff, or the school may be asked to leave school property. In extreme cases the principal or director has the authority to ban someone from school property or activities.

Videotapes

The Onslow County Learning Center uses video cameras throughout school campus. **Only the administration and school personnel are authorized to view the videotapes without a court order or subpoena.** The information and images contained on videotapes are not directory information as classified by the Onslow County Board of Education policy and the Family Education Rights and Privacy Act (FERPA).

Volunteers

Volunteers are an important part of all school programs. Parents are welcome to contact the school counselor regarding volunteer opportunities. Volunteers must be finger-printed and sign a volunteer contract prior to service.

Weapon

Each student is specifically prohibited from bringing or having in his/her possession a device, instrument or object which can reasonably be considered a weapon on a school bus, school premises or to a school function away from school. The punishment will be a suspension from school for up to 10 days and may result in long-term suspension. Criminal prosecution may occur.

Any explosive device, including fireworks are considered to be weapons and should not be brought on campus, on buses, or at any school activity. Offenders will be suspended for up to 10 days out-of-school suspension and may result in long-term suspension. Criminal prosecution may occur.



Weather Related Events

In the event of bad weather, students should listen to the local radio, television stations, and check the school website for school news. In the case of delayed opening, the buses will automatically run in accordance with delayed time.



EAGLES

Orderly Actions

Consideration for Others

Lead by a Positive Example

Care for Yourself and Others

School Wide Expectations	Classroom Expectations	Transition Expectations	Bus Expectations
Orderly Actions	Get/Leave designated class supplies. Use restroom in between classes.	Refrain from horseplay Be on time to class Do not congregate	Obey all safety rules. Sit properly and stay in assigned seat. Depart on your designated drop off.
Consideration for Others	Use appropriate and non-offensive language. No profanity!	Respect Hands Off Policy.	Maintain appropriate noise level. Be aware of personal space.
Lead by Positive Example	Be ready to provide point at all times. Remain in dress code.	Arrive to class on time.	Listen and follow directions from the bus driver and monitor
Care for Yourself and Others	Ask for student statics. Keep noise level low. Be helpful to classmates.	Use the restroom quickly so that others will have an opportunity to go between classes.	

Appendices

Onslow County Board of Education Policies attached:

- 3470/4305: Alternative Programs (Revised)
- 4300: Student Behavior Policies
- 4301: Authority of School Personnel
- 4310: Integrity and Civility
- 4315: Disruptive Behavior
- 4316: Conduct on a School Vehicle
- 4320: Tobacco Products
- 4325: Drug and Alcohol
- 4330: Theft, Trespass and Damage to Property
- 4331: Assaults, Threatening Acts, and Hazing
- 4333: Weapons, Bomb, Biological, or Chemical Threats
And Clear Threats to Safety
- 4335: Criminal Behavior
- 1710/4021/7230: Prohibition Against Discrimination, Bullying and
Harassment

ALTERNATIVE PROGRAMS Policy Code: 3470/4305

A. PURPOSES

B. ALTERNATIVE LEARNING PROGRAMS

The alternative learning program should be developed to reflect the purposes as described above. The educational program is expected to meet all board policy and state requirements. In addition, the educational program and supporting services should be designed to facilitate the transition of the student back into the regular educational setting.

Staff of the alternative program should receive training to assist them in successfully meeting their requirements.

The alternative program is required to develop a behavior management plan, a parental involvement plan in accordance with board policy and a conflict resolution plan, as provided in board policy 3431, Conflict Resolution. In developing these plans, the board encourages the director and staff to review successful alternative education programs and use resources made available by the superintendent or designee.

The superintendent and board will review these plans in accordance with board policy. While providing flexibility at the alternative learning center(s) to develop the plans, the superintendent and board will not approve any plans that are not reasonably likely to meet the purpose of the alternative program.

Policy Code: 3470/4305

ONSLow COUNTY BOARD OF EDUCATION POLICY MANUAL Page 2 of 5

C. TRANSFER TO ALTERNATIVE PROGRAMS

Students generally are assigned to a school based upon attendance area. However, as provided by law, the board may assign any student to a school outside the attendance area in order for the student to attend a specialized school or for any reason the board, in its Policy Code: 3470/4305

ONSLow COUNTY BOARD OF EDUCATION POLICY MANUAL Page 2 of 5

sole discretion, deems sufficient.

Students may be transferred to the alternative program on a voluntary or involuntary basis or as an alternative to out-of-school suspension or expulsion. The processes for transfer are provided below.

1. Responsibilities of Referring School Staff

In addition to any other procedures required by this policy, prior to referring a student to the alternative program, the principal of the referring school must:

- a. document the procedures that were used to identify the student as being at risk of academic failure or as being disruptive or disorderly;
- b. provide the reasons for referring the student to an alternative program; and
- c. provide to the alternative program all relevant student records, including anecdotal information.

2. Responsibilities of Alternative Staff

In addition to any other procedures required by this policy, once a student is placed in an alternative program, the appropriate staff of the alternative program must meet to review the records and other documentation forwarded by the referring school. Based upon the student's records and any input provided by the parent(s) concerning the student's needs, the alternative program staff is to determine what support services and intervention strategies are recommended for the students.

3. Voluntary Referral

The board encourages parental involvement in decisions regarding the child's education and in identifying effective options for addressing concerns regarding the child's behavior or academic performance.

Voluntary transfers may be accommodated based on space availability in the program. A voluntary transfer is an agreement by the parent or guardian and principal that the transfer is an appropriate option for the particular student. After agreement has been reached, the principal of the regular educational setting and the director of the alternative program will arrange the process and time for the transfer.

4. Referral as Option to Long-Term Suspensions, 365 Days Suspensions and Expulsion

A student may be given the option of, or may be placed in, an alternative program for violation of board policies, school standards or rules that could result in a long-term suspension, 365 days suspension or expulsion.

Board policies will be followed for any student who may have engaged in behavior that could result in long-term suspension, 365 days suspension or expulsion. An alternative program may be considered as an option for a portion or the full Policy Code: 3470/4305

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duration of the period of suspension or expulsion. The alternative program may be an option to a long-term suspension or 365 days suspension if approved by the superintendent. In order to consider the alternative program as an option to expulsion, the superintendent must make a recommendation and the board must choose to approve the alternative program as a modification to the expulsion.

At any stage in the proceedings, a parent may request that alternative program be considered as an option to suspension or expulsion.

Once approved, the student may be transferred to the alternative program. If the alternative program does not have the capacity to accept the student immediately, the student may be suspended from school until the alternative program can accept the student.

5. Involuntary Referral

A student may be required to be transferred from the regular educational setting to the alternative program under any of the following circumstances:

- a. the student presents a clear threat to the safety of other students or personnel;
- b. the student is a significant disruption to the educational environment at the regular educational setting;

- c. the student is at risk of dropping out or not meeting standards for promotion and additional or different resources from what is available at the regular educational setting are needed to address the issue; or
- d. the student has been charged with a felony or a crime that allegedly endangered the safety of others and it is reasonably foreseeable that the educational environment at the regular educational setting will be significantly disrupted if the student remains.

Prior to an involuntary transfer in circumstances where the student is experiencing academic or developmental difficulties or chronic social/behavioral problems, the principal of the referring school will document the student's behavior and academic performance and efforts to assist the student in the regular educational environment. School administrators are encouraged to meet with parents to try to reach consensus on how to address the student's difficulties at school.

The preceding steps are encouraged, but not required in the case of an involuntary transfer arising from disciplinary reassignment or when the student's behavior immediately endangers other students or personnel.

If an agreement for voluntary transfer is not reached the principal may determine that the basis for involuntary transfer exists. Prior to the transfer, the principal must consider (1) the student's behavior or academic performance which is at issue, (2) the efforts to assist the student, and (3) other existing circumstances

STUDENT BEHAVIOR POLICIES Policy Code: 4300

A. PURPOSE

All decisions related to student behavior are guided by the board's educational objectives to teach responsibility and respect for cultural and ideological differences and by the board's commitment to create safe, orderly and inviting schools. Student behavior policies are provided in order to establish expected standards of student behavior; principles to be followed in managing student behavior; consequences for anti-social behavior or drug/alcohol policy violations; and required procedures for addressing misbehavior. Acceptable behavior is essential to the development of responsible and self-disciplined citizens and to provision of an effective school program. The board and staff of the school system shall help students to achieve maximum development of individual knowledge, skills and competence and to learn behavior patterns which will enable them to be responsible contributing members of society.

All professional staff members have responsibility for consistency in establishing and maintaining an appropriate behavioral atmosphere. Students are expected and required to act with due regard for the supervisory authority vested by the board in its employees, to respect the rights of other students, and to protect school property.

B. PRINCIPALS

There must exist a climate of discipline conducive to serious study and respect for oneself, other people, and property in order that a school can satisfactorily meet the needs of students. Each principal shall have the authority and be charged with the responsibility to take whatever reasonable and legal action necessary to establish and maintain appropriate student behavior in accordance with board policy.

The teacher shall have the responsibility and authority for discipline over students, except in those cases requiring the attention of the principal.

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

1. Student behavior management strategies should compliment other efforts to create a safe, orderly and inviting environment to include positive behavior support intervention as appropriate.
2. Responsibility, integrity, civility and other standards of behavior should be integrated into the curriculum.
3. Disruptive behavior in the classroom will not be tolerated.
4. Consequences for unacceptable behavior should help a student learn to comply with rules, to be obedient at a minimum, and when able, to learn to accept responsibility and develop self-control.
5. Age and developmentally appropriate strategies and consequences are to be utilized.
6. When feasible, consequences for unacceptable behavior should take into account differences in how individual students respond to discipline strategies.

For the purpose of board policies related to student behavior, all references to "parent" include a parent, a legal guardian, a legal custodian or another caregiver adult authorized to enroll a student under policy 4120, Domicile or Residence Requirements.

C. APPLICABILITY

Students must comply with the Student Code of Conduct including compliance with board and school behavior policies in all of the following circumstances:

1. while in any school building or on any school premises before, during or after school hours;
2. while on any bus or other vehicle as part of any school activity;
3. while waiting at any school bus stop;
4. during any school function, extracurricular activity or other activity or event;
5. when subject to the authority of school personnel; and

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

D. COMMUNICATION OF POLICIES

Board policies related to student behavior are mainly codified in the 4300 series. The Student Code of Conduct Handbook includes information from such policies that notifies students of the behavior expected of them, conduct that may subject them to discipline and the range of disciplinary measures that may be used by school officials. Additionally, each school shall create student behavior plans that will elaborate further on expectations for student behavior and the use of varied intervention strategies and consequences. At the beginning of each school year, the principal is responsible for providing each student and his or her parent(s) or guardian with a copy of the Student Code of Conduct Handbook and any other school rules and procedures. Students enrolling during the school year and their parent(s) or guardian(s) shall receive a copy of the information upon enrollment. School-level student handbooks include a statement on student discipline. The contents of this statement will be at the discretion of the principal. Board policies concerning student conduct and student discipline, as well as individual school policies, and related administrative procedures that are relevant to students, are to be included in the above handbooks.

Legal References: G.S. 115C-47, -276(r), -288, -307, -390.1, -390.2

Cross References: Goals and Objectives of the Educational Program (policy 3000), Counseling Program (policy 3610), Domicile or Residence Requirements (policy 4120), Student Behavior Policies (all policies in the 4300 series)
Adopted: June 28, 2000

INTEGRITY AND CIVILITY Policy Code: 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.

PROHIBITED BEHAVIOR

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

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 academic work;
2. plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work;
3. violating copyright laws, including 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;
5. playing abusive or dangerous tricks or otherwise subjecting a student or personnel to personal indignity; and
6. falsification, which includes the verbal or written statement of any untruth.

CONSEQUENCES

Consequences for engaging in prohibited behavior will be provided in accordance with the school's student behavior management plan (see board policy 4302, School Plan for Management of Student Behavior). For repeated or serious violations of this policy, the principal may suspend a student from school for up to ten days.

Legal Reference: 17 U.S.C. 101, 102, 106, 108, 110, 117; G.S. 115C-47, -288, -307, -391

Cross Reference: Goals and Objectives of the Educational Program, (policy 3000), Copyright Compliance (policy 3230/7330), School Plan for Management of Student Behavior (policy 4302) Adopted: June 28, 2000

DISRUPTIVE BEHAVIOR Policy Code: 4315

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

PROHIBITED BEHAVIOR

Students are prohibited from disrupting teaching, the orderly conduct of school activities, or any other lawful function of

the school or school district. The following conduct is illustrative of disruptive behavior and is prohibited:

1. intentional verbal or physical acts which result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions;
2. appearance or clothing which (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;
3. possessing or distributing literature or illustrations which significantly disrupt the educational process or which are obscene or unlawful;
4. engaging in behavior which 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 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.

STUDENT DEMONSTRATIONS

No student shall, on or off school premises, engage in any protest, march, picket, sit-in or similar activity which has as its purpose the disruption of any lawful function, mission, or process of the school to which the student is assigned or to any other school in the system.

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Consequences for engaging in prohibited behavior will be provided in accordance with the school's student behavior management plan (see board policy 4302, School Plan for Management of Student Behavior). For repeated or serious violations of this policy, the principal may suspend a student from school for up to ten days.

CONDUCT ON A SCHOOL VEHICLE Policy Code: 4316

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

1. Delaying the bus schedule
2. Fighting, smoking, using profanity or refusing to obey the driver's instructions
3. Tampering with or willfully damaging the school vehicle
4. Possession or use of unauthorized drugs or intoxicating beverages on a school vehicle as

outlined in Board policy

5. Getting off at an unauthorized stop

6. Distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation

7. Failing to observe established safety rules and regulations

8. Willfully trespassing upon a school bus

9. Boarding a school bus, coming on school premises, or attending a school function away from the school under the influence of narcotic drugs or intoxicants

With the approval of the superintendent, the director of school transportation may impose further rules regarding behavior on the school bus, including limiting what items may be transported on a school bus.

Legal Ref.:

Cross Ref.:

Adopted: June 28, 2000

TOBACCO PRODUCTS Policy Code: 4320

The board is committed to creating safe, orderly, clean and inviting schools for all students and staff.

The board also supports state laws that prohibit the selling or distribution of tobacco products to minors and federal law prohibiting smoking in all school buildings.

PROHIBITED BEHAVIOR

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

CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with Section B of policy 4302, School Plan for Management of Student Behavior.

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

NOTICE

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

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

Cross References: Student Behavior Policies (policy 4300), School Plan for Management of Student Behavior (policy 4302), Smoking and Tobacco Products (policy 7250)

Adopted: June 28, 2000

Revised: May 11, 2004, November 1, 2011

Revised legal and cross reference administratively: March 10, 2009

DRUGS AND ALCOHOL Policy Code: 4325

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

PROHIBITED BEHAVIOR

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

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 or products procured or used with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior.

Students also are prohibited from possessing, using, transmitting or selling drug paraphernalia or counterfeit (fake) drugs. Students may not in any way participate in the selling or transmitting of prohibited substances, regardless of whether the sale or transmission ultimately occurs on school property. Beepers and portable phones may not be used by students unless specifically authorized by the principal.

Possession or use of prescription and over the counter drugs are not in violation of this policy if possessed and used in accordance with board policy 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.

CONSEQUENCES

As required by board policy 4335, Criminal Behavior, the principal must report to the appropriate law enforcement agency any student who has used or possessed the substances prohibited by this policy. In addition, school sanctions will be as outlined below.

The disciplinary consequences for violations of this policy shall be consistent with Section B of policy 4302, School Plan for Management of Student Behavior.

The principal should assess whether any available services, such as school counseling services, an alternative school, substance abuse programs or programs provided by other agencies, would assist the student and whether any services should be a part of the consequence.

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A student re-entering school following treatment for substance abuse should be identified by the school as highly at-risk and provided a transition/support plan developed collaboratively by staff, parent(s) and, when appropriate, the student. The transition/support plan must include periodic monitoring.

Legal References: G.S. 18B-301; 20-11(n1); ch. 90, art. 5; 115C-47, -276, -288, -307, -390.2

Cross References: Student Behavior Policies (policy 4300), School Plan for Management of Student Behavior (policy 4302), Criminal Behavior (policy 4335), Administering Medicine to Students (policy 6125)

Adopted: June 28, 2000

Revised legal reference administratively: March 10, 2009, November 1, 2011

THEFT, TRESPASS AND DAMAGE TO PROPERTY Policy Code: 4330

The board will not tolerate theft, trespass and/or damage to property by any student. Any student exhibiting such behavior will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules.

A. THEFT

Prohibited Behavior

Students are prohibited from stealing or attempting to steal school or private property, and/or from knowingly being in possession of stolen property. Failure to turn in any stolen property promptly to the principal or a school system administrator will be considered a violation of this section.

B. DAMAGE TO PROPERTY

Prohibited Behavior

Students are prohibited from damaging or attempting to damage any school property or private property. Pursuant to NCGS 115C-523, the parents or legal guardians of any minor student are liable up to five thousand dollars (\$5,000) for any gross negligence or willful damage or destruction of school property by a minor student.

C. TRESPASS

Prohibited Behavior

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

- a. a student who is on the campus of a school to which he or she is not assigned during the school day without the knowledge and consent of the officials of the school the student is visiting;
- b. any student who loiters at any school after the close of the school day without specific need or supervision; or
- c. any student who has been suspended from school who appears on the property of any school during the suspension period without the express permission of the principal.

D. CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with policy 4302, School Plan for Management of Student Behavior.

Legal Reference: G.S. 14-60, -87, -87.1, -132, -132.2; 115C-47, -276(r), -288, -307, -390.2.

Cross Reference: Student Behavior Policies (policy 4300), Integrity and Civility (policy 4310), Criminal Behavior (policy 4335))

Adopted: June 28, 2000

Revised: November 4, 2008, November 1, 2011

ASSAULTS, THREATENING ACTS, AND HARASSMENT Policy Code: 4331

The board will not tolerate assaults, threatening actions, or hazing by any student. Acts of retaliation for reporting violations of this policy are prohibited. Any student exhibiting such behavior will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. Except where certain consequences for misbehavior are required by law, principals in the elementary grades are expected to use good judgment and reasonable discretion in determining the appropriate consequence for violation of board policies, school standards or rules.

A. PROHIBITED BEHAVIOR

1. ASSAULT

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight. No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. No student shall take any action or make any comments or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.

2. THREATENING ACTS

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

3. HARASSMENT

Students are prohibited from engaging in or encouraging any form of harassment, including bullying of students, employees or other individuals on school grounds or at school-related functions. Harassment is unwanted, unwelcome 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.

B. CONSEQUENCES

The disciplinary consequences for violations of this policy shall be consistent with Section B of policy 4302, School Plan for Management of Student Behavior.

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.

Legal Reference: G.S. 14-33, -34 to -34.2, 35; 115C-47, -276(r), -288, -307, -390.2, 390.7

Cross Reference: Prohibition Against Discrimination and Harassment (policy 1710/4021/7230), Sexual Harassment (policy 1736/4026/7236), Student and Parent Grievance Procedures (policy 1740/4010), Sexual Harassment Complaint Procedures for Students (1745/4027), Student Behavior Policies (policy 4300), School Plan for Management of Student Behavior (policy 4302), Integrity and Civility (policy 4310), Weapons, Bomb Threats and Clear Threats to Safety (policy 4333)

Adopted: June 28, 2000

Revised: December 2, 2003

Revised: December 14, 2004

Title Revised Administratively: January 19, 2005

Revised legal and cross reference administratively: 10, 2009

Revised: January 5, 2010, November 1, 2011

WEAPONS, BOMB, BIOLOGICAL, OR CHEMICAL THREATS AND CLEAR THREATS TO SAFETY Policy Code: 4333

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

A. PROHIBITED BEHAVIOR

1. WEAPONS AND WEAPON-LIKE ITEMS

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include all of the following:

- a. loaded and unloaded firearm, including a gun, pistol and rifle;
- b. destructive devices, as described in subsection B.2. of this policy, including explosives, such as a dynamite cartridge, bomb, grenade or mine;
- c. knives, including a pocket knife, bowie knife, switchblade, dirk or dagger;
- d. slingshot or slungshot;
- e. leaded cane;
- f. blackjack;
- g. metal knuckles;
- h. BB gun;
- i. air rifle or air pistol;
- j. stun gun or other electric shock weapon, such as tasers;
- k. icepick;
- l. razor or razor blade (except solely for personal shaving);
- m. fireworks; and
- n. any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above.

A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a teacher or the principal immediately.

This section does not apply to board-approved and authorized activities for which the board has adopted appropriate safeguards to protect student safety.

Policy Code: 4333

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2. BOMB THREATS

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the principal immediately.

3. TERRORIST THREATS

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

4. CLEAR THREATS TO SAFETY OF STUDENTS AND EMPLOYEES

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

- a. theft or attempted theft by a student from another person by using, or threatening to use, a weapon;
- b. the intentional and malicious burning of any structure or personal property, including vehicles;
- c. an attack, or threatened attack, by a student against another person wherein the student uses a weapon or displays it in a manner found threatening to that person;
- d. an attack by a student on any employee, adult volunteer, or another student which does not result in serious injury but which is intended to cause or reasonably could cause serious injury;

Policy Code: 4333

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

A. PROHIBITED BEHAVIOR

1. WEAPONS AND WEAPON-LIKE ITEMS

Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon. Weapons include all of the following:

- a. loaded and unloaded firearm, including a gun, pistol and rifle;
- b. destructive devices, as described in subsection B.2. of this policy, including explosives, such as a dynamite cartridge, bomb, grenade or mine;
- c. knives, including a pocket knife, bowie knife, switchblade, dirk or dagger;
- d. slingshot or slungshot;
- e. leaded cane;
- f. blackjack;
- g. metal knuckles;
- h. BB gun;
- i. air rifle or air pistol;
- j. stun gun or other electric shock weapon, such as tasers;
- k. icepick;
- l. razor or razor blade (except solely for personal shaving);
- m. fireworks; and
- n. any sharp pointed or edged instrument except unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance.

No student may knowingly or willfully cause, encourage or aid any other student to possess, handle or use any of the weapons or weapon-like items listed above.

A student who finds a weapon or weapon-like item, who witnesses another student or other persons with such items, or becomes aware that another student or other persons intends to possess, handle or use such items, must notify a teacher or the principal immediately.

This section does not apply to board-approved and authorized activities for which the board has adopted appropriate safeguards to protect student safety.

Policy Code: 4333

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2. BOMB THREATS

Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a bomb threat or perpetrate a bomb hoax. Any student who becomes aware that another student or other person intends to use a bomb, make a bomb threat or perpetrate a bomb hoax must notify a teacher or the principal immediately.

3. TERRORIST THREATS

Students are prohibited from making, aiding, conspiring and/or abetting in making a terrorist threat or perpetrating a terrorist hoax against school system property by making a false report that a device, substance or material designed to cause harmful or life-threatening injury to another person is located on school property.

No student may knowingly or willfully cause, encourage or aid another student to make a terrorist threat or perpetrate a terrorist hoax. Any student who becomes aware that another student or other person intends to use a device, substance or material designed to cause harmful or life-threatening illness or injury to another person, make a terrorist threat or perpetrate a terrorist hoax must notify a teacher or the principal immediately.

4. CLEAR THREATS TO SAFETY OF STUDENTS AND EMPLOYEES

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

- a. theft or attempted theft by a student from another person by using, or threatening to use, a weapon;
- b. the intentional and malicious burning of any structure or personal property, including vehicles;

c. an attack, or threatened attack, by a student against another person wherein the student uses a weapon or displays it in a manner found threatening to that person;

d. an attack by a student on any employee, adult volunteer, or another student which does not result in serious injury but which is intended to cause or reasonably could cause serious injury;

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e. an attack by a student upon another person whereby the victim suffers obvious severe or aggravated bodily injury such as broken bones, loss of teeth, possible internal injuries, laceration requiring stitches, loss of consciousness, significant bruising or pain, or the victim requires hospitalization or treatment at a hospital emergency room as a result of the attack;

f. any intentional, highly reckless or negligent act that results in the death of another person;

g. confining, restraining, or removing another person from one place to another, without the victim's consent, or the consent of the victim's parents, for the purpose of committing a felony, or for the purpose of holding the victim as a hostage or for ransom or for use as a shield;

h. possession of a weapon on any school property, including in vehicles with the intent to use or transmit for another's use or possession in a reckless manner so that harm is reasonably foreseeable;

i. the taking or attempting to take anything of value from the care, custody or control of another person or persons, by force, threat of force, or violence, or by putting the victim in fear;

j. any unauthorized and unwanted intentional touching, or attempt to touch, by one person of the sex organ of another, including the breasts of the female and the genital areas of the male and female.

k. the possession, manufacture, sale, or delivery, or any attempted sale or delivery, of a controlled substance in violation of Chapter 90 of the North Carolina General Statutes;

l. any behavior resulting in a felony conviction on a weapons, drug, assault or other charge that implicates the safety of other persons; and

m. any other behavior that demonstrates a clear threat to the safety of others in the school environment, including false reports of biological or chemical weapons.

B. CONSEQUENCES

1. General Consequences

The disciplinary consequences for violations of this policy shall be consistent with Section B of policy 4302, School Plan for Management of Student Behavior.

2. Specific Consequences Mandated by Law

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As required by law, a student who brings or possesses a firearm or destructive device on school property or at a school-sponsored event must be suspended for 365 days, unless the superintendent modifies, in writing, the required 365-day suspension for an individual student on a case-by-case basis. The superintendent shall not impose a 365-day suspension if the superintendent determines that the student (1) took or received the firearm or destructive device from another person at school or found the firearm or destructive device at school, (2) delivered or reported the firearm or destructive device as soon as practicable to a law enforcement officer or school personnel and (3) had no intent to use the firearm or destructive device in a harmful or threatening way.

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

Legal Reference: Gun-Free Schools Act, 20 U.S.C. 7151; G.S. 14-17 to -18, -27.2 to -27.5A, -32, -33, -34 to -34.2, -41, -60, -69.1, -69.2, -87, -87.1, -132, -132.2, -202.2, -208.18, -269.2; 277.5; ch. 90, art. 5; 115C-47, -276(r), -288,-307, -390.1, -390.2, -390.10; State Board of Education Policy HRS-A-002

Cross Reference: Student Behavior Policies (policy 4300), School Plan for Management of Student Behavior (policy 4302), Integrity and Civility (policy 4310), Disruptive Behavior (policy 4315), Theft, Trespass and Damage to Property (policy 4330), Assaults, Threats and Harassment (policy 4331), Criminal Behavior (policy 4335)

Adopted: June 28, 2000

Revised: November 6, 2001 effective November 20, 2001 to add Biological or Chemical Threats

Revised legal reference administratively: March 10, 2009

Revised: November 1, 2011

CRIMINAL BEHAVIOR Policy Code: 4335

Criminal or other illegal behavior is prohibited. Any student who the principal reasonably believes to have engaged in criminal behavior on the school premises or at school activities will be subject to appropriate disciplinary action as stated in applicable board policies and may be criminally prosecuted as well.

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

STUDENTS CHARGED WITH OR CONVICTED OF CRIMINAL BEHAVIOR

If necessary, the superintendent and principal may take reasonable measures to preserve a safe, orderly environment when a student has been charged with or convicted of a serious crime, regardless of whether the alleged offense was committed on school grounds or was related to school activities. Depending upon the circumstances, including the nature of the alleged crime, the child's age, and the publicity within the school community, reasonable efforts may include changing a student's classroom assignment or transferring the student to another school. Transfer to the alternative school may be made in accordance with the criteria established in board policy 3470/4305, Alternative Programs.

REPORTING CRIMINAL BEHAVIOR AND PARENT NOTIFICATION

The principal must report immediately to law enforcement officers and the superintendent the following acts when the principal has personal knowledge, or actual notice from school personnel that such acts occurred on school property, regardless of the age or grade of the perpetrator or victim. A principal who willfully fails to make a required report to law enforcement may be subject to disciplinary action, up to and including dismissal. The superintendent or designee will provide information to the board regarding these reports. Certain crimes must be reported to the State Board of Education in accordance with State Board of Education Policy HRS-A-000. Additionally, the principal or designee must notify the parents or guardians of students who are alleged to be victims of any of the following acts:

1. assault resulting in serious personal injury;
2. sexual assault;
3. sexual offense;
4. rape;
5. kidnapping;
6. indecent liberties with a minor;
7. assault involving the use of a weapon;
8. possession of a firearm in violation of the law;
9. possession of a weapon in violation of the law; and
10. possession of a controlled substance in violation of the law.

Legal Reference: Gun-Free Schools Act, 20 U.S.C. 7151; G.S. 14-17, -18, -27.2 to -27.5, -32, -33, -34 to -34.2, -41, -60, -69.1, -69.2, -87, -87.1, -132, -132.2, -202.1, -269.2; ch. 90, art. 5; 115C-47(56), -288(g), -325; State Board of Education Policy HRS-A-000

Cross Reference: Alternative Schools (policy 3470/4305), Drugs and Alcohol (policy 435), Theft, Trespass and Damage to Property (policy 4330), Assaults, Threats and Harassment (policy 4331), Weapons, Bomb Threats and Clear Threats to Safety (policy 4333), School-Level Investigations (policy 4340)

Adopted: June 28, 2000

Revised legal and cross reference administratively: March 10, 2009

Revised: June 1, 2010, December 6, 2011; October 1, 2013

PROHIBITION AGAINST DISCRIMINATION, BULLYING AND HARASSMENT Policy Code: 1710/4021/7230

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

A. 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 student behavior management plan (see policy 4302, School Plan for Management of Student Behavior). Based on the nature and severity of the offense and the circumstances surrounding the incident, the student will be subject to appropriate consequences and remedial actions ranging from positive behavioral interventions up to, and including, expulsion.

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

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide 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.

Policy Code: 1710/4021/7230

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

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

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

When considering if a response beyond the individual level is appropriate, school administrators should consider the nature and severity of the misconduct to determine whether a classroom, school-wide or school system-wide 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.

B. APPLICATION OF POLICY

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

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. in an electronic format, as described in NC General Statute as cyber bullying.

C. DEFINITIONS

For purposes of this policy, the following definitions apply:

1. Discrimination

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

2. Harassment and Bullying

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

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

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

Harassment and bullying include, but are not limited to, behavior described above that is reasonably perceived as being motivated by any actual or perceived differentiating characteristic or motivated by an individual's association with a person who has or is perceived to have a differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual orientation, or mental, physical, developmental or sensory disability. Legitimate age-appropriate pedagogical techniques are not considered harassment or bullying.

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.

D. REPORTING AND INVESTIGATING COMPLAINT PROCEDURES

1. Students, Parents, Volunteers, and/or Visitors

Students, parents, volunteers, and/or visitors are encouraged to submit any complaints of discrimination or harassment, other than sexual harassment, through the grievance procedure established in policy 1740/4010, Student and Parent Grievance Procedure. The complaint procedure for sexual harassment is established in policy 1745/4027, Sexual harassment Complaint Procedure for Students.

2. Employees

Employees are encouraged to submit any complaints of discrimination or harassment, other than sexual harassment, through the grievance procedure established in policy 1750/7220, Grievance Procedure for Employees. The complaint procedure for sexual harassment is established in policy 1736/4026/7236, Sexual Harassment.

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

E. TRAINING AND PROGRAMS

eliminate unlawful discrimination, harassment and bullying and to foster an environment of understanding and respect for all members of the school community. Information about this policy and the related complaint procedure must be included in the training plan. Additional programs for students, employees and volunteers who have significant contact with students should be created 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 or designee 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 will be posted on the school system website, and made readily available in the principal's office and the superintendent's office. Notice of this policy will appear in student and employee handbooks that set forth the comprehensive rules, procedures and standards of conduct for students and employees.

G. COORDINATORS

The superintendent or designee will publish the names, addresses and phone numbers of the "Title IX coordinator" (for sex discrimination), "Section 504 coordinator" and the "ADA coordinator" (for discrimination on the basis of disability) in a manner intended to ensure that employees, applicants, students, parents and other individuals who participate in the school district's program are aware of the coordinators. The purpose of the coordinator positions is to provide additional protection of nondiscrimination rights. The coordinator must (1) investigate any complaints alleging non-compliance (2) implement a resolution to discrimination complaint, to the extent a resolution can be reached and the coordinator has the authority to implement corrective action or (3) notify the superintendent or designee that intervention by other officials is required to resolve the situation.

H. RECORDS AND REPORTING

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

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.

Legal References: Age Discrimination in Employment Act of 1967, 29 U.S.C. 621 et seq., 34 C.F.R. pt. 110; Americans With Disabilities Act, 42 U.S.C. 12101 et seq., 28 C.F.R. pt. 35; Rehabilitation Act of 1973, 29 U.S.C. 705(20), 794, 34 C.F.R. pt. 104; Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., 34 C.F.R. pt. 100; Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq., 29 C.F.R. pt. 1604; Title IX of the Education Amendments of 1972, 20 U.S.C. 1681 et seq., 34 C.F.R. pt. 106; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; Racial Incidents and Harassment Against Students at Educational Institutions; Investigative Guidance, U.S. Department of Education, Office for Civil Rights (1994); Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, U.S. Department of Education, Office for Civil Rights (2001); Notice of Non-Discrimination, U.S. Department of Education, Office for Civil Rights (2010); *Oncale v. Sundowner Offshore Services*, 523 U.S. 75 (1998); G.S. 14-458.2; G.S. 115C-335.5, -366.4, 407.15 through -407.18; 126-16; State Board Policy HRS-A-007

Cross References: , Student and Parent Grievance Procedure (policy 1740/4010), Sexual Harassment Complaint Procedure for Students (policy 1745/4027), Grievance Procedure for Employees (policy 1750/7220), Equal Educational Opportunities (policy 4001), Sexual Harassment

(policy 1736/4026/7236) Nondiscrimination on the Basis of Disabilities (1730/4022/7231), Prohibition Against Retaliation (1760/7280), School Plan for Management of Student Behavior (policy 4302), Assaults, Threatening Acts, and Harassment (policy 4331); Visitors to the Schools (policy 5020), Community Use of Facilities (policy 5030), Recruitment and Selection of Personnel (policy 7100), Career Employees: Demotion and Dismissal (policy 7930).

Adopted: June 28, 2000

Revised: April 8, 2008

Revised legal reference administratively: October 1, 2009

Revised: December 8, 2009

Revised: Legal and Cross References Administratively, February 21, 2012

Revised: September 4, 2012



School Address/Phone Numbers

Onslow County Learning Center

941 HWY 172

Hubert, NC 28539

(910) 326-2305

(910) 326-2208 (Fax)

School Hours

Office 7:30-4:00

School 8:50- 2:50